**NJLA Children’s Services Section**

**Meeting Minutes – September 18, 2015 @ 10:00am**

**Meeting Held at the Cherry Hill Public Library**

**In Attendance:**  
Colleen Affrime, President Jackson Branch, Ocean County Library

Candace Worrell, President Elect Cherry Hill Public Library

Jennifer Schillig, 2nd Vice President Monroe Township Library, Gloucester

Theresa Foster, Secretary/Treasurer Barnegat Branch, Ocean County Library

Amy Behr, Member-at-Large #1 North Plainfield, SCLS

Ellen Pozzi, GSCBA Chair William Paterson University

Sophie Brookover LibraryLinkNJ

Alia Shileds Cherry Hill Public Library

**Agenda:**

1. Welcome/Call to Order
2. Approval of Minutes
3. Old Business
4. New Business
   1. Setting of meeting dates for the year
   2. Changes from NJLA leadership
   3. Review of Bylaws & Officer Duties
   4. Setting of Goals for the year
5. Reports from subcommittees
   1. Summer Reading Committee
   2. State Library
   3. Garden State Book Awards
   4. NJLA Executive Board
   5. Books for Kids
   6. Public Policy
   7. Performer’s Showcase
6. Good of the Order
7. Adjournment

**Call to Order:**

Colleen Affrime called the meeting to order at 10:03am.

**Minutes:**

Our last meeting was a joint meeting with the YA Section. The YA Section minutes for the joint May meeting have been posted to the CSS Section of NJLA Central. <http://njlamembers.org/chiminutes>

**Welcome:**

Everyone introduced themselves.

**Old Business:**

January 4, 2016 is the Garden State Children’s Book Awards deadline for votes. The Committee is looking to increase participation, since participation was down last year.

At the GSCBA January meeting they will tally votes and write blurbs for the books. During their February meeting they will create the ballot.

**Setting of meeting dates for the year:**

Friday, October 30th 10am – 12pm @ North Plainfield Public Library

Friday, December 4th 10am Virtual Meeting via Adobe Connect

Friday, January 22nd 10am – 12pm @ TBA (considering William Paterson University)

Friday, February 19th 10am Virtual Meeting via Adobe Connect

Friday, March 11th 10am – 12pm @ TBA (considering Jackson Branch, Ocean County Library)

Friday, April 15th 10am- 12pm @ TBA (asking YA Section about a possible Joint meeting)

*\*Emergency CSS Exec. Board meetings will be called if necessary*

**Changes from NJLA leadership:**

Colleen attended the President/Leader Orientation.

* They went over the new Dues Structure <http://njla.org/civicrm/contribute/transact?reset=1&id=1>.
* There will no longer be Section liaisons to the NJLA Executive Board.
* The President of each Section will now be invited to present at a designated NJLA Executive Board that will be assigned to them; one Section per monthly meeting. The CSS 2nd Vice-President will no longer be the liaison to the NJLA Executive Board and will have to assume a new roll.
* The Publications Committee wants all passwords for Section and Committee social media. The CSS Facebook page information was given to them. Colleen will contact Susanna Chan because it is believed she was the original creator of the Facebook page and has the e-mail associated with the accounts creation.

**Review of Bylaws & Officer Duties:**

There was a long and detailed discussion about changing the CSS Constitution and Bylaws because of the changes from NJLA leadership indicated above. Some highlights include:

* CSS no longer has an annual membership meeting at the NJLA Conference. It is too hard with all the events going on at Conference to get worthwhile attendance. References to an annual membership meeting are to be removed.
* The 2nd Vice-President will take over social media duties and be in charge of regularly posting to the CSS Facebook page. The 2nd Vice-Presidents roll will still include attending a minimum of two NJLA Executive Board meetings per term to supply reports to the CSS Board. It was decided having a presence at the meeting is still important to keep abreast of current NJLA topics.
* The Secretary/Treasurer will be in charge of CSS Section postings and communications on NJLA Central, <http://njlamembers.org/>
  + The Google Site CSS previously used to post Minutes, Leadership, Updates -- needs to be sunset by an Administrator who created the site and has permission to sunset it. Susanna Chan needs to be contacted to see if she has admin rights. Priscilla Cordero, from Ocean County Library, might also have admin rights.
  + A procedure for retaining passwords and knowing admins has to be put in place. Even though the Past-President serves as an advisor to the Board in order to assure continuity of purpose information gets lost in transition because the Section doesn’t meet during the summer months.
* The job of Member-at-Large was discussed. Members-at-large will act as official liaison to the NJLA Public Policy Committee during their first one year term and be responsible for the nomination of the CSS Executive Board slate during their second term. Nominations seemed like a hard job for a first term member of the Executive Board. Doug P. will be asked to do nominations for a second year in a row, in order to establish these new responsibilities.
* Colleen will contact Pat Tumulty regarding nominations being received through petition and if it is still a used procedure.
* The Sections standing committees should be listed in the Bylaws. The CSS President doesn’t formerly appoint standing committee chairs anymore – this may have been done at the Annual Membership meetings that haven’t taken place in recent years.
* Ellen Pozzi noted that the Executive Board for 2010-2011 listed in the Bylaws is incorrect. Theresa will research the proper board and update the document.
* Revisions to the Constitution and Bylaws will be sent to the Children’s Services Section listserve at least 30 days before the October 30th CSS meeting. Revisions will be voted on via Survey Monkey and be held to a vote at the October 30th CSS meeting.

**Setting of Goals for the year:**

The Professional Development Committee is asking each Section to plan 1-2 big events for the 2015-2016 year. CSS already does the YS Forum and this is our year to do the Librarian Toolkit. CSS alternates every other year with YA offering a new librarian toolkit. Last year YA did two toolkits, similar, but in two different locations throughout the state; Megan England assisted in planning.

Colleen will consider hosting the Toolkit on March 11th at her library: Jackson Branch, Ocean County Library. Lightening talks have been popular in the past and should be considered as part of the event.

**Reports:**

**Summer Reading Report** - Natalie Cheetham - Chair, NJLA Summer Reading Committee

The Summer Reading Committee met on Friday, September 11th at the Franklin Township Public Library in Somerset NJ.

All 2015 CSLP artwork must be removed from all online outlets by October 1st. This includes websites, blogs and Facebook pages.

Summer Reading statistics are due by October 5th. This is a firm deadline. If you do not submit your statistics for 2015, you will not receive summer reading materials for 2016. There is a link to submit your statistics on [www.njsummerreading.org](http://www.njsummerreading.org)

There will be a manual packing session in mid-October, and the committee will next meet formally on Friday, December 4th @ the Franklin Township Public Library.

If anyone is still interested in serving on the committee, please email me at [njlasummerreading@gmail.com](mailto:njlasummerreading@gmail.com)

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**NJ State Library Report** – Submitted by Sharon Rawlins, Youth Services Specialist, NJ State Library  
*See end of document.*

**Garden State Children’s Book Awards –** Ellen Pozzi

January 4, 2016 is the Garden State Children’s Book Awards deadline for votes. The Committee is looking to increase participation, since participation was down last year.

At the GSCBA January meeting they will tally votes and write blurbs for the books. During their February meeting they will create the ballot.

The GSCBA President will continue to post documents for the public on NJLA Central and use their own Google site for internal Committee documents and communications. Theresa will send Ellen the information she needs to begin posting.

**NJLA Executive Board –** Jennifer Shillig

The proposed budget for 2015/16 was adopted.

NJLA is under budget this year. The surplus, as well as some anticipated surplus, will shore up NJLA's financial security.

The new NJLA database is cloud-based, making it easier all around.

NJLA membership has expanded beyond MLS/MI degree holders. Pat proposed that listings in the Job Hotline be expanded, adding a third section for non-MLS positions. The motion was approved.

The subject of "ten most frequently challenged books" came up. ALA will need to define what constitutes a "challenge".

