Central New York Library Council

Continuing Education Committee

9/10/2012

2:00pm

**Present**: Meg Van Patten (Baldwinsville Public Library), Chair; Deborah Emerson (CLRC); Déirdre Joyce (CLRC)

*Via Teleconference:* Anne DeBraggio (Kirkland Town Library); Heather Urtz (Mid-York Library System); Marianne Hanley (Syracuse University)

**Absent**: Louis Charbonneau (MVCC); Jennifer Milligan (Sherrill Kenwood Free Library); Julie Zhu (Bryant Stratton College)

**Action Items**:

* Déirdre to check on the date of Nancy Howe’s event
* Déirdre to look into SUNY Brockport free webinars
* Marianne & Déirdre to settle a date for the Gaylord tour
* Committee to come up with a bank of questions for the summer Lite CE scavenger hunt next year
* Déirdre to look into why so many people are not receiving the weekly newsletter

**Agenda Items**:

Meg called the meeting to order

* Déirdre talked to Nancy Howe about doing the program discussed at the previous meeting, she agreed to it. It is scheduled for December 5th or 6th; Déirdre will check
* Déirdre looking into SUNY Brockport free webinars
* Marianne & Déirdre to settle dates for Gaylord tour
* Approval of July 9th minutes
  + Marianne motioned to approve the July 9, 2012 minutes (S/A)
* Summer classes
  + Series on Open Office
    - 5-6 people came to the first class, had to cancel the other 2 for lack of sign-ups (these were for excel & powerpoint equivalents)
    - Survey results from the last class that was put on was not bad, but only mediocre
  + It’s difficult to anticipate the technical education needs of such a diverse group; for this reason CLRC has bought rotating Lynda.com licenses for members to use
    - Lynda has specialized training videos with varying skill levels.
    - The licenses be borrowed out to members for 2 weeks/ 1 month
    - Lynda is used by METRO and NNYLN use Lynda
    - We’re going to try to use this service to replace technical training workshops
    - Lynda will keep track of an individual’s progress even if the license has rotated off of that person
    - Looking for ideas on how to market this service
  + Lite CE
    - There was a lot of hits on this event, but only one team submitted answers (a Mid-York library)
    - There was a lot of interest, but perhaps the turn-around for submissions was too quick; participants did not have enough time to get a team together
    - Next year, give participants an entire summer to complete the questions
      * Stagger questions throughout the summer?
      * Send out teaser questions before the event begins?
      * Format like the NPR gameshow *Says You*? In this game, after a certain amount of time the host gives clues, but the answer is given less points proportionate to how many clues are provided
      * Will discuss the format more at the December meeting, but committee members will think up questions for the quiz in the interim
    - Front-end work of setting up this event take a while as well; need to be more organized and prepare for this earlier next year
  + Bill Drew’s Social Media Presentation
    - There was good attendance for the event; it was given average reviews; Déirdre will send out the survey results to anyone that’s interested
  + NY3Rs upcoming Learning to Teach Online
    - Synchronous 4-part event
    - It’s modeled after the much more expensive INSYNC training
  + Upcoming Management Series
    - 9/28: Change Management (CLRC)
    - 10/26: Managing Difficult Situations, People, and Conflict (SUNY IT)
    - 2 others will be offered in the Spring; the 2nd will be held in the Utica area if the 10/26 class sees a turnout. Otherwise, they will both be held in Syracuse
      * Managing Effective Meetings
      * Coaching
    - Debby sent a note to directors about these classes, and they will hopefully disperse the message to their staff.
      * Heather noted that Wanda is inundated with email, and if an email is time sensitive, then more people at Mid\_York should be copied
      * Multiple people in the meeting commented that the weekly CLRC newsletter (distributed on Tuesdays) is not being received
      * Using email to get more attendance from eastern area members? A monthly newsletter composed of entirely CE announcements? In email, less is more as many people are fatigued by the amount of email they get
      * Because of CLRC’s use of MailChimp, we know who “opens” emails (unsure what “open” is defined as); we have a good open-rate as non-profits go (consistently over 20%), but our ListServ isn’t very large (around 300 people)
      * CLRC working with the Ad Council to increase our presence
* Upcoming Classes
  + Facebook class in December
  + Archival Exhibit
  + Grant Writing for DHP members (only after grant specifications have been released)
  + Déirdre is doing an Archival Material class in Northern NY; will present in here is the Spring
  + Pushing Lynda
  + NY3Rs classes
* NYLA
  + CE classes offered
    - Workshop on storytelling
    - Copyright, Copywrong
    - Common Core
    - Misc others: personnel, policy, grants
  + Newly named SSL (Section for School Librarians) will meet Saturday afternoon instead of Wednesday
  + There is still time to sign up: NYLA.org
* 1st Mondays at Fayetteville in October
  + Trying this as an afternoon session-- see if this changes turnout
* Workshop Ideas
  + Debby: Library Security has been requested numerous times, but this is covered by the upcoming Warren Graham presentation in the Spring (he will spend ½ day with the CLRC, ½ day with Liverpool
  + Déirdre has been looking into new event management systems to make signing up for events easier, the workflow in the office to be more fluid, and for members to be able to see their own CE history, keep in contect with other class members
    - Moodle was looked at, but it was too complex
    - Per Julie’s recommendation, Déirdre is now looking at Canvas
    - Concern over whether members will have to create an account and keep a new username & password; this may be a hinderance to signing up for classes

Next Meeting Date: December 10, 2012

Anne motioned to adjourn. (S/A)

Respectfully Submitted,

Stephanie Helsher

Clerical Assistant, CLRC