Agenda
February 17, 2016 ~ 9 AM to 4 PM
Marion Bingham 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. Working groups report on existing activities.
2. List of next steps.
3. New working groups identified.

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<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 / Icebreaker</td>
<td>Sue</td>
<td>Inform</td>
<td>9:10 am</td>
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<td>Celebrate Accomplishments</td>
<td>Sue</td>
<td>Inform</td>
<td>9:45 am</td>
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<tr>
<td>BREAK</td>
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<td>10:30 am</td>
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<tr>
<td>Sustainable Leadership. What next</td>
<td>Sue</td>
<td>Discuss</td>
<td>10:45 am</td>
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<td>for developing a culture of leadership?</td>
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<td>List Prioritize</td>
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<tr>
<td>Working Groups</td>
<td>Sue</td>
<td>Identify</td>
<td>11:30 am</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>
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<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=0B7sCTfJ0DU9tZm5vX0pYMUh03S3c&usp=sharing

Handouts:
1) Agenda
2) Minutes from January, September, July Meetings
3) Distilled List of Next Steps from 2014 Forum
Attendees: Trisha Mick, Rick Stoddart, Jean Mattimoe, Erin Downey, Kristi Haman, Amy Vecchione, Shirley Biladeau, Marj Hooper, Sue Walker, Debbie Worthington, Tifani Young, Ann Joslin, Bette Ammon.

Introductions: Amy Vecchione was welcomed as a new member to the Committee, serving as Vice President of ILA.

Accomplishments:
Time was taken to review the distilled list of next steps from the 2014 Leadership Training Needs Assessment Summit. The following items were identified as having been accomplished or at least initiated:

- Communication plan to library community (and other stakeholders.) *(Survey)*
- Define scope – what is practical. *(Developed Working Groups)*
- Find out/gather list of current leadership development activities.
- Organize existing training resources *(ILA Website)*; Pathfinders – Steps/path for leadership train; Portfolio of organizations stating mission of each and opportunities it provides. Inventory leadership training opportunities in Idaho *(ILA Website)*.
- Promotion plan to target audience. *(CE Brochures / ILA Presentations)*
- Publicize priorities from summit. *(ILA Presentations / Newsletters - LiLAC and ICfL)*
- Create website with resources; Look into creation of a web presence - multi-purpose *(ILA Website)*.
- Develop professional development portal: *(ILA Website)*
  - Define Leadership
  - How – To’s
  - Mentors
  - Organizations
  - Mission
- Create a
  - “Big Read” concept on leadership for staff. *(Read2Lead)*
  - leadership culture / climate; Create culture, climate (guidelines).
  - phone and email tree to filter great leadership opportunities to all library staff; Develop better ways to disseminate information to target audiences (contact network).
  - subcommittees to address pertinent audiences/training needs. *(LiLAC)*
- Determine *(LiLAC)*
  - what each audience or library community as a whole needs.
  - best deliver method for each identified audience.
- Develop
  - plan to use social media to promote leadership programs and current programs. *(ILA / LiLAC / Facebook Group)*
  - annual training even for all sectors of the library community. *(Leadership Accelerator Workshop / Lead the Change)*
- Establish mentoring network – all library types. Mentor training. Informal mentoring, mentors from other programs/libraries, sounding board/feedback. Create statewide
mentorship program focusing on leadership (all libraries, regardless of type). 
Mentors/coaches/guides (ILA Mentoring Program)

- National Speakers (Statewide Leadership Workshops / ILA Keynote / Public Library Directors’ Summit)
- Planning committee members selected from Summit participants – include “newest” staff members. (LiLAC)
- Resource for higher education opportunities for all types of library careers in Idaho (MILS, endorsements) One stop resource. (ILA Website)
- Deliver training equally to all types/sizes (etc) of libraries. (Statewide Leadership Workshops)

Notes from Work Group Reports:

Read2Lead: Reviewed ICfL Professional Development e-Book collection and recommended the addition of leadership books. Developing a bibliography on leadership to share with the broader library community. **Next steps noted on Page 5.**

Communications: Rick took over the Newsletter and published the Winter edition in January as an e-newsletter. Goal is to do monthly with book reviews and other information. Also increase ILA Twitter activity. E-newsletter will be transformed into a pdf after publication for posting on ILA Leadership page.

