

Leadership Advisory Group

Agenda

August 21, 2015 ~ 10:30 AM MT; 9:30 AM PT

Facilitator/Meeting Leader: Shirley Biladeau

Meeting Purpose: To receive progress reports from Leadership Advisory Group work groups.

Meeting Outcomes:

1. Reports from work groups: Communication, Web Portal, Current Training Database.
2. Ideas for Leadership Advisory Group Official Name.
3. Content for ILA Workshop Presentation.
4. Project timeline through January 2015.
5. Next steps.

Topic	Leader	Time
Meeting Set Up Agenda Review, Guidelines	Shirley	10:30 am
Committee Reports Communication Web Portal Current Training Database	Committee Leaders	10:35 am
Leadership Advisory Group Name	All	11:00 am
ILA Workshop Content Delivery (speakers, panel, discussion)	Shirley	11:10 am
Project Timeline Review/Adjust	Shirley	11:20 am
Next Steps	Shirley	11:25 am

Meeting Archive: <http://icfl.adobeconnect.com/p22ue87o29n/>

Google Docs:

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

Timeline:

<https://docs.google.com/document/d/1TVm2d5cc2wMNaebKotS7ftB4w2UIKMxo3UCuVeHbc6A/edit?usp=sharing>

In Attendance: Jamie Bair, Nick Grove, Jean Mattimoe, Mary DeWalt, LeAnn Gelsky, Molly Montgomery, Ann Joslin, Marj Hooper, Sue Walker, Shirley Biladeau, Roxanne Renteria, Tracy Bicknell-Holmes, Ramirose Attebury

Notes

Announcements:

Carolyn Peitz who was the trustee rep decided to resign from the committee. Mary and Shirley are recruiting new trustee member. Still open to suggestions.

Work Group Reports

Web Portal Group (Rami, Becky, Roxanne, Molly)

- Look at list of current leadership activities posted; updated and organize for the target audience
- Personalized 4 target audiences and upload on to web site
- Consulted with web master about uploading information to static area on front page. Should be doable
- Timeline -- will depend on what we want to do with web page.

Communications Work Group (Shirley, Mary, Jamie, Nick, Jean)

- Created survey of leadership opps taken by library staff throughout the state. Will post as widget on ILA site when ready.
- Created survey to discover how people wish to receive communications. Suggested instead of sending to Facebook at end of survey to instead send to ILA page with additional info.
- ILA website should be available by Sept. 2.
- Creating brochures for each target audience focusing on CE grants offered by the Idaho Commission for Libraries. Drafts will go to committee soon. Plan to test at ILA before printing.

Current Training Workgroup (Kevin, Tracy, LeAnn, Erin)

- A basic spreadsheet set up in Google with the following categories: Institution Title/program, URL, Target Audience, Level (basic, intermediate, advanced) Cost, Learning Outcomes, Format (classes, online, webinars, etc.) - Erin Downey - Done! (Thanks for the fast work, Erin!) - See "Current Leadership Opportunities" under Working Group - Current Leadership Development"
- We would start with the training opportunities from the document: *Current Leadership Training Activities Available to Idaho Library Staff*
- And enter the information for each of the programs on the spreadsheet - Mostly Done:
 - I went through and entered the info that I could in the spreadsheet and sorted it alphabetically by title/program
 - I wasn't sure how to answer the CE credit/grant column question - so I highlighted that yellow and skipped it
 - In some cases, I highlighted a group green with a question as to whether it was really relevant for our project
 - I left some of the rows empty because I wasn't sure how to answer them - i.e. ILA, "local library training", etc.

Questions and to do:

1. Would each of you go through the spreadsheet and add any training opportunities that came up (specially non-library specific) so we don't forget them? I'm not sure I've gotten them all (Kevin - this means you! you had a lot of great ideas)
2. Can someone fill in the action plan templates from our last meeting, or scan yours and upload them to Google Docs so we all have them online?
3. I'm not sure how to connect the skills we are supposed to focus on with what we have in the spreadsheet. Do we need to standardize (or try to) some of our descriptions about learning outcomes? Would that help? How do we do this so it may be expanded for future skills?

Tracy will call together the work group for

Leadership Group Name Suggestions:

ILA Lead

ID Lead

LiLac-Library Leadership Advisory Committee

LILAC-Libraries of Idaho Leadership Advisory Committee

LEAD Idaho- currently a BSU initiative

I LEADR: R would stand for radical

Shirley will post page on Google docs with these suggestions – please make more before the September 18th meeting.

ILA Workshop content:

Thursday Afternoon Session 3: 3-4 pm

Nick, Jamie and Shirley will work on pulling together the pieces.

Use a Panel: Potential Speakers: Rami and Shirley (History perspective from ILA and ICfL), Nick (experience at PLA Bootcamp), Jamie (? – maybe – information on Mentoring), Tracy (share information about what the committee has done and plans to do)

Content: Background, current activities, include mentoring idea, PLA bootcamp info, current leadership opportunities, all tell what the group has completed to date and future, bring in discussion of participants – what do we want them to share – do we need more input? Opportunity to share brochures and Library Leadership widget.

Timeline:

Next online on Sept. 18 at 3 pm (MT)

Update on working groups

Finalize name

Status of the ILA workshop.

November 18th is face to face at Boise Public. Goal is to complete the initial committee work by then and identify next steps/work groups.

Challenges/Opportunities on current committee work:

Deciding how to access info-database

Allocating time to work on assignments

Keeping focused on actively sharing info and not just completing tasks. Need to network and share info personally as much as possible.

Next steps:

Create a GoogleDoc folder for suggested names. Add current suggestions, and everyone can add additional ideas. Contact Shirley if cannot edit docs.

Workshop planning group: Nick, Jamie, Shirley
Shirley will draft and add to Google docs.