

Library Advisory Council Meeting
Oct. 6, 2010 Meeting Agenda

In attendance - Kim A., Kristen McC, Kristen Loesel,
Gaylynn Jameson, Nancy Larkin, Mary Gelb

| Item | By | Ideas | Notes |
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| Meeting Norms <i>7 norms of Collaboration</i> | Kim | <p>Promoting a spirit of inquiry- <i>I need all the info before I make a judgment</i></p> <p>Pausing- <i>Let me think before I blurt that out</i></p> <p>Paraphrasing- <i>What I think you said is.....</i></p> <p>Probing for specificity- <i>can you give me more info about that?</i></p> <p>Putting ideas on the table – <i>how can I be part of the solution and problem-solve?</i></p> <p>Paying attention to self and others – <i>Meaningful dialogue and discussion</i></p> <p>Presuming positive intentions - <i>Assuming that others' intentions are positive</i></p> | Brief presentation – save discussion for next meeting. |
| Problems with ILLs in Destiny | LAC | ILLs isn't working well.... | Kim talked to Jennifer Alevy today and asked her to spearhead problem-solving by contacting Destiny Tech help. |
| How will we get there? | Kim | <p>Library Advisory Council (LAC) –</p> <p>Meetings schedule –</p> <p>December - April -</p> <p>February - as needed –</p> <p>Stipend – none this year and thank you for volunteering your time</p> | <p>Can we meet more often and for only 1 – 1.5 hours each time?</p> <p>Agreed that we should try to meet once monthly.</p> <p>Kim will send doodle poll with possible Nov. meeting dates.</p> |
| Opportunities to be involved | Kim | <p>Committees</p> <ul style="list-style-type: none"> Professional development sessions Library Procedures re: budgeting and Destiny | Skipped until next meeting |

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| Grant for TL training | Julie B. | <p>How should we use the grant money?</p> <p>For online training</p> <ul style="list-style-type: none"> • ALA modules? • Guest speaker? <p>Which books for Prof. Devlpt?</p> <ul style="list-style-type: none"> • Librarians as Learning Specialists for beginners • School Libraries Head for the Edge for more experienced? <p>Other Ideas?</p> | <p>Julie presented the parameters of a grant she applied for and received using Title IID money from CDE. Approx \$15,000 of this money is dedicated to TL support and training. The money can be “repurposed” from her original allocations in order to better meet the needs of the TLs.</p> <ol style="list-style-type: none"> 1. Money is allocated for TL ½ day subs for trainings and for books for TL Prof. Devlpt. 2.. Which book(s) will we use? 3. Libr.Adv.Comm (LAC) asked to preview ALA webinars that are proposed for purchase. Buy them or put \$ toward a speaker? If speaker, who and when? Ideas needed. Suggestion to find out who is presenting at CCIRA and see if we can get the person one day that week. |
| Library Audits and Required Procedures | Gina Holub, District Accountant | <p>A committee is needed to meet with Gina to agree on procedures that will be required by all TLs.</p> <p>Re: overdues, fines, payments, and other patron records</p> <p>Re: accounting for budget & payments</p> | <p>Gina’s purpose is to standardize procedures in libraries concerning our library accounts, Destiny procedures, and working with building bookkeepers. Standardizing will help all of us. A small committee from each level will meet with Gina twice to give input on how we do things and why. She will make recommendations and the committee will meet again for final input.</p> <p>Procedures will be presented to TLs, principals, and building bookkeepers when finished.</p> |
| TL Evaluation Rubric | Kim | <p>For TLs and Principals</p> <ul style="list-style-type: none"> • Direct correlation to District TL Evaluation Criteria • Revisions? • How to use it? | <p>Some TLs have already found it useful to explain all they do to principals and staff. Some TLs feel that unsupportive principals could use it against them.</p> <p>Discussion of the title TL “EVALUATION” rubric – is this an evaluation tool and does that violate our contract agreement? Kim will contact DTEA to discuss it.</p> <p>If DTEA agrees the tool is valid, should we rename it?</p> <p>- Some background info – This rubric was requested by Julie B. as a way to help principals understand all TLs do. Also, to show that TLs can be leaders in 21st century skills.</p> <p>Begun last fall by Kim, worked on last spring by Julie, and</p> |

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| | | | <p>finalized this summer by Kim. Purpose is to support TLs by clearly showing all necessary tasks TLs do and as a discussion starter with constituents. Tasks taken from District Eval Criteria with heavy emphasis on Planning & Organiz., and Instruction.</p> <p>LAC member said the intro to this by Kim made it sound like each TL had to meet with their principal by Dec. to go over this rubric with principal & that it would be sent to all principals at some date. Correct info is that Kim & Julie hope to meet with each TL & principal and the rubric is the starting point for those discussions. Kim has presented the rubric to 3 principals who asked to meet with her with TL concerns. Each expressed gratitude for the tool to help them understand what TLs do – interactions were all positive, with principals willing to learn.</p> <p>*LAC help needed....let's take a step back & re-present the tool. How can it be used to TL benefit?</p> |
| Vendors | Kim | Success Finally with 4 new vendors | <p>A long, detailed, and frustrating process which creates more work for cataloging.... Hoping TLs give new vendors a try and are happy to have 4 choices.</p> |
| ELL books for schools | Julie | <p>Dept. of Justice order – ELL Books Project</p> <p>About half of our schools will receive books in various languages – Korean, Chinese, Hmong, Vietnamese, Hindi, Arabic, Spanish.</p> <p>If your school does NOT receive books, you know you can search the catalog and ILL them from schools who have them.</p> <p>Search _____Language Materials in the subject</p> | <p>Idea from Julie B. to support ELL students in our district. Another way to move TLs to position as building leaders. Kim enlisted Mary Louise Sanchez who did research on each building's ELL population and found books through vendors. All Mackin purchases will go directly to your schools, shelf-ready, probably in early Nov. All OCLC purchases are at the district awaiting MARC record corrections.</p> <p>*Can anyone help correct records & get those books out to schools?</p> <p>*Does anyone want uncatalogued Vietnamese books for</p> |

