

## FINAL Agenda

May 19, 2015 ~ 9 AM to 4 PM

Fish Tank Room ~ Boise Public Library

**Facilitator: Sue Walker**

**Meeting Leader: Shirley Biladeau**

**Recorder: Marj Hooper**

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

**Meeting Desired Outcomes:**

1. Understand charge and history.
2. List of achievements
3. Update leadership development activities.
4. Timeline for meetings and activities through May 2016.

Topic	Action	Time
<b>Meeting Set Up</b>	Review	9:00 am
<b>Welcome</b>	Share	9:05 am
<b>Introductions</b>	Share	9:10 am
<b>Celebration and Orientation</b>	Share	9:30 am
<b>BREAK</b>		10:30 am
<b>Working Group Reports</b>	Inform	10:45 am
<b>Working Lunch</b>	List	12 Noon
<b>Working Groups</b>	Discuss List Next Steps Action Plans	1:00 pm
<b>BREAK</b>		2:00 pm
<b>Working Group Report Out</b>	Review	2:15 pm
<b>Read2Lead</b>	Discussion	2:45 pm
<b>Activity Timeline 2015-2016</b>	Review	3:30 pm
<b>Next Steps</b>	List	3:45 pm
<b>Meeting Review</b>	List	3:55 pm

**LiLAC Google Drive – all working documents stored at:**

<https://drive.google.com/folderview?id=0B7sCTfJ0DU9tZm5vX0pYMUo3S3c&usp=sharing>

Handouts

#1 - Meeting Notes February and April

#2 - Advisory Committee

#3 & 4 – Notes from 2014 Summit

#5 - 2015-2016 Timeline

Notes:

Attendees: Nick Grove, Erin Downey, Molly Montgomery, Tifani Young, Charissa Brammer, Mary DeWalt, Kevin Booe, Jean Mattimoe, Trisha Mick, Kristi Haman, Becky Proctor, Marj Hooper, Shirley Biladeau, Sue Walker, and Ann Joslin

Introductions were conducted, information provided on the history of the group and celebration of achievements for the past year:

- Web Portal on ILA Website
- Training Database on Web Portal
- Name and Logo for Committee – LiLAC
- Communication Survey
- Identifying Leaders who can actually participate in different activities around the state.
- Initiating behavioral changes for the culture of leadership in the Idaho Library Community.
- Lead2Read – statewide read.
- Work at committee meetings manageable on top of other work responsibilities
- Quarterly Newsletter
- Mentoring Activities
- Establishing a sustainable LiLAC committee
- Leadership training via statewide workshops
- Presentations and Networking at annual ILA conference and region meetings
- A committee that balances discussion of issues with action.

### Working Group Reports

- Web Portal (Becky): need to work on adding more information including logo, newsletter link, Read2Lead, ICfL Leadership web page. Dress up the page and increase access points. Add widget for registration and subscription ability for the newsletter (MailChimp).
- Lead2Read (Jean, Mary, Trisha): Poster advertising, selected book Leaders Eat Last by Simon Sinek, May 15 online discussion with 18 people; next session on August 12 plus program session at October ILA meeting; also independent discussions occurring.
- Mentoring (Jamie, Tracy): Mentor Is In booth is available for use at region and state wide meetings; will be present at the June 5 Eastern Idaho Conference. Jamie will be presenting on mentorship at the 2015 Summer Summit for school librarians. Survey indicated interest in finding a mentor to assist with problem-solving and brainstorming solutions. Topics with greatest interest include leadership, staff development, networking, building community partnerships, conflict management, implementing change and team building. Work needs to continue on creating a standard form for mentors to volunteer and for mentees to request assistance. Committee members needed; Jamie will continue to work with mentoring. (See Mentor Report – attached)
- Leadership Development (Nick, Shirley, Kevin, Kristi, LeAnn): ILA PreConference – Leadership Accelerator Workshop facilitated by Phil Eastman of Leadership Advisory Group, Boise; Quarterly newsletter – 2 issues produced by Nick; Library Journal Lead the Change in November will be limited to 80 people – working on registration logistics. Article for Envoy still needed – Kevin will continue to work on it; Training Database listing opportunities for

leadership development both locally, statewide and nationally. Idaho Snapshot day videos to be posted on ILA website along with Baxter's Ignite presentation (Shirley will follow-up).