The revised Code of Conduct was adopted, after redefining types of behaviors not approved and responses to violations. (They will possibly adopt an incident report form to account for details and keep track of decisions.)

The Friends Task Force is moving along well; James proposes to send out an NJLA Friends Group Membership Form to some 200 Friends groups throughout NJ. There is a Friends Institute planned for next spring at Cherry Hill Library. Date and location subject to change.

The new Master's degree may be named Master's Degree in Information.

**Books 4 Kids:**

Carol Simon Levin, Somerset County Library, is the Committee Chair

**NJLA Public Policy:**Amy Behr, Member-at-Large #1 will be the Public Policy Liaison. Their meetings are the 2nd Friday of every month.

**Performer’s Showcase:**November 12, 2015 - 9:30am to 3:30pm

Location: Monmouth County Library, Manalapan

**YS Forum:**Wednesday, Oct. 7th <http://njla.org/content/youth-services-forum-25th-anniversary>

**Conference:**There was a general discussion about Conference ideas.

* Storytime Basics for new librarians and students coming to Conference - Candace
* New strategies for storytime pro’s; including incorporating ASL, yoga, scarves, etc - Candace
* Multicultural Non-Fiction and Common Core – Ellen
* Reading and Writing with Non-fiction graphic novels – Ellen
  + Comics Connector is a great resource for speakers from the Comic Book Legal Defense Fund, <http://cbldf.org/resources/comics-connector/>
* Occupational Therapy strategies for kids with ASD/neurotypical challenges – Sensational Kids, Marlton, NJ – Sophie
* Author of Educating Esmé: Diary of a Teacher's First Year by Esmé Raji Codell – Librarian, Teacher, Author - Sophie
* Offering Junior/First Lego League programs at your library - <http://www.usfirst.org/roboticsprograms/fll> - Amy
* Conversation Starter about Holidays: the professional responsibility of respecting all holidays no matter what our community might appear to be, how public institutions can be or not be everything to everyone; how we can critically and sensitively serve our community’s needs - Sophie
  + Maybe bring in a micro-aggression counselor (Ellen has a co-worker) paired with a Librarian
* 7 Critical Components of Creativity, Curiosity Creates grant – Amy

GSCBA will be hosting the author for Luncheon and sought suggestions:

* *This One Summer* - Mariko Tamaki (First Second)
* *Thickety* - J. A. White
* *One Crazy Summer* – Rita Williams-Garcia

There was once again a budget discussion about how much money the CSS Section has in its budget and who is responsible for paying for speakers for Conference. Candace will ask the Conference Committee which budget the Luncheon speaker’s fees come from. Theresa will contact the NJLA Treasurer as well.

**LibraryLinkNJ Updates** – Sophie Brookover   
*See end of document.*

**Around the Table/Good of the Order:**  
NJLA Central will be updated with names of Executive Board members and the Chairs of the standing committees. Meeting dates and reminders will go up there as well.  
 **Adjournment:**The meeting was adjourned by Colleen at 12:28pm.

**NJ State Library Report** – Submitted by Sharon Rawlins, Youth Services Specialist, NJ State Library **NJSL Report for CSS Section Meeting, September 2015**

**From Lifelong Learning:**

**2015 Youth Services Forum, Wednesday, October 7, 2015 –Deadline to Register Sept. 28th**

The 25th Youth Services Forum will be held on Wednesday, Oct. 7, 2015 at the Monroe Public Library. Marc Aronson, author and instructor at Rutgers University, School of Communication & Information, is scheduled to be the keynote speaker. Complete program descriptions and the registration form are on [NJLA’s website](mailto:http://njla.org/content/youth-services-forum-25th-anniversary) and the [NJ State Library’s website](http://www.njstatelib.org/services_for_libraries/consulting_services/youth_services/2015-youth-services-forum/). **The deadline to register is September 28, 2015. If you are registering by mail, it must be received at the NJLA office by this date**. Don’t forget to fill out your program and lunch choices in addition to the registration information. The registration information is under NJLA’s Events on the right-hand side of the main page. For updates, check out our [Facebook page](https://www.facebook.com/events/938844362845701/). Breakfast and lunch are included in the registration fee. Continuing education credits will be available and raffle prizes will be awarded. Handouts and presentations from the sessions will be posted on the NJ State Library website after the Forum. For more information, please contact Project Manager Emily Moore, [emoore@camdencountylibrary.org](mailto:emoore@camdencountylibrary.org), 856.772.1636 ext. 7321, or Project Consultant Sharon Rawlins, Youth Services Specialist, NJ State Library, [srawlins@njstatelib.org](mailto:srawlins@njstatelib.org), 609.278.2640 ext. 116.

