Minutes/Agenda

May 12, 2016 ~ 9 AM to 4 PM
Tablerock Room ~ Springhill Suites

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. Working groups report on existing activities.
2. List of next steps.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Who</th>
<th>Action</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Meeting Set Up</td>
<td>Sue</td>
<td>Review</td>
<td>9:00 am</td>
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<tr>
<td>Welcome</td>
<td>Shirley</td>
<td>Share</td>
<td>9:05 am</td>
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<tr>
<td>Introductions</td>
<td>Sue</td>
<td>Inform</td>
<td>9:10 am</td>
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<tr>
<td>Working Group Reports</td>
<td>Sue</td>
<td>Inform</td>
<td>9:45 am</td>
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<tr>
<td>--Communication</td>
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<td>--Read2Lead - ebooks are ready</td>
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<td>--Leadership Development</td>
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<td>--Recognition - Badging</td>
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<td>BREAK</td>
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<td>10:30 am</td>
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<tr>
<td>Library Blogs</td>
<td>Sue</td>
<td>Discuss</td>
<td>10:45 am</td>
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<tr>
<td>ILA Librarian of the Year Survey</td>
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<td>List Next Steps Prioritize</td>
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<td>Leadership Articles</td>
<td>Sue</td>
<td>Discuss</td>
<td>11:15 am</td>
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<td>Define leadership for LiLAC purpose</td>
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<tr>
<td>Working Lunch</td>
<td>ALL</td>
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<td>12:00 noon</td>
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<tr>
<td>Working Group Breakout Sessions</td>
<td>Committee Members</td>
<td>Plan/Assign Next Steps</td>
<td>1:00 pm</td>
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<td>BREAK</td>
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<td>2:30 pm</td>
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<td>Working Group Report Out</td>
<td>Sue</td>
<td>List</td>
<td>2:45 pm</td>
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<tr>
<td>Meeting Review &amp; Next Steps</td>
<td>Sue</td>
<td>List</td>
<td>3:55 pm</td>
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LiLAC Google Drive – all working documents stored at:
https://drive.google.com/folderview?id=0B7sCTfJ0DU9tZm5vX0pYMUo3S3c&usp=sharing
ATTENDEES: Charissa Brammer, Bette Ammon, Rick Stoddart, Skye Corey, Trisha Mick, Annah Hackett, Erin Downey, Jean Mattimoe, Sue Walker, Marj Hooper, Shirley Biladeau, Ann Joslin, Tifani Young, Amy Vecchione, Kristi Haman, Kathleen Pressler-Hall

**Introductions: I Lead By...** Each of the attendees were asked to introduce themselves and a statement about how they lead. Highlights included:

- Encouraging others real passion
- Listening
- Providing resources
- Being a voice
- Being a servant - active not passive
- Wandering around. Show up at lots of “tables” collecting experience
- Facilitating passions and resources and then get out of the way.

**Working Group Reports**

**Communication:**

**Monthly Newsletter:**

- Rick continues to publish the monthly one page newsletter.
- Need content such as leadership quotes, information about ICfL Collection, current leadership events and opportunities.
- Send ideas to Rick when you come across them.
- Follow-up regarding publishing response to management / leadership article

**Facebook**

- Kristi placed notice on ILA Facebook page to encourage folks to join LiLAC Facebook page
- Gina changed the description of the LiLAC Facebook page and Shirley updated the name to Library Leaders of Idaho
- Encourage others to post besides Kristi and Shirley

**Read2Lead:**

Leadership e-books have been added to ICfL The Collection.
Username: idahostaff
Password: development

For a list of the leadership books added go to either [http://libraries.idaho.gov/thecollection](http://libraries.idaho.gov/thecollection) or [https://drive.google.com/open?id=0B-pCCEIneYgQV2EzNEVRdy0wNk](https://drive.google.com/open?id=0B-pCCEIneYgQV2EzNEVRdy0wNk) (LiLAC Google Drive Site)
Shirley Biladeau and Gina Persichini are developing a community engagement plan for letting the library staff of Idaho know about this resource. Do not post password and UN on Internet, however can share it verbally or via a bookmark/brochure.

Will look at posting short 10 minute videos or podcasts (i.e., TedTalks) on leadership vs. reading a book -- will add promotion to newsletter.

Trisha will post information this weekend on the next book for the library community to read. Then will also post comments via Twitter and Facebook.

**Leadership Development**
Shirley is conducting a follow-up with participants at last fall’s leadership development activities: Accelerator Leadership Workshop (preconference to ILA) and Library Journal’s Lead the Change Leadership Workshop (Boise Public). Seventy-one people either attended one or both of the events. To date sixty people have responded. More information on the report at [https://drive.google.com/open?id=0B-pCCEIneYgQZ05fVmJ0TUdncU0](https://drive.google.com/open?id=0B-pCCEIneYgQZ05fVmJ0TUdncU0). Overall appears that individuals have increased their confidence in their leadership abilities which has resulted in 1) assuming more responsibilities at work, 2) taking risks, 3) implementing newly learned negotiation and mediation skills, 4) and receiving promotions or increase in salary as a direct result of participating in the leadership development activities.