#### Comments on Working Groups:

- Encourage schools to take pictures earlier in the year for posting on April Snapshot day.
- Info2Go topics for 2016 will focus on Leadership.
- Kristi will take over the production of the Newsletter.
- Paraprofessional perspective – need to tap into the voice of these library staff members – will address that under leadership development working group. Paraprofessional term is not used at Boise Public – however another term has not yet been coined.
- Need to look at different ways to collect appropriate metrics – stories rather than data.

The committee then broke into working groups to further the development of next steps and action plans. The Read2Lead Committee completed their work and then self-selected into other existing groups. The Working Group Charge:

1. Identify Next Steps
2. Determine if this group's work is completed.
3. Identify who will be doing what?
4. Create a timeline.
5. Prepare flip chart with next steps, assignments and timeline.

### Working Groups Report

Leadership Development: (Kevin, Shirley, Erin, Tifani, Kristi)

Goal: Introduce library supervisors and staff to a culture of leadership and innovation.

1. Leadership Accelerator Workshop and Lead The Change Workshop
  - Erin will get CEU credit option by June 1
  - Shirley will contact LJ LTC for registration code for Idaho library staff by June 1
  - Promotional material will be sent out during June
  - Registration for LAW will be open by July 1 via ILA website
2. LiLAC Newsletter
  - Kristi will migrate information to MailChimp and make templates by July 29
3. Create blog on ILA Leadership page.
  - Shirley will contact Beck and/or Ben for set up – ASAP – today – Done!
4. Write or collect content for blog/FB page on why a culture of leadership is important.
  - Everyone makes one post by end of June.
5. Develop FF development and/or information session for library managers (ongoing)
  - Info table at established events
  - Talent Review Training at ILA 2016 preconference – manager/director session plus talent pool session.

6. Collect videos on YouTube from Idaho libraries to use for promoting the value of Idaho libraries.  
Kevin will find videos. Nick will post videos on SPLAT YouTube Channel  
Shirley will get Baxter's Ignite Session link

**Web Portal** (Trisha and Becky):

1. Fluff up website:

Becky: adding links to additional pages; will email Ben B. to provide Trisha editing rights to ILA website.

Becky: Add LiLAC meeting minutes

Trisha: Upload page for Read2Lead

Trisha: Upload LiLAC's member pictures and bio

2. Completely updated by July 29 (f2f meeting): updating will be ongoing

**Read2Lead:** (Trisha, Jean, Tifani)

Next Steps:

- Phone discussion between group members on August 5 to create discussion points, gather thoughts prior to online discussion
- Online facilitated discussion of book on August 12 via ICfL's Adobe Connect; also suggested Twitter discussion with hashtag #R2LIdaho – may do it in conjunction, as well as at live discussion during ILA.
- F2F discussion at ILA on October 1 at 3 pm.
  - Gather suggestions for next book
  - Maybe raffle copies of book 5-10
  - Assess status of group during ILA – does it need to continue or can it be part of another existing group?

Moving forward: One person from each working group to form new Read2Lead group; a subgroup with all viewpoints.

**Mentor**

1. Create a mentor/mentee Expectations Document by July 29 meeting.
2. Outreach to library managers and /directors – draft by July 1
3. Outreach to MLS/LSSC students / teacher endorsement students – draft ideas by July 1
4. Finalize Mentor Form by June 1

**Read2Lead Discussion**

The group spent about an hour discussing the Read2Lead Book by Simon Sinek, **Leaders Eat Last** First viewed the video “How Great Leaders Inspire Action” by Sinek.

[http://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action?language=en](http://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action?language=en)

**Activity/Meeting Timeline for 2015-2016**

The timeline was reviewed (see attachment)—no major changes. Will continue to meet at Boise Public with one meeting at Cole and Ustick. Kevin will get scheduled.

**Announcements:**

PNLA Leads applications due 5/30

ILA Awards applications due now – please nominate.

**Next Steps:**

Develop the “why” – the elevator speech for leadership development

Do True Colors session at the July meeting

Homework for July 29:

Handout #3 & 4 – review achievements and compare to the list of achievements in the minutes; identify areas touched – ask “have we done enough?” or “do we need to do more?” Will be part of the agenda for July

Region 2 ILA Spring Conference, Shirley, Jean, Rick and Bette will lead a workshop/discussion on LiLAC and leadership development needs from the north Idaho perspective.