**Statewide Summer Reading Committee Collecting 2015 Summer Reading Statistics**

Public Libraries that offered summer reading programs have been asked to submit their statistics from the children’s, teen and adult programs through [Google Forms](https://docs.google.com/forms/d/1xbBoDxf9Gbr2KDEOzGaVRjth4jiiDfI2LbVayrMtHBo/viewform?c=0&w=1) by Oct. 5. Any library that does not submit them will not receive the 2016 summer reading incentives.

**State Library Job Opening**

Jenn Podolsky is leaving NJSL to become the director of East Brunswick. A Librarian Consultant postion be open, however, we are working to modify the description. Information will be sent out soon.

**From NJ State Library Innovation & Strategic Partnerships:**

**Career Online High School** launched in October 2015 and as of August 2015, all 125 scholarships have been awarded. There have been seven graduates from the program thus far, with over 60% of the remaining students more than halfway through with the program.

We have not yet heard about whether or not we have received the P3 grant; we are guardedly optimistic about our chances for success.

The **MentorNJ** program is thriving, with more than 70 people signed up who are ready, willing and able to act as mentors. [MentorNJ](http://librarylinknj.org/MentorNJ) makes it easy to connect to a professional who can provide relevant, useful information to help as you grow in your career. To search for a mentor in your area of interest, simply peruse the [Mentors’ Directory](http://librarylinknj.org/MentorNJ/mentors) and reach out to one of our many mentors, at <http://librarylinknj.org/mentornj>

We will be hosting **MentorNJ’**s in-person meeting at Monroe Township Public Library on October 2, 2015 from 1:00-4:00. More than 50 people are signed up, and registration is still open. Please visit the LLNJ website to register – the event is free. It will feature a panel discussion on the importance of joining professional organizations, presented by Mary Chute, Cheryl O’Connor and Chris Carbone. You will also have the opportunity to have a professional headshot taken by a professional photographer for free!

**Department of Labor & Workforce Development Grant to Libraries**

We have been told that the grant announcement is still in progress at LWD. No date yet as to when the grant announcement will be made.

**Other items of interest from the field:**

The Local Library Support Fund will be available on 2015 New Jersey State Income Tax forms as one of many options for charitable donations. Funds donated will be distributed according to the same process used for Per Capita State Aid. CMO will help publicize the new program, including possibly providing materials for local libraries to help get the word out.

**Apply for a Curiosity Creates Grant!**

ALSC recently announced [Curiosity Creates](http://www.ala.org/alsc/curiositycreates); an exciting new grant opportunity for libraries to promote exploration and discovery for **children ages 6 to 14**. This grant will support librarians who are already implementing innovative maker-spaces as well as those who can use this funding to spark new programs.  
  
Public libraries are eligible to apply and should submit applications by the **Friday, September 25, 2015 deadline.** The 77 grants, each in the amount of $7,500 will be awarded in October 2015. This grant has been made possible through a generous donation of $800,000 to ALSC by Disney.

These grants may be used to develop and implement new creativity programming and/or to expand existing programs to reach even more children. Through the grant and a culminating report of best practices, ALSC is thrilled to announce this opportunity to further support the informal learning that takes place in libraries across the nation.

Here is a link to the [online application](http://www.emailmeform.com/builder/form/9c4eBJTdUrq80e1e40).

