**Continuing Education Committee Meeting**

**October 22, 2009**

**CLRC**

**2:00 p.m.**

**Present:** Meg Van Patten (Baldwinsville Public Library), chair; Louise Charbonneau (MVCC); Bob Lalli (Utica Public Library); Brad Long (UPSTATE); KyungJin Park (OCPL); Renee Wiles (ESM High School); Nancy Howe (CLRC), liaison.

**Minutes of April 7, 2009 meeting**

* Page 3: Sheila Mikkkelson (name misspelled).
* A motion was made to approve the minutes as amended by Meg Van Patten (S/A).

**Review of past workshops**

* Nancy Howe reviewed all previous workshops since the last Committee meeting. Because she sends the summary of evaluations after each workshop to the Committee, this review was very brief.

**RBDB 2010**

* Nancy reviewed the CLRC training application for RBDB 2010. There are several continuing opportunities in this application.

**Public Library Administrators’ Certificate Program**

* Nancy gave an overview of this program, which is taught through the Palmer School of Library and Information Science. CLRC would be coordinating these classes with RRLC, SCRLC and the Pioneer Library System. Because 20 people need to commit to this program, Nancy will try to gauge interest in the region to see if there are enough people to offer it.

**Ideas for upcoming workshops**

* Nancy received an email from Judi Dzikowski suggesting a program done in the NYC area: Positioning Library Staffs for the Future. She will look into what was offered in this two-day program and see if it can be done in Syracuse.
* For the interlibrary loan workshop– contact the North American Serial Interest Group for ideas for topic ideas.
* Problem patrons – how to be a reference librarian/social worker. How to deal with difficult situations.
* SMART Board Training – This is a very effective tool that it greatly under-utilized. We need a speaker that can show how the SMART Board can be used in instruction and what types of instruction benefit most from using it.
* Microsoft Training –The Committee wants to see more of these classes since they are so well received.
* Electronic newsletters- How to create electronic newsletters using WordPress or other software packages. Also, when is a FaceBook page/blog/twitter more appropriate than a newsletter? Perhaps there should be a workshop on choosing the right technology for the audience you are reaching out to as well as the content you are trying to convey.
* Customer Service – practical skills without the personality evaluations.
* Green libraries – How to impact the community. And once your library is ‘green’ how do you sustain it? Possible speaker: Rebecca Tanner (Mid-Hudson).
* Nancy Howe will use these ideas in planning workshops for the first half of 2010.

**Meeting adjourned at 3:15 p.m.**

Respectfully Submitted by,

Nancy Howe