

Leadership Advisory Group

AGENDA

Fish Tank Meeting Room, 3rd Floor, Boise Public Library

November 18, 2014 ~ 9 am to 4 pm

Facilitator: Marj Hooper

Meeting Leader: Shirley Biladeau

Meeting Recorder: Pam Bradshaw

Meeting Purpose: To develop sustainable leadership development activities for the Idaho library community.

Meeting Desired Outcomes:

1. List of communication tools to reach the Idaho library community.
2. New work groups.
3. List of work group assignments to be completed by the February 25, 2015 face to face meeting.

Topic	Action	Time
Meeting Set Up	Review	9:00 am
Introductions	Share	9:05 am
Welcome & Recap (Handouts 1-4)	Inform	9:20 am
Working Group Reports (Handouts 5-6)	Inform Next Steps	9:45 am
BREAK		10:30 am
New Working Groups (Handout 7)	Discuss Assign	10:45 am
Purpose and Desired Outcomes for Work Groups	Identify	11:15
Networking Lunch		12 Noon
Working Groups	Work	12:45 pm
Report Back	Report	1:45 pm
BREAK		2:15 pm
Action Plans	Complete	2:30 pm
Final Action Plans	Report	3:15 pm
Next Steps	List	3:30 pm
Meeting Review	List	3:55 pm

Additional Resources

Future Trends in Leadership Development by Nick Petrie <http://www.ccl.org/Leadership/pdf/research/futureTrends.pdf>
 Library Journal Lead the Change Workshop <http://lj.libraryjournal.com/lead-the-change/programs/leadership/>
 Educopia Institute Nexus: Planning Grant: <http://www.educopia.org/research/nexus>
 Just submitted grant to IMLS for Nexus II to focus on road map development, curriculum and evaluation development, network building, lab training and sustainability transitioning

Meeting Notes:

Introductions were made – new members Kristi Haman and Trisha Rhine were welcomed. An overview was presented regarding the scope and history of the group.

Attendees: Kevin Booe, Molly Montgomery, Erin Downey, Shirley Biladeau, Mary DeWalt, Nick Grove, Jean Mattimoe, Trisha Rhine, Kristi Haman, Becky Proctor, Jamie Bair, Tracy Bicknell-Holmes, Marj Hooper, Pam Bradshaw.

Scope: The Leadership Advisory Group will plan for, and potentially implement, sustainable leadership development activities to meet the growing demand of the Idaho library community. Create a culture of leadership.

Content Review of History:

Target Audiences

- New Directors – Managers – Supervisors – Deans – Middle Managers – Seasoned Directors
- Nontraditional Leaders (support staff, introverts) / staff interacting with community (outreach)/all library staff
- New Staff
- Paraprofessionals / elementary school librarians / teacher librarians
- Board/Friends/Foundations/Advisory Boards
- Volunteers
- Professional Associations

Leadership vs. Management

- Leadership inspires, Management is nuts and bolts
- Leadership is proactive. Management reactive.
- Leadership has vision. Management implementation.
- Leadership takes risks. Management manages risks.
- Leadership guides staff. Management assigns tasks, determines procedures.
- Leadership comes from anywhere. Management comes from the top down.
- Leadership inspires. Management has a home base.

Topics

- Advocacy; political savvy; Advocacy – Internal and External
- Agents of change
- Communication
- Community building
- Conflict resolution
- Critical Thinking skills
- Delegation as a form of empowerment
- Ethics/Professional responsibility
- Growing leaders: In house development (help staff become leaders)
- Leadership standards
- Leadership vs. Management; leadership theory and organizational theory
- Legal process, hearings, districts
- Marketing, social media
- Networking
- Self-awareness; confidence building
- Why it's important to be a leader; awareness – everyone is a leader

The group decided that the official name will be Library Leadership Advisory Committee (LiLAC).

Next Step: Shirley will work with Ben who will create a logo and color scheme for the group.

The original three working groups: Communication, Web Portal, and Training Database provided a report on their activities.

Communication

Continuing Education Grant Brochures: Three brochures were created and distributed at the fall meeting of ILA. These brochures targeted Trustees, Library Directors, and Library Staff.

