

INCOL Continuing Education Committee Meeting 4/29/13

(In attendance: Kelly Jenks, Janine Odlevak, Carlie Hoffman, Jean Mattimoe, Dana Dalrymple, Tami Robinson, Melissa Crooks, Paula Swan, Lara Cummings)

Job descriptions for Teah to edit

- Webmaster and Past Chair to be prepared by Carlie Hoffman
- Present Chair to be prepared by Kelly Jenks
- Future Chair to be prepared by Paula Swan and Janine Odlevak
- Registrar to be prepared by Tami Robinson
- Workshop Flyer Designer to be prepared by Dana Dalrymple
- descriptions should also include procedures where necessary and be as detailed as possible
- the documents will be emailed to Teah via gmail when finished

Other documents

- Kelly Jenks will prepare a timeline to be used to aid in workshop planning
- Kelly Jenks prepared a year in review summary of CE Committee activities that Carlie Hoffman will post on the INCOL website

Non-INCOL libraries

- Tami mentioned that a couple of libraries have inquired about joining INCOL in the past year, but we need to confirm which library director these inquiries should be forwarded to
- Kelly Jenks suggested that we make a list of area libraries that may not know about INCOL workshops and reach out to them to inform them of the workshops in the future
- Paula Swan has created a sample letter that can be used as an outreach tool
- since there is uncertainty regarding the contingency plan for a new INCOL Treasurer upon Hans Bynagle's retirement, plans for outreach are temporarily on hold
- Janine Odlevak and Paula Swan will contact Hans Bynagle regarding his replacement as Treasurer

Spring workshop feedback

- speaker, Carson Block, was very well-received
- attendance was excellent

Next Future Chair

- based on the rotation, the next Future Chair is Pam Thompson of Pend Orielle County Library District
- if Pam Thompson is unwilling or unable to perform as Future Chair, the next Future Chair will be Rochelle Smith of University of Idaho and Jean Mattimoe of University of Idaho College of Law Library
- Paula Swan will contact Pam Thompson to confirm her appointment

Spring 2014 workshop ideas

- Debbie Reese, American Indian Studies Professor, has expressed interest in conducting a workshop
- she has a focus on children's literature and her topic may be of interest to other organizations and/or tribal nations
- it was suggested that her workshop include curriculum topics to appeal to an academic audience

- Paula Swan will email a link to her website to the CE Committee (<http://americanindiansinchildrensliterature.blogspot.com/>)
- it was suggested that focusing on the collection development aspects of the topic would bring in a greater number of attendees

Fall 2013 workshop ideas

- Eastern State Archives workshop with tour
- low cost option, particularly desirable considering the flux of a current INCOL Treasurer
- would be of interest to academic and public libraries based on their holdings of all county records and genealogy resources
- there is also a digital archive that a workshop component can be designed around, such as best practices for digitizing content
- Carlie Hoffman suggested that the Present Chairs also contact Washington Rural Heritage to inquire if they would be interested in presenting and/or hosting a table to describe their efforts and advertise grant opportunities
- it would be optimal to have a workshop on this topic in October because that is National Archives Month
- other ideas
 - o customer service
 - o safety and security
 - psychological issues of library employees dealing with difficult people and management tactics
 - o makerspaces and community partnerships
 - o leadership and supervision
 - o dealing with critical incidents

Other business

- Paula Swan will have her students put together a calendar of upcoming library-related events that may affect the schedule of upcoming INCOL workshops