Aspen Report <http://csreports.aspeninstitute.org/Dialogue-on-Public-Libraries/2014/report> will continue to focus during the next year on the three top priorities identified by LiLAC at the February meeting.

11. Measure library outcomes and impacts to better demonstrate the library’s value to the community and communicate these outcomes to key partners and policy makers
6. Develop partnerships and collaborations with other libraries and knowledge networks that can contribute to efficiencies, using the opportunities provided by digital technologies.
2. Collaborate with government agencies at the local, state and federal levels around shared objectives. This includes partnerships with schools to drive learning and educational opportunities throughout the community.

Each workshop has its own next steps.

Meeting notes will be out by the end of next week.

**Meeting Review**

Plus: Chocolate, video and book discussion after lunch – information from “outside”

Delta: Shirley will double-check attendee list and name badges for accuracy.

## 5/18/15 Read2Lead Group Report

Since our last meeting in Boise our subgroup adjusted the schedule for the Read2Lead book discussions. We rescheduled the first online discussion from April to May to allow people more time to read the chosen book. The book chosen was “Leaders Eat Last: Why Some Teams Pull Together and Others Don’t” by Simon Sinek.

The first online book discussion took place on May 13th at 10:00 a.m. MST, and was led by Jean Mattimoe and Mary DeWalt and seemed well received. There were 18 participants. The next online book discussion is scheduled for August 12th at 2:00 MST. A third face-to-face discussion has been arranged for the ILA Conference in October where an hour has been blocked out for the Read2Lead content on the first day of the conference.

## May 19, 2015 Mentorship Update

Mentorship premiered the "Mentor is In" booth at the Twin Fall regional conference. Tracy will be representing the mentorship group at the East Idaho regional conference on June 5. The mentorship group also has plans for a mixer/presentation during ILA Annual in October.

I will be presenting on mentorship at the 2015 Summer Summit for District Coordinators and Media Supervisors in Idaho public school districts (contact: Jeannie Standal). The mentorship presentation will cover: how a mentoring program would work, why it would be helpful to school librarians, how much might it cost, who should mentor and who should mentee with some suggested activities for building mentorship in schools.

The mentorship group put out a survey on LibIdaho in March about the library community’s thoughts on mentorship. See attachment for summary.

The mentor program website on ILA is now publicly available at <http://idaholibraries.org/resources/mentor-program/>. Sarah North is administrator and Jamie Bair has editing rights to the site, so we can add more mentorship information.

The mentorship group needs to create a standard form for mentors to fill out to be added to the Mentor program website. A draft of this form is attached. We also need a form for mentees to sign up for the program and to decide how much administration the program will have. The group discussed setting up a Google account that can be passed from person-to-person as leadership in this group changes. Jamie has set up an account at [idahomentors@gmail.com](mailto:idahomentors@gmail.com).

Submitted 5/18/15  
Jamie Bair

Attachments (2)  
Summary of Survey Results  
Draft of Mentor Form

# ILA Mentor Form

\* Required

**Are you interested in mentoring new library professionals/library students \***

**Please provide us with your preferred contact information \***

This information will be publicly available on ILA's website

**What areas would you consider your "specialties"? aka, in which areas are you most interested/comfortable mentoring folks? We'll add these "subject headings" to your profile on ILA's website \***

**Please provide a very brief (50 words or less) bio/introduction to post for potential mentees \***

Submit

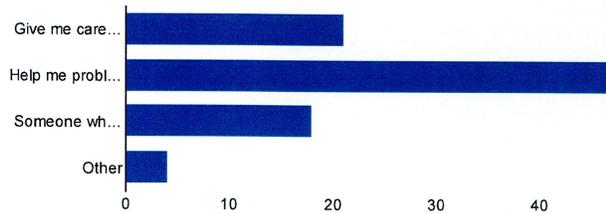
*Never submit passwords through Google Forms.*

# 56 responses

[View all responses](#) [Publish analytics](#)

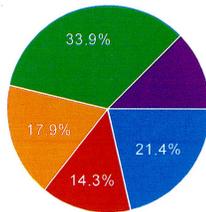
## Summary

When you think of a mentor or think you need one, what is it you hope a mentor will do for you?