**Webpage:** Kristie has been revising and adding information on the ILA Leadership Resources page. Adding opportunities for continuing education as they arise. Looking into the option of checking traffic on that page to determine reach. A student page and mentoring page are being established and populated.

**Facebook Group:** no changes, moderate traffic. Committee members are encouraged to post as information on leadership arises.

Leadership Development: Two workshops were held last fall: Leadership Accelerator Workshop as ILA Preconference, full day; and Library Journal Lead the Change Workshop, full day at Boise Public in early November. Approximately 50 people attended each of those events, some people attended both. From the initial follow-up evaluations, the following data was extracted and placed into infographics which can be accessed at [https://drive.google.com/open?id=0B-pCCE1neYgQVmhvWWFROHBoWm8](https://drive.google.com/open?id=0B-pCCE1neYgQVmhvWWFROHBoWm8). Some of the high points include that main fears or barriers to seeing oneself as a leader included lack of self-confidence, not being viewed as credible, taking risks. Shared values included community, access and lifelong learning. Soft skills such as communication, problem-solving, and trust were identified as valuable in shaping leaders. All attendees will follow-up with six month webinar session during April to share their leadership stories -- where they are today and how the trainings contributed to their progress. Shirley will be conducting these. Another Lead the Change focusing on professional development for all library workers will be held as a preconference to the 2016 ILA Conference at Idaho Falls Public Library on October 5.

**Info2Go!’s theme in 2016 is Leadership.** Three LiLAC members - Rick, Tifani and Trisha -- shared their leadership stories at the February event. It was well attended and lots of great
questions and conversations. In March Erin and Carol Robinson will share their Leadership Journey as School Librarians and as participants of the national LiLEAD Grant for school librarians. Full schedule can be found at http://libraries.idaho.gov/page/info2go.

**CE Brochures:** Last year three brochures were created to focus on 3 separate target audiences: Trustee, Library Directors/Administrators, and Library Staff. It is time to update and/or determine the value of all three brochures. It was decided to focus only on the brochure for the library staff, updating the links and adding the new Leadership Grant Category. As of July 1, 2016 a new grant category labeled as Leadership Development Grant will be available for individuals working in Idaho publicly funded libraries. This grant provides each individual up to $3,000 lifetime limit for participating in Leadership Development activities offered within the state of Idaho. Two examples include the BSU Multidisciplinary Studies BA Degree which offers students who previously attended college to return and gain an undergraduate degree. The online process allows anyone through out the state of Idaho to complete a degree focused on their current interests/or needs. They are willing to tailor and Library/Leadership pathway for interested students. Other universities and colleges throughout the state also offer various leadership development pathways, plus local organizations such as Chamber of Commerce also offer leadership development opportunities which this grant will support participation. Any updates from committee members for the brochure content should be sent to Shirley Biladeau by March 1.

**Mentoring:** Tracy has heard of a 30 minute mentoring strategy that might work. Mentors and mentees agree to meet once for 30 minutes or 3 times in 6 months, whichever they prefer. Whether they continue the relationship after that is up to them. Great way to do problem solving and network. It might be easier to find mentors. Will follow-up with Tracy and the rest of the Mentoring Sub Work Group.

**Career Pathway:** New group -- will fold into Leadership Development. Use story telling -- leadership bios to generate interest.

**Why Leadership Parking Lot Speech --** still need to work on the drafts that have not been finalized.

Will use distilled list of accomplishments to create articles for ICfL Newsletters and posting via social media to let the library community know what we have done.