**2015 Read for the Record**

Mark your calendars for the 10th Anniversary of Jumpstart's Read for the Record®, October 22, 2015. This year, Jumpstart is proud to announce ***Not Norman: A Goldfish Story***, written by Kelly Bennett and illustrated by Noah Z. Jones, as its 10th-anniversary campaign book.

Jumpstart's Read for the Record is a global campaign that generates public support for high-quality early learning and highlights the importance of building children's vocabulary and love for reading. On October 22, 2015, children and adults worldwide will take action by participating in the world's largest shared reading experience.

Read along on October 22, 2015, and help break the world reading record (again!) for the most people reading the same book on the same day. To learn more, visit the [Read for the Record website](https://www.jstart.org/campaigns/read-for-the-record).

**23rd Annual NJ Storytelling Festival**

Celebrate the art of spoken word as wildly diverse stories are presented all afternoon on four different stages. Programs geared for adults, families, and general audiences will be performed in different corners of the park to give you music, poetry, laughter, and goose bumps you’ll remember for years to come! Visit njstorynet.org for information on morning workshops and noon Story Slam (open to all GFS guests). *Picnic lunches available at the Peacock Café. Order in advance by calling (609) 890-6015.*

Begins: September 20, 2015

Start Time: 12:00 PM

End Time: 6:00 PM

Location: In the Park

Price: Free with park admission

**Walmart Community Grant Program**

The [Walmart Foundation](http://foundation.walmart.com/) is accepting applications through its Community Grant Program.

Through the annual program, grants of up to $2,500 will be awarded to local nonprofit organization serving residents within the service area of individual Walmart stores. Grants will be awarded in the areas of hunger relief and healthy eating, sustainability, women's economic empowerment, and/or career opportunities.

To be eligible, an organization must be tax exempt s under sections 501(c)(3), (4), (6) or (19) of the Internal Revenue Code;  a recognized government entity: state, county, or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes;  a K-12 public or private school, charter school, community/junior college, state/private college or university; or a church or other faith-based organization with a proposed project that benefits the community at large.

For complete program guidelines and application instructions, visit the Walmart Foundation website. The 2015 grant cycle begins **Feb. 1, 2015** and the application deadline to apply is **Dec. 31, 2015**. [Link to Complete RFP](http://foundation.walmart.com/apply-for-grants/local-giving)

**LibraryLinkNJ CE Updates for Fall 2015:**

**MentorNJ In-Person Networking Event**

[*Register today!*](http://librarylinknj.org/sites/all/modules/civicrm/extern/url.php?u=17159&qid=392898)

**Date & Time**: Friday, October 2, 2015 | 1:00 pm - 4:00 pm

**Location:** [Monroe Township Library](http://librarylinknj.org/sites/all/modules/civicrm/extern/url.php?u=17160&qid=392898) (Jamesburg, NJ)

This event has it all! Enjoy and learn from a unique networking experience, including a brief keynote, a panel discussion, a trivia contest, free professional headshots, great prizes & more!

**Event Highlights**

* **Opening Talk:** The Importance of Joining Professional Organizations and Attending Conferences and Webinars
* **Panel Discussion:** What Do Libraries Look for in Their Next Hire?
* **Networking:** Keeping It Current with Your Professional Network
* Trivia Game & Raffle Drawing

**Internet Famous: Strategically Marketing Your Collections Online**

[***Registration is open***](http://librarylinknj.org/content/internet-famous-strategically-marketing-your-special-collections-online) through Monday, September 28.

**Presented by:** [Colleen Theisen](http://librarylinknj.org/ce/presenters/colleen-theisen), University of Iowa Special Collections Library

**Date & Time:** Thursday, October 1 | 10:00 AM - 11:30 AM

**Audience:** All library staff involved in library online communications (not just social media!) & anyone working with special collections in public, academic & special libraries.