	Give me career advice	21	37.5%
Help me problem solve/ brainstorm solutions with me / offer suggested alternatives for resolving a work-related problem I have	47	83.9%	
Someone who will promote me to others, help me move my career forward	18	32.1%	
Other	4	7.1%	

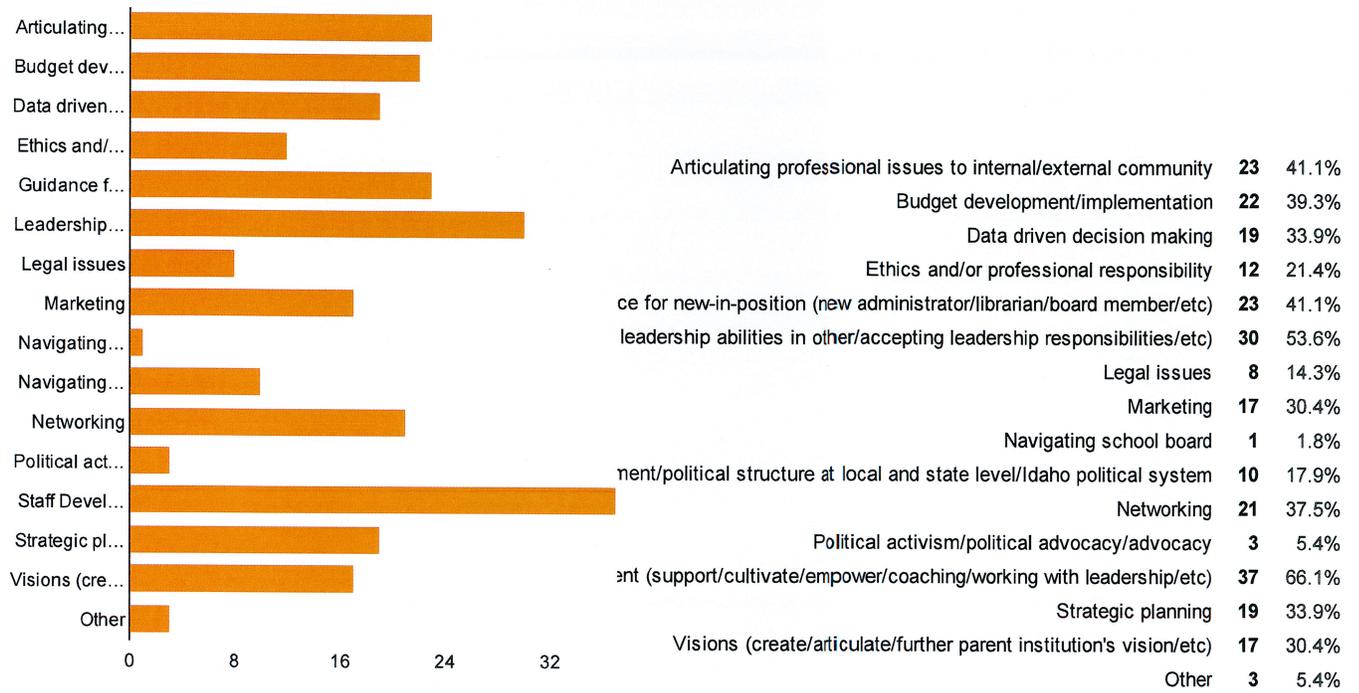
Please identify the role most closely related to your current position



