

A Newsletter of NCLA's Library Administration & Management (LAMS) Section

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FROM the CHAIR:

by Mark Sanders



LAMS has begun planning for the 2017 NCLA biennial conference taking place at the Benton Convention Center in Winston-Salem, NC, from Oct. 17 to Oct. 20th. The theme of the 2017 Biennial Conference is "Collaborate, Innovate, Celebrate" .

If you are interested in submitting a program proposal to be sponsored by LAMS, please submit your idea here: <http://bit.ly/2lrIFIP> or email me at sandersm@ecu.edu.

Tentative LAMS conference programs so far are:

Preconference:	Present Like a Pro
Conference Sessions:	Mentoring Crucial Conversations
Luncheon speaker:	Jennifer Pharr Davis



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Time to Nominate New LAMS Officers

If you are interested in serving on or nominating someone for the LAMS Executive Committee, please email Mark Sanders at sandersm@ecu.edu. The section will be electing a new Vice Chair/Chair elect, Secretary/Treasurer, and three (3) Directors at Large to begin serving a two-year term at the conclusion of the 2017 biennial conference in October.

Present Like a Pro!
Presentation Skills at Any Stage
Coming May 17 2017

Designed and developed by librarians with one common goal:

To make YOU a better presenter!

You'll learn about :

- Types of presentations
- Presentation technology trends & tips
- How to define a topic
- How to present at a conference
- How to design a poster session

This workshop will help you :

- Audience engagement,
- Body language, tone, anxiety
- How to write learning outcomes
- Dealing with the unexpected
- Recovering when things go wrong
- Creating a mindful presentation



Registration information coming in March.

LAMS: Library Administration & Management

Meeting Minutes



Date: January 30th 2017

Time: 10:00 AM

Location: East Regional Library, Knightdale, NC

Attendees: Laurence Gavin, Brandy Hamilton, Siobhan Loendorf (by phone), Elizabeth Novicki, Lara Luck, Lorrie Russell (by phone), Mark Sanders

Partner with a Professional

There were 25 participants with 17 mentors. Mark reported on feedback from mentors about their experience. Overall, it was uneven with some mentors/mentees making good connections and others not connecting at all.

Does LAMS want to do this program again? Maybe closer to conference and more structured?

- Participants' experiences were a little inconsistent
- Need more structure- maybe this should be a program at NCLA to "Meet a Mentor"
- Should we consider focusing the scope back to leadership and matching LAMS – Leadership and Management?

The committee liked the idea of doing something at the biennial conference- maybe speed interviewing? We could maybe have a table where people come ask you questions? But a LAMS table would need to be staffed with someone. Lori has staffed it in the past. Brandy suggested having a signup sheet to ensure staffing on the table. Maybe we could piggy back on the reception with a table?

The group decided to sponsor a program at NCLA on the general topic of "Mentoring". Elizabeth said that she would take the lead coordination role.

Present Like a Pro

Mark and Brandy gave an update on where this project stands

There will be an abbreviated "dry run" Present Like a Pro session at the spring NCLA Leadership Institute meeting in High Point on April 7. There will later be a face-to-face full all-day session in High Point on May 17.

Topics will include presentation trends, topics, design, engagement, etc.

It will be capped at 25 participants

Cost for the all-day session will be \$25 LAMS \$35 NCLA \$45 non-members

Then there will be five online modules to complement the workshop. In addition to a "Getting Started" module there are:

- Working Collaboratively on a Presentation
- Technology Tips for Presentations
- Creative Commons, Multimedia, and Citing

- Presenting in Various Formats
- The Elevator Speech

The group decided to do “Present Like a Pro” as a preconference workshop also. Mark will email the conference planning committee to confirm and inform them that PLAP and LAMS are working together.

Conference Planning

Mark suggested coordinating a program on [Crucial Conversations](#). Brandy will check with Wake County HR on getting materials for Crucial Conversations.

Larry discussed needing a poster for the LAMS table and then people mentioned that it would be nice to have a nice professionally made pop up sign that would travel easily. Siobhan can create a flyer with a list of various Leadership Institutes or other relevant professional development opportunities for librarians. Larry has a bibliography of Leadership books.

Mark talked about having [Jennifer Pharr Davis](#) come as a LAMS sponsored speaker for NCLA. If we charge for the pre-conference “Present Like a Pro” that could defray the cost of the speaker. We could also do it as a lunch program and charge to cover lunch and help defray cost of speaker. It was recommended to do it on Thursday as it is a high traffic day. Everyone voted to do a lunch with the speaker Jennifer Pharr Davis. We will need to get a copy of the contract and a check for the deposit. What about the thematic content of Jennifer’s presentation? Should it be *Trail Blazer*, *Extra Mile* or *One More Step*?

The proposed conference programming is thus:

Preconference: Present Like a Pro

Sessions: Mentoring, Crucial Conversations, open slot for membership proposals

Lunch: Jennifer Pharr Davis

There will be a call for proposals from the LAMS membership. Section sponsored proposals do not go through the conference planning committee vetting process. March 17th is the deadline. Speaking of membership, we are down to 95 from 104 but it typically goes up the year of the conference.

LAMS Letters

Mark talked about positive feedback from the survey about LAMS letters. The group then brainstormed new and interesting content for the forthcoming issue. Topics included bios of the Executive Committee and news about members in new professional positions.

Next LAMS meeting is Monday, April 24th at 10am

Meeting adjourned. Minutes submitted by Siobhan Loendorf.



Executive Committee for 2015-2017 biennium

[Michael Crumpton](#)

Assistant Dean for Administrative Services - University of North Carolina at Greensboro

[Laurence Gavin](#)

Branch Manager - Cumberland County Public Library

[Brandy Hamilton](#)

Branch Manager - Wake County Public Libraries

[Siobhan Loendorf](#), **Secretary/Treasurer**

Assistant Library Director - Catawba County Library System

[Lara Luck](#)

Collection Development Manager - Forsyth County Public Library

[Elizabeth Novicki](#), **Vice-Chair**

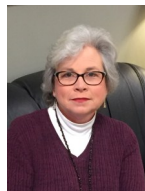
Director - Salem Academy & College Libraries

[Lorrie Russell](#)

Assistant Director - High Point Public Library

[Mark Sanders](#) **Chair**

Assistant Director - East Carolina University



New job? Promotion? Career Change? New baby? Have you given a professional presentation? Published? Received an award or honor? [Let us know!](#)

Starting with the next issue of LAMS Letters will be a section devoted to updates from members!



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