Next Step: Shirley will finalize the brochures, print 1000 copies of each and distribute to public and school libraries.

Communication Survey: Over 50% of respondents were from public libraries. 59% indicated they would like monthly updates on leadership development activities. 81% of respondents prefer email communication. An even distribution of time of year among Spring, Fall and Winter. 67% of respondents occasionally visit the ICfL website. 60% of the respondents occasionally visit the ILA website.

Widget for Web Portal: Still pending upon completion of the leadership web portal on the ILA web site. This widget would allow individuals to self-identify as leaders having attended a specific conference and reporting on the value.

Suggestions:

- Listserv just for leadership training opportunities
- Monthly Newsletter or announcements (opt in) – with reminders on libidaho periodically and link on portal to opt in – will follow-up
- Library Director Brochure
- Library Directors and Administrators
- Widget – not completed, perhaps use wiki instead

Web Portal

Web Portal on ILA website: <http://www.idaholibraries.org/resources/library-leadership-in-idaho/>

- List of available leadership training opportunities
- Web group needs to continue
- If we are using a wiki, link it to the ILA web page

Next Step:

- Continue to refine format and add content.
- Contact information for Roxanne to ask questions and for Ben
- Tracy to provide training opportunities spreadsheet to Becky
- Discuss portal change? Target audiences – perhaps drop new and list Library Employees and/or create a separate category

Training Database

Divided training opportunities into state resources, northwest resources, and national resources.

Working on:

- How to actively update tags and label
 - Set it and forget it
 - Set up a dynamic spreadsheet
 - Discussion board and wiki concept
- Needs to be customer driven
- Wiki allows other format contributions

See Appendix A -- Committee notes from sub group meeting on November 6.

New Working Groups

Web Portal

Erin Downey, Becky Proctor, Molly Montgomery

Purpose

Complete original tasks for web portal group

Outcome

- Interactive portfolio of existing leadership opportunities.
- Regular communication tool for library community.

Activities

- Address Structural Issues
- Update and plan for Content presentation
- Make a plan for site Maintenance

Timeline

- Erin sits down with webmaster ASAP
- Molly cleans up spreadsheet by December 15
- Becky creates Google form for add-ons by January 15
- Usability survey created by February 15
- Outline maintenance process once we figure everything out

Big Read Coordination – Community-wide read on leadership topics

Trisha Rhine, Mary DeWalt, and Jean Mattimoe

Read2Lead

Purpose

To encourage mutual educational development on leadership through discussion

Outcome

- Discussion and introspection
- Networks and community leadership developed
- Personal goals

Activities

- Book selection – 4 to 5 to vote on
- Guided discussion and questions
- Webinar / Google Hangout

Timeline

- Dec 16 – Conference Call to decide book
- Jan 13 – Send survey of book to Idaho library community
- Jan 27 – votes due on book
- Feb 3 – Book title released
- March 3 – Discussion
- June 2 – Discussion
- Sept 1 – Discussion at ILA

Mentoring

Tracy Bicknell-Holmes, Jamie Bair, LeAnn Gelskey

Purpose

Clarify mentorship needs in Idaho through ongoing conversation and activities

Outcomes

- List of areas to focus on when people think of “mentorship”
- An on-call group of coaches

Activities

- “Mentor Is In” booth at Spring Conferences
- Anonymously post leadership struggles display
- Identify a group of library staff/resources to serve as “on call” coaches
- Create small interviews via phone with volunteers on what mentorship means to them and what the needs are
- Analyze data collected

Timeline

- List of “on call” coaches
 - Follow up on ILA contacts 11/24
 - List of volunteers and opportunities 12/1
- Phone Interviews
 - Develop question set 11/24
 - Identify volunteers to interview 12/1
 - Conduct interviews 12/12
 - Compile data 12/15
- “Mentor Is In”
 - Develop framework (simple) based on 1 & 2 1/12/15
 - Contact ILA and Consortiums 1/12/15
 - Begin marketing 1/12/15
 - Pin down volunteers 2/2015
 - Develop takeaways for participants 2/23/15
 - Meet with volunteers 2/23/15
 - Attend conferences March-May 2015
 - Compile data 5/2015
- Analyze Data
 - Review all collected information 5/2015
 - Develop Next steps 5/2015
 - Identify needs 5/2015

