**Youth Services Section**

**Executive Board Meeting**

**December 10, 2019**

The Executive Board met for the first meeting of the 2019-2020 Biennium at the Gaston County Public Library at 12 noon. Attending were: Chair Lisa Donaldson, Director of Membership and Communications Jen Pace Dickenson, Director at Large Jessica Reid, Vice Chair/Chair Elect Matt Mano, and Secretary Jewel Davis. Treasurer Helen Yamamoto and PLS/YA Liaison Joan Sherif attended virtually.

**Agenda**

Meeting called to order at 12:23pm.

**Introductions**

Attending board members went around the room and introduced themselves.

**Approval of Past Minutes**

Board reviewed the September 10, 2019 meeting minutes. Motion to approve. Motion seconded. Motion passed.

**Conference Reflections**

Board members discussed the following sponsored conference sessions:

* YALSA’s Teen Services Competencies for Library Staff- Good turnout for the session
* School-Public Library Partnerships round table discussion- Received positive feedback. Lisa will send the link to the slides and notes taken from the discussion.
* Why Does My Summer Reading Manual Look Different?!? Changes to the Collaborative Summer Library Program (CSLP)- NCLA was a good venue to have this informational discussion.
* What Library Directors Need to Know about YALSA’s Teen Services Competencies for Library Staff - Good presentation with lower number of participants. People who did participate were interested and engaged.
* PLS/YSS/REMCo Wine & Cheese Reception with diverse book grant winners announced and NCCBA raffle drawing- There was a high number of drink tickets given to each attendee, the reception room was too large, and there were a low number of YSS and REMCo members present. Low attendees may have been due to cost of the reception or timing of the event. For the future, YSS would like more input in the planning and hosting expectations of a shared wine and cheese reception.
* Programming with Intent: Planning Storytimes Through an Equity, Diversity, and Inclusivity Framework- Very good session that participants felt was relevant and practical. The presentation did feel a bit rushed at the end due to time constraints. Lisa shared her library staff has implemented ideas from the session.

Board members also discussed

* accessing conference evaluations from the Sched conference site. Lisa will look to see if any evaluations were completed online.
* the possibility of conducting an author luncheon for the next conference. It has been difficult finding out author’s rates for these types of events. YSS will need to budget more money to bring in a more popular author (maybe around $5000).
* needing a YSS representative for NCLA conference planning. Jewel is planning to take part in the conference planning and will share information. Conference planning information is also shared at the NCLA executive board meetings.
* creating a social event for the conference. Jessica discussed possibly partnering with NMRT to host karaoke after trivia at the Footnotes’ bar venue.

**Financial Report**

* $10,270.57 balance as of September 2019 which includes expenditures from the grant.
* No updated numbers are available yet on budget or revenue after conference. There will be an end of year financial statement sent from NCLA.
* The retreat starts the fiscal biennium and provides the largest amount of money for YSS. Membership provides a small amount of revenue and YSS loses money during the conference.
* Helen would like to create a general budget for YSS activities and expected expenditures. It is important for YSS to be intentional about spending money for good initiatives. Helen would like to discuss more budget planning details at the next meeting and will consult with Juliann who works on the scholarships.

**Board Member Roles**

The board discussed the following board member roles:

* Secretary/Treasurer position is now split into two. The treasurer manages the section finances and handles the registration, facilities, and speaker negotiations for the retreat. This year’s retreat will have a committee to help with retreat planning responsibilities
* Director at Large participates in different subcommittees as needed including planning and administering the grant. Director at Large may take a future role in developing or organizing trainings and webinars.
* Membership and Communication Director conducts marketing for the section including social media. YSS used to have a blog and Facebook, but it was difficult to get readership and regular posts. There was a past push for members to share programming ideas on social media, but this effort died down due to the person in charge leaving. Creating a Facebook group may be an option, but there are already popular established groups with similar content like Storytime Underground. This position will take on the responsibility of updating the website. Helen would like more engaging content on the front page. Jen will contact Erin Holmes to obtain editing permission.
  + The board also discussed ideas for posting on NCLA’s Facebook page which included highlighting YSS members once a month, posting events and grant information, and sharing updates and photos of grant recipient activities.
* Vice-Chair/Chair elect manages conference planning, assists at the retreat, and insures we adhere to the bylaws. The bylaws need to be updated. Helen will scan the most recent bylaws and send them to Matt. Matt will create a google document for the board to make comments on the bylaws.
* Scholarships Chair manages the retreat scholarship, administers the grant, and provides support to the leadership institute. This position uses social media to promote the scholarship opportunities. The board discussed NCLA’s decision to move away from sponsoring individuals at the leadership institute and to focus on donating books and materials for the institute.
* YSS has board member liaisons to the State Library, North Carolina Book Awards, and PLS section.

