

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

**Date:** 7/30/2012

**Location:** MHLS

**Committee members attending:**

Vicki Kurashige (Columbia)

Erica Freudenberger (Dutchess)

Susan Totter (Dutchess)

Candace Begley (Greene)

Maria Steinberg (Putnam)

Sukrit Goswami (Ulster)

Faith Johnson (Ulster)

Merribeth Advocate (MHLS)

**Staff Attending:** Deb Weltsch, Mike Nyerges, Rebekkah Smith Aldrich, Eric McCarthy

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**Discussion Items:**

- 1) Oct. 12, 2011 minutes approved by Candace, 2nd by Vicki. Looked at action items on previous minutes. Online course was held, the other 2 were not yet.
- 2) Review of 2011 MHLS CE Progress submitted in State Report. 75 programs were offered with 926 attendees.
- 3) Reviewed past 6 months of CE session evaluations (Oct. 2011 – Apr. 2012). Committee observed that workshops held in local counties were well attended and should be continued.
- 4) 63 MHLS member library staff responded to the ‘What Do You Struggle With on a Day-to-Day Basis’ survey, collected 4/16 – 5/10/12.
  - a. Gives a good idea what people want help with. Time saving tips/organizational skills/priority setting seems to be what many are asking for help with and is something MHLS will look at to add programs for. Overall, many feel like they have too much to do and want help to balance it all. Eric said he feels he can help by offering how Millennium can help with time saving techniques for those libraries not using some of its programs.
  - b. Results from directors helped with planning the ‘Directors Leadership Development Series with Sandra Nelson’ starting in the Fall. Looked at what Directors primarily were looking for help with and designed the series to be as flexible as possible - it allows for Director’s to work on what they want to make time to finally tackle.
- 5) Sierra training can start 2 weeks prior to our migration, which will be in February 2013. Amount of training for day to day circulation activities will be very minimal. It may look a bit different, but most things will work exactly the same so staff should not get nervous – it will be an easy transfer over. A library that recently went from Millennium to Sierra reported that it took about 15 minutes to train for the basic circulation. There will be other training involved for other functions, especially the new functions to benefit us, but for front line staff training will be minimal. A webinar to show screen shots of the Sierra look will be set up by Eric to let staff see what to expect.
- 6) Online Screen Casts: We will be able to get the software to create these and Eric has the experience, so we can do brief videos for staff and/or the public. We discussed various topics that mini-videos could be made off regarding circulation and OPAC that would be helpful for basic training tips.
- 7) Reviewed Plan of Service and our committee responsibilities in Section 4.12 #3 – Evaluation Methods.

Next meeting October 15, 2012