**Program Description:**Libraries of all sizes and kinds have special collections. Leverage them on social media to get your content noticed by a wide audience of scholars, laypeople and colleagues, and to create a sense of place locally. This webinar will discuss models for dividing up the work and finding collaborators no matter the size of your staff, tips for selecting material, taking great photos, and finding the right platform for your content. Presenter Colleen Theisen, curator of the [**University of Iowa’s popular Special Collections Tumblr**](http://uispeccoll.tumblr.com/), will also highlight successful examples from institutions large and small.  
After attending this webinar, participants will be able to:

* Build your brand by using your institution’s unique materials to educate the public about historic materials, and developing a sense of place and shared history
* Handle, photograph, and/or digitize historic materials in many formats safely
* Apply straightforward methods and techniques using everyday equipment
* Develop a workflow for social media work with limited staff, time, and budget

​Registration is free & limited - [secure your space today!](http://librarylinknj.org/content/internet-famous-strategically-marketing-your-special-collections-online)

**How to Mentor Others**

[Registration is open now](http://librarylinknj.org/content/webinar-how-mentor-others)!

**Presented by:** [Mary Beth Weber, head of Central Technical Services at Rutgers University Libraries in New Brunswick.](http://librarylinknj.org/ce/presenters/mary-beth-weber)

**Date & Time:** October 20, 2015 | 10:00 am - 11:30 am

**Audience**: All members of the NJ library community

**Program Description:**

Mentoring can be critical to the success of any career. A good and effective mentor can help others to meet career goals, as well as motivate and set a good example. This webinar will discuss the importance of mentoring others and ways that you can serve as an effective mentor.

After participating in this webinar you will be able to:

* Define the types of mentoring relationships
* Mentor for a specific purpose
* Provide guidance and constructive feedback Interact effectively with your mentee
* Continue the relationship after your mentee has reached his/her desired outcome.

[Registration is limited - secure your spot today!](http://librarylinknj.org/content/webinar-how-mentor-others)

**Using the New and Improved Drupal Sample Site for Libraries**  
[***Registration is open now***](http://librarylinknj.org/ce/drupal/samplesite-webinars-FY2016)**!**  
**Presented by**: [Sam Cohen](http://librarylinknj.org/ce/presenters/sam-cohen), New Media Solutions  
**Dates**:

Thursday, October 22, 2015 - 1:00pm to 4:00pm

Thursday, October 29, 2015 - 1:00pm to 4:00pm

Thursday, November 5, 2015 - 1:00pm to 4:00pm

Thursday, November 12, 2015 - 1:00pm to 2:30pm

**Audience**: All library staff interested in implementing their library site in Drupal. No Drupal experience or programming skills required.

**Cost**: $40 for all four sessions

**Program Description:**

This four-part webinar series is an in-depth course on how to manage content and administer the Sample Drupal Library Website that LibraryLinkNJ created for our member libraries. LibraryLinkNJ member libraries are eligible to download this sample site at no cost, and can modify/customize the sample site for their own library at their own pace. LibraryLinkNJ has made some improvements on the sample site. Please find more information about our [Drupal Sample Website for Libraries](http://librarylinknj.org/ce/drupal/samplesite).

The series will consist of 4 live online sessions: Three days of 3-hour training sessions, each with two hours of training and a final hours for Q&A, and a follow-up 90-minute session for any questions that might come up after the first three sessions and you start working on your site.

*Participants will learn:*

* How to install the site on a hosting server (particularly on *Jersey Connect***\***)
* Modify the design
* Add and edit content on the site
* Work with media (video, images, etc)
* Integrate the site with your library's social media accounts
* Manage content blocks, the navigation menu and more
* Add and manage users
* Perform security updates
* And everything else you need to feel comfortable managing the site for your library

(\* *JerseyConnect* Web hosting service: [JerseyConnect](http://www.jerseyconnect.net/services/#service_website)) provides a hosting environment compatible with a wide variety of CMS, including Drupal. LibraryLinkNJ members are eligible to host their Drupal Site with JerseyConnect.)

[***Registration is open & limited to 20 participants***](http://librarylinknj.org/ce/drupal/samplesite-webinars-FY2016)***: secure your space today!***