**Goals**

* To support members with more continuing education opportunities, YSS could provide professional development sessions or support travel and attendance to national conferences (ALA, YALSA, ALSC) through scholarships. Librarians from smaller more remote areas have difficultly attending trainings and conferences. YSS could sponsor one librarian for a conference and require them to share what they have learned. YSS could work with Jasmine on State Library opportunities.
* YSS’s role is to assist youth librarians to have what they need to do quality programming. There is a huge interest in program sharing, crowdsourcing ideas, and sharing ideas. Ideas for program support include:
  + boxing up programs and sending them to people or creating programming kits and providing local and regional workshops.
  + Creating a program guide template or google form for members to fill out that could be disseminated. Program details could be shared on the blog and include details like suggested age group, successes or challenges implementing the program. YALSA’s Teen Programming HQ site (http://hq.yalsa.net/index.html) could serve as a model.
  + Program ideas were gathered at the last retreat. These is a folder of those ideas in the Google drive that was sent out to members. We could create a link to those ideas from the webpage.
  + Create a box on the webpage that links to program resources.
* Create a new grant before the retreat so that it can be announced at the retreat. Past grants have included Lego grant, makerspace grant, and a diverse books grant. Grants are a built in feeder to the retreat. The grant winners are asked to present at the retreat. Grant winners are required to pay to attend the retreat and this is written into the grant requirements—applicants are asked to ensure their library supports retreat attendance.

**State Library Update**

The following written report was provided as an update:

LSTA Grants -applications are still open!

CE Offerings

* Summer reading program workshops in January 6-10, 2020. Jennifer Luetkemeyer and Jewel Davis will be presenting content pertaining to planning, partnerships, and the importance of summer learning programs, and content pertaining to programming with an emphasis on diversity, respectively. Jasmine will also be presenting on summer feeding programs, what the Collaborative Summer Library Program is and how to be involved with the creating future summer programs, and the importance of data. Workshops are scheduled for
  + Tuesday, January 7, Braswell Memorial Library, Rocky Mount
  + Wednesday, January 8, Greensboro Public Library, Main
  + Friday, January 10, Henderson County Public Library, Main, Hendersonville
    - All workshops will be from 9 AM - 3 PM with a working lunch provided.
    - Registration is limited to 40 people. A wait list will be created if necessary. Registration is filling up!
* Taking Autism to the Library, with Autism Society of North Carolina. All in the spring. Workshops are scheduled for
  + Archdale, Randolph County Public Library; February 10, 1:30 PM
  + Snead's Ferry, Onslow County Public Library; February 11, 1 PM
  + Newton, Catawba County Library; March 12, 1 PM
  + West Regional Branch, Wake County Public Library; March 20, 10:30 AM
  + Elizabeth City, East Albemarle Regional Library; March 27, 10 AM
  + Marshall, Madison County Library; April 22, 11 AM

YALSA/COSLA T3 project

* Jasmine & Emily Winfrey (Gaston County Public Library) have received training on Connected Learning & Computational Thinking. Would anyone be interested in having their staff trained on either or both of these concepts? We're looking to schedule a couple of trainings this spring. We can travel to you and the trainings are flexible in both subject and length of training. Trainings can be as short as one hour but can be as long as 5+ hours. The training will show staff how to implement connected learning and computational thinking strategies into teen programming and services. Emily and Jasmine can co -lead or they can train on their own.

Other miscellaneous- Still no state budget, so more could be coming.

**Diverse Books Update**

Everyone has their books. Shipping created additional costs outside of anticipated budget.