**Sustainable Leadership. What next for developing a culture of leadership?**

**Opportunities:**

*Cross-Pollination:* to gather diverse groups of library workers together to share and mentor. Opportunity for different communities of practice to work together.

*Recognition:* to recognize anyone in the library community who is demonstrating leadership skills; to demonstrate that anyone who wants to can be a leaders; identify people from target audiences who have demonstrated leadership skills and capture their stories (topic list; how they became leaders; career pathways; what did they overcome?) Opportunity to empower.

*Recruitment:* to provide tools to help with job descriptions, interview questions to hire staff with leadership qualities.
Relevance: an opportunity and a challenge to demonstrate library relevance
ILA: is an opportunity and a challenge; an opportunity to provide leadership roles and grow leaders; a challenge because of work, lack of corporate knowledge being passed to new leaders; lack of mentoring)
Inform: Communicating leadership to someone who is “isolated” in some way, geographic, solo librarian, work schedule. Need to identify a means to inform school library staff about LibIdaho - an ILA tool.

Challenges:
Recognition: for leadership, relates back to what leadership looks like at my agency, as well as on a larger scale, statewide.
Hiring for Leadership: at all levels, best practices and interview questions.
Communities of Practice: Getting they established; geography, urban vs. rural.
Lack of recognition
Burn-out -- how to support each other
Directors who are afraid of allowing staff to become leaders and losing control.
Board Leadership Development: not being currently addressed
Leadership Relationships and Partnerships: School, Public and Academic Library staff
Communication: What information we get out, still not getting to target audience; getting library workers to use LibIdaho as an information resource.
Gateway Topics: to address leadership issues. Use topic list to get people interested in leadership by setting priorities and realizing the interconnectedness.
What does leadership look like in our agency?

For sustainability, the group identified the following sub-work groups for next steps:

Read2Lead
Purpose: keep this group, with planned obsolescence, pushing out to library community to take over -- in transition: Tifani, Erin, Jean, Trisha
Next Steps:
**Initiate online (Twitter and Padlet discussion on 4 books available from ICfL ebook professional development collection** The Teacher Leader: Core Competences and Stratagies, The Discomfort Zone, How to be a positive Leader: Small Actions, Big Impact, Growth Mindset - ebook collection accessed at [http://libraries.idaho.gov/thecollection](http://libraries.idaho.gov/thecollection)
**Facilitate discussion**
**Turn over responsibility to the library community by posting questions or topics (slowchat)**
**Ultimate goal: to list available leadership books annually with instructions on how to begin a self-guided discussion on Twitter and Padlet**
**Phone meeting to discuss implementation, April before Regional Conferences**

Communication
Purpose: ongoing infrastructure committee needed to maintain web site, social media tools, and other communication tools: Rick, Trisha, Kristi.
Work group members will meet virtually before next LiLAC Online Meeting (April 14) - Trisha will send invitation.
Upcoming steps: Social Media Plan and Succession - what new LiLAC embers need to know and communicate where the documents are, the community of practice, etc.
- Send information to Trisha to post on ILA website for Leadership Resource page.
- Consider target audiences
- Think about sustainability.

Leadership Development
Purpose: continue the pushing out of leadership development opportunities to the broader community of practice within the Idaho library community: Shirley, Tifani, Rick, Jean, Bette
- Mentoring and Career Pathways will be folded into this work group
- Challenges of definitions
- Developing Confidence of members of the Idaho library community
- Next Step: Pathway to Leadership panel at ILA -- proposal written and submitted by Bette to ILA conference planning committee; Speed Mentoring - Shirley will connect with Tracy, Charissa and other work group members to see about activity at fall conference. Secure OWL stickers for ILA name badges to identify mentors (eg. LiLAC members, ICfL staff, ILA Board members) and possibly use passport idea to help individuals collect names and network.

