

MID-HUDSON LIBRARY SYSTEM
Continuing Education / Professional Development Advisory Committee Meeting

Date: May 21, 2014

Location: MHLS Auditorium

Committee members attending:

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| X Vicki Kurashige (Columbia) | <input type="checkbox"/> Maria Steinberg (Putnam) |
| X Joanne A. Meyer (Dutchess) | X John Georghiou (Ulster) |
| X Rhiannon Leo (Dutchess) | <input type="checkbox"/> Tracey Pause (Ulster) |
| X Candace Begley (Greene) | X Merribeth Advocate (MHLS) |

Staff Attending: Lauren Muffs, Deb Weltsch

Minutes from November 1, 2013 were reviewed and approved by John, seconded by Joanne.

Discussion Items:

1. Overview of 2013 CE activities. A total of 133 sessions with attendance of 1,345 were held.
2. Review of Workshop Evaluation Summaries:
 - a. Workshop evaluation summaries of sessions held since the last committee meeting were reviewed. Committee agreed that the Workshop Evaluation summaries should continue to be sent to them as an email attachment rather than in print.
 - b. Discussion included how to increase attendance of Greene County staff - training was suggested to be held at Cairo.
 - c. Committee requested a new version to be sent to directors of the 'Availability of Member Library Space to host MHLS CE Programs' survey, including their ability to potentially host group viewings of webinars, followed by a survey to directors, staff and trustees about 'Your Preferences for Location' (last done in 2011).
3. Review of 2014 Programs:
 - a. 26 programs with attendance of 317 to date, not including the 25 on-site Encore trainings, and 4 Encore webinars. Directors will be contacted to submit attendance sheets for trainings that were held at libraries.
 - b. Committee suggested post-workshop outcome based evaluations be conducted on the following:
 - i. Early Literacy Storytimes - Enhancing Programs for Children & their Caregivers (include if they have seen an increase in attendance and/or increase in parent/caregiver satisfaction)
 - ii. Friends Support Group - Signature Fundraising Events
 - iii. Public Library Vote Toolbox - Know How for your Library's Vote
 - iv. Training on NOVELny Databases from Gale Cengage
 - v. Roundtable for New Directors - Working with your Board

- c. Plans and curriculum for the June training from the Central Library was discussed, with the goal clarified of making staff comfortable using the resources as they exist at this point. A new title was given to the training: 'Encore, HOMEACCESS and Reference - helping patrons find what they want', and the target audience redefined as ' All front-line staff, including those interested in building their skill with Encore, are encouraged to attend.'
 - d. Curriculum and evaluation summary of training for New MHLS Board Members, given on 3/22/14 was discussed. 12 MHLS Board members attended.
 - e. It was the consensus of the committee that Sierra Training will not be held during the interim period while MHLS gets a new Automation Coordinator in place.
 - f. Essential Elements of Collection Development is still intended to take place in 2014. Curriculum, goals and trainers will be discussed.
4. Webinars / Training on Demand:
- a. Annual Members Survey – Priority Themes included “Provide software/online applications that can be used to support meeting and training participation by remote users”. Committee discussed this theme including that it is important to provide training available remotely, in digestible bits to fit busy work schedules.
 - b. Discussion included how to prove CE credit for outside webinars. Meribeth will send a reminder to the MHLS listserv about this, as well as other criteria for proving post-MLS continuing education participation.
 - c. Upcoming from NYS: The Critical Partnership; Public Library Trustees and Directors 6/10/14 @ 10am. Committee requested that a reminder be sent out about this, with links to Jerry Nichols previous 2 NYS trustee webinars. MHLS will create an online form for directors to use if they wish, to document NYS webinar training that their staff participated in.
 - d. Circulation Essential Modules - the outline of a series of brief video modules was developed by the committee, targeting new circulation staff. This will be developed by MHLS staff.
 - e. Customer Service Training Modules from the Central Library.
 - i. Committee discussed if we are accomplishing what we want to accomplish by this project, how to access success, and timeline. Suggested a focus on the 'Power of Nice', including content for staff on how to improve what they're doing, and helping patrons get what they need not just what they ask for.
 - ii. Deb will send the 1st Customer Service module to Meribeth for hosting on the MHLS website. Deb will develop an outline of the desired modules, also looking at what is available already for a curated collection, that would accomplish the desired result of brief targeted video modules that could be used by directors with new employees and also by staff on-demand.

Next meeting: Tuesday, October 14, 2014