Leadership Development

Kevin Booe, Shirley Biladeau, Nick Grove, Kristi Haman

Purpose

Provide leadership development opportunities through established ILA venues

Outcomes

- Awareness of leadership development opportunities
- New leaders
- Collective leadership

Activities

- Fall PreConference at ILA (full day 40-50 people – Phil Eastman)
- Lead the Change Conference Early November
- Spring Conferences 2015 – Leadership Forum\
- Monthly Newsletter
- Info2Go Session December 2015 – December 2016

Timeline

ILA Preconference

- Contact Phil Eastman by December 1
- Contact ILA Conference Chair by December 10
- Create Application by December 15
- Signed MOU / Contract by January 1
- Determine Fiscal Agent by January 1
- Marketing at Spring Conferences – April-May 2015
- Evaluation

Spring Conferences Leadership Forum

- Submit proposals by January-February
- Identify Participants – Panel Speakers by March 2015
- Social Marketing – March – April

Lead The Change and Info2Go Schedule

- Schedule by December 31

Monthly Newsletter

- Collect Materials and create a 1-page pdf by January 15

Next Step – Follow-up committee meeting by Mid-December

Next Steps

- Target groups identify by February 25
- Report on Logo for LiLAC by January meeting
- Committee updates at January virtual meeting
- Report of brochure distribution and upcoming leadership activities
- Working time for current committees at Face to Face February meeting
- Meeting Notes out by December 1
- Post new committee list by December 1
- Address Meeting Facilitation Training as a leadership too9l

PLUS – DELTA

Plus

Group worked well together
Kudos to new people
All notes and handouts in one pdf file
Fast pace
Thanks to Kevin for Fish Tank

Delta

No reason to have flip charts – use BPL technology
Blended approach
Web pages visible to all
Outlets for laptops
Food requirements – tell Shirley

Appendix A – Notes from Training Database Subgroup Meeting on November 6, 2014

Leadership Advisory Group

Training Database Working Group Notes - 11-6-2014

Overall, we're aiming for a “*set it and forget it*” set up for the training opportunities page

1. Cost Scale Proposal

We agreed on the following scale to replace actual cost figures in the training opportunities spreadsheet:

Free

\$ = Under \$100

\$\$ = \$100-\$200

\$\$\$ = \$201-\$500

\$\$\$\$ = \$501-\$1,000

\$\$\$\$\$ = Above \$1,000

2. How do we integrate great websites, articles, books and other resources?

Our criteria for what training opportunities to list focused primarily on Idaho resources and well know, quality national opportunities. We'll expand that to Pacific Northwest opportunities if they are of known quality. We will:

- Add a small number of additional resources to our existing list
 - **Educational programs** such as Boise State's Leadership Development program, University of Idaho's leadership program, etc.
 - We'll add some general sources (“check your local...”) such as **chambers of commerce, young professionals**, and the **ICfL continuing education** page; these listings will be more general and link to sites that require users find the location specific to them or to browse for currently available training.
- **Establish a wiki or discussion board** for people to list articles, books, Ted Talks, websites or other resources that they found helpful. These might go out of date quickly or be so voluminous that we don't want them cluttering up the web portal. Making users responsible for posting will be a less maintenance prone.

3. Tagging & labeling improvements?

Currently our labeling on the website is pretty simple – “leadership”, etc. Our *set it and forget it* philosophy suggests crowdsourcing for better descriptive headings. Can we set up a method for users who've attended sessions to tag them with more descriptive labels?

Questions/Challenges for the Web Portal group:

- How do we get these additional entries and the cost coding into the existing spreadsheet on the web portal?
- Can we set up a dynamic spreadsheet so that when the spreadsheet is updated, the web site is too?
- What's the best way to get a wiki or discussion board started or added to the web portal?

Add to the Spreadsheet:

Leadership Development Program

Center for Professional Development

Boise State University

<http://extendedstudies.boisestate.edu/cpd/leadership-development/>

Fee: \$550 per person per section taken

Leadership

ICfL Continuing Education Courses

Idaho Commission for Libraries

<http://libraries.idaho.gov/courses>