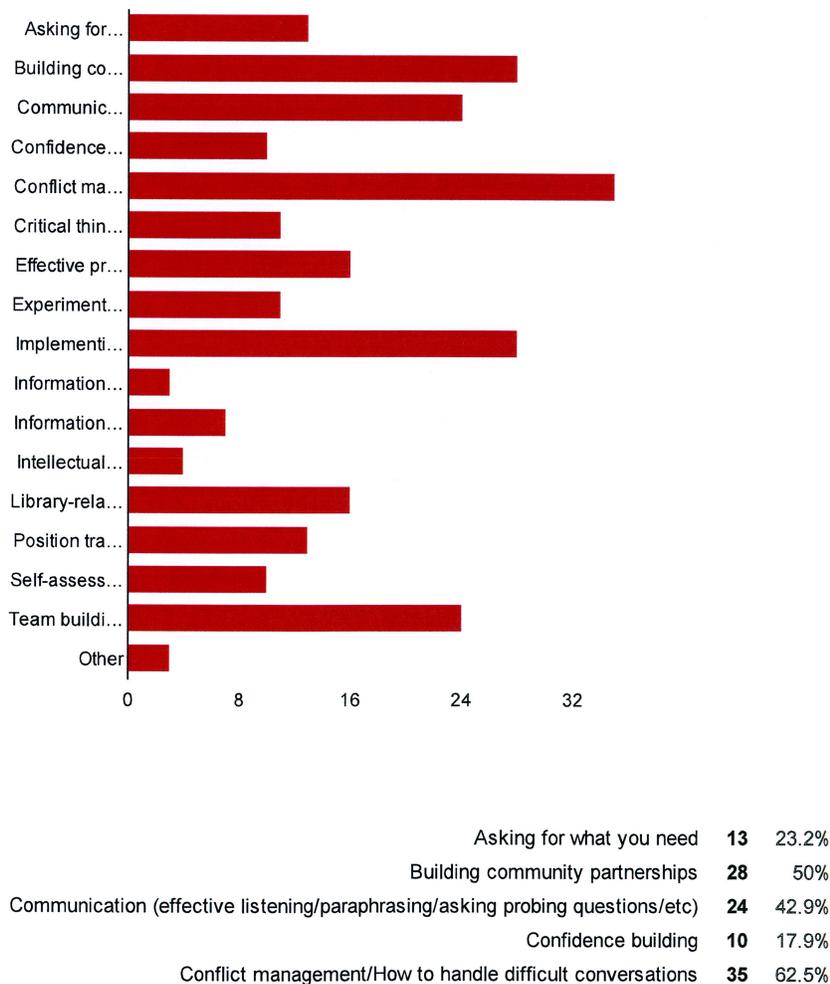
Administration: dean/director/principal	12	21.4%
School Librarian: parapro/classified/teacher/certified	8	14.3%
Supervisor/manager	10	17.9%
Librarian	19	33.9%
Support Staff: full time/part time	7	12.5%
Advisory Board: trustee/friend/foundation/president	0	0%
Other Role	0	0%

## Mentorship Topics and Needs

### Topics



**General Needs**



## Mentorship Needs Assessment - Google Forms

Critical thinking/Problem solving	11	19.6%
Effective presentations/public speaking/effective persuasion	16	28.6%
Experimentation/failure as a form of learning/how to be comfortable with failure	11	19.6%
Implementing change	28	50%
Information on how to get a library endorsement	3	5.4%
Information on library careers in Idaho	7	12.5%
Intellectual freedom	4	7.1%
Library-related assets in Idaho	16	28.6%
Position transitions	13	23.2%
Self-assessment/self-awareness	10	17.9%
Team building/being an effective team member	24	42.9%
Other	3	5.4%

**Please add any comments/suggestions you have about a mentorship program for library personnel and affiliates in Idaho.**

Because of the state's small size, one of the concerns I have about mentorships in Idaho are related to confidentiality. I currently act as a mentor to librarians outside the state and that permits an open communication about issues. Here, we tend to stay in the state. Reputations could be injured in mentor/mentee relationships

I think the idea is great. I would be interested in having a mentor. I think that I have experience & knowledge to pass along to others. I do what I can where I work with those that ask for assistance. I have the name & contact person for help with my LSSC program, but she doesn't live very close so contact is via computer when I have it available. It's not an ideal situation.

I would take special care to ensure that the programs are aimed at all library staff not just MLIS holders or administrators. These types of programs can often assume that paraprofessionals/support staff would not benefit, but actually they often need them more because they are trying to advance.

Your survey is mostly for librarian/soon-to-be librarians, not for all library personnel. Mentorship, to me, is about all of the things listed but also about helping keep on track in various programs, being a sounding board for training and learning, being a willing participant in development of a career such as the LSSC program.

I don't often think of a mentor as someone who should talk me up to the library community, but it sounds very valuable. I would want this only if my actions warranted it. -- When I think of myself receiving mentorship, I see myself as engaged and wanting critical direction for professional development. When I think of my staff, I want a program that allows me to pair an individual with a mentor who will help develop engagement/ ownership as a critical value to concurrently develop.

I'd love to get involved in a mentorship program.

I think that having a mentor is a good thing. I have had other mentors in my career and I have learned a tremendous amount from them. I think it is an opportunity that everyone should have access to.

Happy to contribute in any way I can.

Thanks to you and your team for doing this, Jamie! I am at your disposal if you need anything from us in the school libraries!

**If you are interested in receiving further information about the mentorship program, please add you name and contact information here**

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### Number of daily responses