**Retreat**

* Helen will confirm the October 15-16 dates for the retreat.
* Jessica proposed the theme of Create, Connect, Collaborate
* We will need a retreat hashtag.
* Ideas for retreat sessions included:
  + advocacy session with topics on defending positions, budget support, creating elevator speeches
    - Brian Sturm could be a resource on advocating for yourself and using story to illustrate the value of libraries
    - Developing Your Personal Brand as a Librarian (https://ncla2019.sched.com/event/PuQl/developing-your-personal-brand-as-a-librarian) was an NCLA conference session that could be used as a model for a session or provided at retreat
  + grant recipient update
  + author presentation
  + storytime training from Sarah Lyons
  + program sharing session
  + keynote speaker
  + summer food program and combatting summer slide- Helen will reach out to Jasmine about possible sessions.
  + Teambuilding/Social activities
    - Symbol activity shared by Jessica
    - Bingo sheet was used at last retreat
    - Conversation starter name tags-Label name tags with *I am an expert in…Ask me about…*
    - Conversation starters during lunch
    - Scavenger hunt or selfie hunt with a prize of conference/retreat registration
    - Wine and cheese social event with a craft
    - Bingo social
    - Book-themed painting activity
  + Programming on connecting across borders. Lori Sands at UNC-Greensboro could speak on their Haiti initiative
  + Refresher on what NC has to offer for librarians. A representative could speak about NC Kids Digital Library, NC Live, NC WiseOwl, digital lending, etc.
  + PLA might be a good place to get session ideas. Jen and Lisa will look at the upcoming PLA conference agenda.
  + Helen suggested a speaker from ALA who spoke about creating and running BIG events like a comic con or festival. This might be good for the NCLA conference as a lunch program because this has a broader appeal beyond youth services.
* Partner with media specialists and reach out to NCSLMA for trending themes and topics that may be of interest to their members. It is important to find out what topics are relevant and of value to both groups. One topic suggestion was providing examples of partnerships in preserving library jobs. Some YSS members attend the NCSLMA conference and they could provide information they learned from the conference. It may be difficult for media specialists to attend the retreat due to time off for both NCSLMA conference and YSS retreat. We could provide financial support to media specialists attending the retreat. We could also conduct mini-workshops in the summer with them when they are off work. Joan will reach out to NCSLMA and media specialists to see what they are interested in. Jessica can also provide media specialist input.
* To get more LIS students involved and attending the retreat, we could provide student sponsorships by covering attendance cost or providing a student discount. Students could also take part in helping with planning. Lori Sands at UNC-Greensboro may be a good partner in engaging with LIS students
* Author subcommittee planning- Western NC author Megan Shepherd was the only author to agree working with us when Lisa previously reached out. It might be nice to have an author in conversation session or an author panel. Lisa will reach out to Megan Shepherd about the possibility of a panel presentation. Lisa will also reach out to local bookstores to see if they have author scheduling information. Edelweiss is another resource for connecting to publishers about author visits. Helen will look into Edelweiss. We may be able to save money if we book an author who is already on a trip in the area. ALA, YALSA, and PLA have speaker bureaus.
* Presenters/Posters subcommittee planning- In the past, paid presenters were in place by June and then the general call for presentations and posters went out to members. For this retreat, we will need paid presenters in place by March so the member call can go out earlier. The call for presentations and posters will be sent together, and poster parameters will be included in the joint call. If we send a call out for vendors, we will possibly need an additional subcommittee.
* Communications subcommittee is needed for reaching out to folks, gathering member information, sending presenter calls, scheduling when information is sent, and developing a communication plan. Jen will take the lead on this work.
* Facilities planning-Helen needs to know what kind of amenities/technology speakers and participants require. For example, if we have vendors at the retreat, we will need a separate space and some presenters may need a particular setup or physical accommodations. We will also need folks to create the program and assemble the packets. We will also need donations of folders, pens, post-its, etc.
* Retreat scheduling- Retreat will be same length as before. From the last retreat’s feedback, we learned people wanted
  + more downtime in the schedule
  + longer time for speakers to present
  + the breakout sessions for program sharing to be in one space so people could rotate around the room
  + more accessible social opportunity (fire and smores were too far away)

**Next Steps**

* Board will work on to do’s listed in minutes.
* Board needs to gather feedback from Jasmine, Juliann, and Janet about today’s discussion.
* Group will work by email to decide on subcommittees.
* Group will send suggestions about possible paid presenters or speakers.

**Upcoming Meeting Dates**

* March 3, Mountain Island- Jessica to confirm hosting
* June 2, Winston Salem Forsyth Library – Joan to contact library
* September 1, Statesville- Joan to contact Julie
* December 8, Wake County West Cary- Helen will confirm hosting and that location allows food

Meeting adjourned at 3:08

Minutes submitted by Jewel Davis