

CSI Skills Development Teleconference

June 6, 2018, 2:00 pm – 3:00 pm

Present: Crystal Alcock, Kenora; Helen McDonnell, Callander; Mary Deschatelets, Terrace Bay, Marjatta Asu, OLS – North

Absent: Cheryl Lafreniere, Kirkland Lake

1. Minutes of September 28, 2017 meeting approved
2. Municipal elections
 - a. Discussion of the length of the Municipal Councillors Handbook. It was suggested that both the Handbook and the shorter SOLS publication Spotlight on Public Libraries be circulated to new municipal councillors to provide them with a choice and an option to read more in-depth.
3. Conference – Invite CLEO to conference.
4. Training new board members
 - 1) Board competencies required before the elections.
 - 2) For the CEO – A refresher on board orientation: key resources, what to include.
 - 3) For the board
 - Inform board members to complete the AODA customer service training which includes a video and self-test, and prints a certificate
 - Short training videos for new board members – essential policies and resources to help write these; primary responsibilities of the board
 - Roles and responsibilities of the board and key resources, e.g., Cut to the Chase
 - Board's responsibility for finances, financial control
 - Create an first year annual calendar for new board members based on the new librarian's calendar
 - Include key remittance dates, e.g., EI, HST, GST, grant deadlines, etc. to assist the board with their financial control responsibilities
 - Training video on how to sign up for LearnHQ and why this is a good resources for library boards
 - 4) For the CEO
 - Be sure to inform board when the librarian pays HST, GST, EI, grants deadlines, post-project reports, completes annual survey, PLOG, etc.
5. Training for new librarians

- a. Arrange a teleconference with experienced and new librarians. Crystal, Helen and Mary willing to participate.
 - b. Add to new librarians' calendar - grants deadlines, post project reports deadline, all tax remittance deadline.
6. PeerHQ
 - a. Need to send out an email reminding librarians about PeerHQ explaining what it is and benefits of participating
 - b. Create tip sheets
 - How to create an account using your work email address
 - How to forward email to a work email address
7. Mid-career librarians
 - a. Need an engaging re-boot to re-motivate mid-career librarians, similar to the leadership summit with engaging speakers and networking
8. Policy summit – Suggestion to offer this again especially as there are many new librarians
9. Tracking staff training in libraries
 - a. Discussion of how CEOs keep track of training completed:
 - training binder with copies of all staff and trustee certificates
 - database with listing of staff/board and training completed with certificates filed in staff folders
10. Collections
 - a. Suggestion that refresher training be provided on collection assessment, weeding and developing the plan, possibly created as short training videos.
11. Tips for completing the annual survey
 - a. Suggestion that librarians break it into sections and complete one per day, save, and do the next another day. Otherwise it takes too long to complete.