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| | | | their library, their students, or families? Send an email to Kim saying how many you want (up to 25) |
| Baker & Taylor Qs | Kim | | Skipped until next meeting |
| Schools you Represent | LAC | How will you communicate with your schools? Which schools does each elementary person represent? Post on wiki on Library Adv. page? | <p>Elementary LAC members chose schools they will represent by looking at a district map and choosing schools near them. They will send this info to all. Please send comments and concerns to your LAC Rep to bring to our meetings.</p> <p>Meeting notes will be sent via email to LAC and posted on wiki LAC page for all to read. *Suggestion to send out LAC Agenda a week ahead so reps can send it to their peeps to get feedback. Great idea and Kim will make every attempt to do this, knowing things can change at the last minute.</p> |
| Asked TLs for input | Kristen M. | <p>1) How is the workload? Have you "given up" some things you did last year?</p> <p>2) Clerk time: is your clerk working on library work for their hours? Has your clerk had to take on additional tasks this year (in or out of the library)?</p> | <p>Discussion saved for next meeting</p> <p>3) Regarding your budget, how much/what % are you planning on spending for books? Databases?</p> <p>4) What jobs could be shared? How have you used the vendors?</p> |
| Emails to you all | Kim | How can we get info out without it all coming from me? | Skipped until next meeting |
| Scholastic Books Fairs | Kim | What is reaction to ideas for cataloging proposed by Kim at our TL Class? | <p>Buy from Resource Catalog is OK Copy cataloging capability is great – when will class be offered? Nancy L. suggests a class on Elem. Teacher work day, Oct.</p> |

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| | | | <p>15. Kim will talk with cataloging and get it together for that date for max of 8 people (trial run). More copy catalog sessions will be offered thru Dec.</p> <p>*Q - Will cataloging set a #of books each school can send purchased from other vendors?</p> <p>Not at this time with only 1 cataloger.</p> <p>Current policy – anything requiring original cataloging will be put on a shelf or sent back to the library. All copy cataloging will be done in order received.</p> <p>Please order shelf-ready books whenever possible.</p> |
| Coaches/Mentors | Kim | Attempt to buddy-up every TL with at least one partner so we can teach and support each other. | <p>Some TLs still are not partnered. Coaches receive small stipend for a conference and two ½ day sub days to work with TLs they coach.</p> <p>Coach meeting will be held in October to support coaches and give guidelines.</p> |
| Other Business | LAC | <p>Issues and Concerns...</p> <p>From middle schools:</p> <p>*Q - Overdues are a problem still – can we return to using the Lang Arts teachers for Overdue period teacher instead of the student’s first period of the day? Also, some students’ 1st period is PE and that doesn’t work. No, we cannot return to choosing a subject for OPT because it caused many problems last spring. Kim, the district programmer and the Destiny programmer had a conference call to problem-solve the OPT/Overdue/Homeroom concerns. Both programmers agreed the best way for Destiny and IC to deal with this was to choose one period per day.... Sorry I can’t explain all the techie details, but it was very complicated and I could not get our programmer to consider choosing a subject area (Kim)</p> <p>Re: PE periods as 1st period. Last spring the programmer removed PE as an option. If Destiny is</p> | <p>From elementary:</p> <p>*Q - Some clerks can’t get email through to IT Help. Yes, that is true that some people aren’t in their system & who knows why not..... send names to Kim & she can make sure they are in IT Help’s system.</p> <p>*Q – TLs used to get a handout that showed their school’s CSAP scores on questions that tied to info lit skills. Can we get those again?</p> <p>Kim will ask Michelle BB to find out who compiled this info and if the person can do it again.</p> <p>*Q – suggestions to have Mackin rep do another session at our TL Class.</p> <p>Do you want her to cover the same material or should this be a more hands-on session with rep there to help? Let Kim know & she’ll schedule it for Dec. or Jan. meeting.</p> |

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| | | <p>using PE again, let Kim know and I'll ask programmer to again remove it as an option for OPT.</p> <p>*Q - Middle School TLs are struggling with 2 schools or ½ time at one— how can we get attention & get full time TLs in MS again?</p> <p>From Julie B – schools, teachers, parents, and principals must feel the impact. MS TLs need our support in setting realistic limits for themselves and in offering a realistic level of service to each school.</p> <p>?How can Kim & Julie help MS TLs specifically?</p> <p>We want all to know that we are advocating for TLs as building leaders all day every day to all who will listen.</p> | |
| Other Business | LAC | <p>From High School:</p> <p>*QWould like a copy catalog session in the near future also.</p> <p>OK – will be offered.</p> <p>*Kristen will come to cataloging to process her ELL books with direction from Kim (we will schedule it).</p> <p>Will other high school TLs with books come too?</p> | |