Library Journal “Professional Development for All Staff: Library Leaders at Every Level” will be the pre-conference for the Idaho Library Association meeting in Idaho Falls on October 5, 2016. The Idaho Commission for Libraries will provide the opportunity for 60 Idaho library staff members to participate in this event for no cost to them. Shirley will advertise and solicit attendees from all levels, library staff, directors, and trustees.

Kristi Haman, ILA President, is researching information about Idaho Library Association past presidents and leaders for a historical presentation at the annual conference. Please send your suggestions to Kristi.

Info2Go! sessions are continuing throughout this year. May’s presentation is on Intellectual Freedom, with Annah Hackett facilitating.

Continuing Education Brochure highlighting the current CE Grants available to Idaho library staff is being reprinted and will be available soon. Will introduce new grant category “Leadership Development Courses.” Any leadership development courses or opportunities provided through Idaho institutions or local organizations such as Chamber of Commerce, will be eligible activities for individuals who are employed by Idaho publicly funded libraries. For more information contact Shirley Biladeau.
Recognition
Amy and Erin have set up a lilac account through Credly badging system for the committee members and eventually others throughout the community to use as immediate recognition for use of leadership skills: Drive by High Five, Giant Salamander Award, and Inspirational Potato Award. We can start using these immediately. These are badges that anyone can send to others to recognize leadership activities. The thought is to encourage directors and supervisors to use this method of providing kudos to staff.

Librarian Blogs
Trisha proposed that LiLAC gather names of Idaho librarians who blog and then place that listing in some manner on the ILA website. Rather than just a list, it was suggested it be placed as a curated list so individuals viewing the page would have an idea of the voice of the blog. If you know of Idaho librarians who have a blog, please send to Trisha. Trisha will also research how to design an appropriate page for this information. Perhaps use WP Tiles. Once the list is gathered, it will be disseminated to the Idaho library community via Libidaho, twitter and Facebook.

Discussion on Leadership Articles
Leadership Brief: Connected Communities by IMCA

Libraries in the Exponential Age: Moving from the Edge of Innovation to the Center of Community by Amy Garmer http://csreports.aspeninstitute.org/documents/Libraries_Exponential_Age.pdf


Following points were raised regarding the three assigned articles for reading:

1. Libraries are being viewed as technology gateways which requires a change in how libraries operate.
2. Libraries need to connect with their communities and deliver services that support community priorities such as Access, Education and Innovation, Workforce Development, Health / Wellness.
3. Libraries help individuals improve information literacy competencies and enhance student achievement.
4. Leadership is needed to reimagine library spaces and services, to identify what libraries can do for and with people.
5. Libraries add value in education, employment, entrepreneurship, empowerment and engagement.
6. Libraries are valuable spaces for enhancing the culture of innovation, not just via technology, but also just re-envisioning how existing tools and processes can be used in different ways.
7. Shatter organizational paradigm and create new ecosystems that invite and nurture innovation.
8. Shift from stocks of knowledge to a world of knowledge flow.

Definition of Leadership for LiLAC
Discussion was held about defining leadership for LiLAC purposes. This would serve as a guide for the group in defining the coming year’s activities. Potentially have a sunburst, the rays of which would be identified by individual characteristics of leadership. Every year LiLAC members would review these rays and identify a pathway for leadership development based on the greatest need. Terminology suggested included: Advocacy, Persistence, Leaders Transform, Leaders Define Direction, Influence, and Risk Taker. See working group report for next steps.

Working Groups
Communication (newsletter, web page, blogs): Charissa Brammer, Kristi Haman, Trisha Mick, Annah Hackett and Rick Stoddart
1. More Active Facebook Page
   • 8-10 posts per month
   • Sharing events from ILA
2. Investigate ways to snaz-up LiLAC webpage
   • “Stuff” at top, background at bottom
   • WP Tiles?
   • Leadership opportunities - create PDF form
     o Each working group member will come up with ideas to fix issue above by end of July. Bette will send Doodle poll for establishing a meeting time
3. Blogging
   • Trisha will send out blast to Idaho library community to collect and gauge interest. Reevaluate at end of July.
   • Initial: spotlighting Idaho librarian bloggers on newsletter.

Leadership Development: Kristi Haman, Shirley Biladeau, Tifani Young, Annah Hackett, and Skye Corey
   October 5, 2016 at Idaho Falls Public Library -- coordinating with David Bendekovic from BA David Associates and Library Journal. Shirley will be working with ILA planning committee to coordinate registration. Will meet with Kristi Haman to coordinate details regarding attending preconference and attending ILA conference.
2. Spring Conferences 2017: Shirley and Kristi will identify potential leadership speakers for keynotes and share with conference planners. Will share with conference planners our success at SWILA in skypping in speakers for no cost. Anyone with names of potential speakers please email Shirley or Kristi. One suggestion was Bette Ammon.

