

SENYLRC Continuing Education Committee

DATE: June 14, 2006

MINUTES AND ACTIONS

Attendees: Cheryl Felmlee, Merribeth Advocate, Rebecca Gerald, Marilyn McIntosh, Margie Menard, Vivian Milczarski, Barbara Petruzzelli, Mary Jo Russell, Pam Stocking, Judy Fischetti.

Excused: Barbara Liesenbein, Wendy Swik, Maureen Spada

ISSUES DISCUSSED:

- ◆ CE Report: Judy presented aspects of the new Five-Year Plan as it relates to continuing education, specifically – staff development, creativity, relevance and accessibility. Total attendees at all workshops came to 533. Highlights: At-capacity response to the digital series; average 33-35 attendees per program. New fee structure for attendees based on membership.
- ◆ Presentation skills CE: two presenters contacted charged more than we can afford; a third choice of helen-ann brown is much more affordable and plan is to schedule her for later on in the month of September – “Getting Your Message Across” (full-day class). Committee agreed to pursue this class.
- ◆ Changes to the Program Evaluation sheet: Front page completely redesigned with more open-ended questions for feedback; identification of the strength of the program eliminated. Committee discussed need to capture evaluation of the speaker, perhaps with a line under “The instructor communicated well” for room to comment. Other suggestions: include address at top-front, make line spacing a little larger for handwriting.
- ◆ CE suggestions gleaned from evaluation forms and from committee members – see list below. Several concepts were combined and suggestions are listed in order of rank.

ACTIONS/RECOMMENDATIONS:

- ◆ Approval of the minutes of the March 21, 2006; Omission – Barbara Petruzzelli was the recorder; Merribeth Advocate moved to approve the minutes. The motion passed as moved.
- ◆ Program evaluation form will be edited and presented at next committee meeting.
- ◆ Top CE suggestions, ranked in order of number of dots received:
 - Collection Development – 10
 - Making & managing a plan
 - Weeding
 - Effective Supervisory Skills – 9
 - Innovation/Demographics – 9
 - Press Release writing / media relations – 7
 - How to speak to reporters
 - Relations with editor
 - How to do a weekly column
 - Excel (next level) – 6
 - Internal Advocacy/Salaries – 6
 - Negotiate with supervisors
 - “Getting what you are Worth”
 - Creative Use of Space – 6
 - Library 2.0 – 5
 - Elliot Engels – 5
 - Motivating work study students – 5
 - Local History - 4

OTHER MEETING NOTES:

- ◆ Bravo to Cheryl for chairing the committee.
- ◆ Special thanks to Barbara P. for her service on the committee.

NEXT MEETING: TBA
LOCATION: SENYLRC
RECORDER: Mary Jo Russell

CE Suggestions:

Library 2.0 - 5
Blogs (searching/content) - 1
Personal info in public space / privacy on the web / privacy search - 3
Staying current/innovation in technology – anticipation of patron needs (models & planning) - 6
Creative use of space – renovation, remodeling, making the most of what you have - 6
Designing web pages – creation / outsourcing - 1
Filamentality (web design concept) - 2
Elliot Engels (background of literature) - 5
Database development – ie-Access - 0
How to access full text books online - 0
Extreme web searching - 0
Training staff - 0
Supervisor skills – being effective - 6
Dealing with problem employees - 3
Working with and motivating work-study students - 5
Local History - 4
Plagiarism - 1
Excel – intermediate level training - 6
Access – intermediate level training - 1
Publisher – intermediate level training - 0
Advocacy and Negotiation - 6
Press release writing / media relations - 7
Grant writing - 3
Cataloging issues – LC, ISBN-13, etc. - 3
Open source - 1
Creating and managing a newsletter - 2
Collection development – making and managing a plan – 4
Weeding - 6
Demographics – how to get information on users/potential users - 1