Examples of workplace confidence:
- Tasks outside of comfort zone
- Leading a meeting
- Open and Close the library
- Resolve a crisis
- Take a risk
- Serve and/or led a committee
- Failed and Learned
- Took a stand on an issue
- Spoke up
- Dealt with a difficult person
- Made a decision
- Self-started a project

Directors
- Give staff time
- Support staff with leadership development
- Allow staff to lead meetings
- Empower staff to make decisions

Recognition
Exuberant Leadership Awards
Three Levels: Drive By High Five, Giant Salamander, Inspirational Potato
Purpose: To keep it fun and demonstrate that everyone can be a leader Create a pool for ILA award to draw from. Trisha, Amy, Erin
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Drive By High Five:
Who gives Awards: peers within the organizations; anyone can give any time; someone outside the organization.
For What: Leadership Skills Observer in the Wild; everyday awesome such as helped blind person in the stacks, cleaned up coffee spill, helped someone when not on desk, said something good at a meeting.
How/What: logistics TBA; download kit; 8’s and 11 award, crown/certificate, STL file

Giant Salamandar Award
Who Gives Award: LiLAC members and designees - given regularly.
For What: someone who exhibits a display of leadership; conscious and planned, eg., initiative on new project; started a new newsletter, started a new ILA committee, volunteered in prisons to inspire reading, mentoring
How/What: Surprise and Delight, nominate via a form, logistics TBD, Regional, include in newsletter.

Inspirational Potato Award
Who Gives Award: LiLAC - Quarterly - Planters and Tillers
For What: pattern of leadership displays, leadership is a part of who they are, honoring a mover and shaker in the library world
How/What: full profile written up, trait they are recognized for, interview and story, certificate and an inflatable potato that travels to the next winner

Next Steps:
- April 2016: Establish download kit for Drive By High Five (STL file, certificate, crown)
- Salamander: Amy will work with Rick to figure out model for giant salamander
- Pilot Period: Try all three levels of recognition for 6 months to 1 year, then plus/delta and decide what to keep
- Time Period: Define in April
- Communication Plan: Develop in May
- Survey for Library Leaders: Rick will develop a survey to gather leadership development stories from Idaho Librarian of the Year recipients.

Next Steps
- Online Meeting - April 14 @ 11:30 AM MT; 10:30 AM PT -- sub work groups report progress
- Face to Face Meeting - May 12 9 AM to 4 PM at Springhill Suites, Parkcenter Boulevard
- Recommendations for LiLAC membership -- four members are leaving - Kevin Booe, Tracy Bicknell-Holmes, Jean Mattimoe and Erin Downey. Will be posting request for applications as of March 1 with closing date March 31. ILA will appoint two ILA members for the committee -- this is beyond the ex-officio of President and Vice President.
- MOU defining partnership between ICfL and ILA will be updated.
- Authentic Leadership Checklists will be brought to the May meeting for all members.
- CE Brochures will be updated by March 1; and then printed for distribution at Spring ILA Conferences.
- Use topic list to interview Past Librarians of the Year to gather data and identify commonalities; draft of questions will be available by May meeting - Rick
- For new LiLAC Committee members assign mentor to help get up to speed -- meet prior to first face to face meeting.
- Budget for Awards
- Coordinate Lead the Change at ILA Conference - Shirley
- Compile Meeting Record - Shirley
- Add books to Professional Development e-Collection - Shirley

Parking Lot
- Committee share ideas about leadership with other groups
- Panel discussion about how committee members became leaders
- Drive by awards
- Idaho mover and shaker write up
- See what other states are doing with recognition and other leadership areas
- List of listservs and leadership and training opportunities

Meeting Review

- PLUS
  Good meeting - spacious room
- Good group of people
- Institutional knowledge came through

DELTa
- New member transition -- make them welcome and help identify where they fit in the group.
- Professional development activity -- something to take back
- Cold meeting room
- Condiments on the side.