3. Identified topics for 2017 Info2Go! Sessions:

- Digital Privacy -- Rick Stoddart and Annah Hackett -- January 2017
- Soft Skills you don’t learn in Library School -- possibly Dian Scott
- Community Engagement -- how to ideas
- Ask LiLAC -- a general session to discuss the challenges of working in libraries
- Creating a culture of leadership
- Alternative libraries

LiLAC members are encouraged to suggest speakers for these topics, as well as other topics. Will add this to the August agenda for confirmation and final topic list.

ILA Presentation - October 2016: Rick Stoddart, Erin Downey, Bette Ammon, Kathleen Pressler-Hall

Library Leadership Story Map

Presentation: 1. Share results of survey and 2. Each of us tell our story with map. 3. Guide participants in creating their own story.

Will do a trial run at August meeting. Next Step: Shirley to add to August Agenda.

Identifying Leadership Attributes: Tifani Young, Kathleen Pressler-Hall, Debbie Worthington, Skye Corey and Erin Downey

Overarching Goal: Create an infographic to explain/guide future LiLAC development.

Step 1. Re-evaluate Needs Assessment list from original Leadership Training Needs Assessment Summit 2014 to put closure on that particular list and draw from it attributes applicable to the Leadership Characteristics LiLAC would like to foster throughout the Idaho Library Community. Committee to work with Shirley in developing an activity for LiLAC to do at August meeting.

Step 2. Seek input at ILA and Info2Go on Desired Leadership Attributes

Step 3. Narrow attributes down to 5-7 as an activity at November meeting. Final product will utilize these identified attributes. Initial thought: simple, expressive and open to change.
Recognition: Amy Vecchione, Jean Mattimoe, Debbie Worthington, Charissa Brammer

1. Micro Leadership: Ray of Sunshine Award:
   • Today you demonstrated leadership traits. You are being recognized for your display of leadership.
   • Actions and Words Matter --
   • Debbie will work to further develop this award

2. Salamander Award:
   • For persistence in the face of adversity. Today you demonstrated leadership traits, having established a pattern of leadership traits, conscious and planned.
   • Charissa will work to further develop this award

3. Inspirational Potato Award:
   • Copy from Erin’s current template.
   • Amy will work to further develop this award

4. In General
   • Form - Amy will develop
   • Announcement - Trisha will develop
   • Account Set Up - Trish will do
   • List of Recipients -- All will work on

Collecting Stories - Questions to Ask: Rick Stoddart, Jean Mattimoe, Bette Ammon, Shirley Biladeau

Rick created and sent a survey to past recipients of the ILA Librarian of the Year Award. Low response rate. Challenges: People are surveyed out, many are retired or passed away. Expand this process through other avenues such as PNLA Leads graduates, etc.

- Purpose of the survey is to gather information about leadership qualities and skills
- Use the stories as “best practices” or career pathways.
- Use reports from leadership workshops for panel presentation at Fall ILA meeting.
- Next Steps for gathering stories
  - Develop 3 questions to ask for stories
  - Final process to be determined at November F2F meeting
  - Leadership map to be done at August meeting

Questions

1. What is your librarian leadership super power? And what is your story of origin?
2. Who are your librarian leadership heroes? What are their superpowers?
3. What makes you put on your cape every day? What tall buildings have you leaped over recently? Pass the cape forward!
Who to ask?

- Start LiLAC - past and present members (ask at the beginning of their term and at the end), individuals who attend ILA annual conference, PNLA Leads graduates, LJ mover and shakers, ILA Board members (at the beginning and end of terms)

How and Where to ask?

- Through Facebook conversations, newsletter, beginning and end of terms for LiLAC and ILA board members, individual surveys, and trustees.

NEXT Steps

1. Leadership Definition by Step (Tifani Young, Kathleen Pfeifer Hall, Debbie Worthington, Skye Corey and Erin Downey)
   - Re-evaluate Needs Assessment List through activity at August Meeting (Shirley/Working Group)
   - Ask Erin to return for August Meeting (Shirley)
   - Seek input at ILA and Info2Go on Desired Leadership Attributes (Shirley/Working Group)
   - Narrow choices at November F2F Meeting (Shirley/Working Group)

2. September 8 - Agenda item: Sponsoring library staff for ILA membership - whose role - ILA or LiLAC or both?

3. ILA Presentation: Run through at August Meeting (Shirley/ Rick Stoddart, Erin Downey, Bette Ammon, Kathleen Pressler-Hall)

4. Recognition: Badges ready by August meeting (Amy Vecchione, Debbie Worthington, and Charissa Brammer)

Plus - Delta for Meeting

What worked?

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<tr>
<th>Lunch</th>
<th>Hotel</th>
<th>Reimbursement form pre-filled</th>
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</thead>
<tbody>
<tr>
<td>Parking</td>
<td>Airport Shuttle</td>
<td>Meeting same as hotel</td>
</tr>
<tr>
<td>Coffee and creamer</td>
<td>Lollipop</td>
<td>Good job arrangers</td>
</tr>
</tbody>
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What could be done better?

Larger meeting Room List of Who’s Who in working groups beforehand