The Training, Orientation and Leadership Development (TOLD) Committee met on Friday morning, January 30, 2015. Minutes are below.

The group’s major activity was to conduct an ALA Intern Orientation and Meet and Greet on Friday afternoon. ALA President Courtney Young attended and spoke to the interns about the importance of their work.

**Minutes of Training, Orientation and Leadership Development (TOLD) Committee Meeting**

<table>
<thead>
<tr>
<th>Date</th>
<th>Friday, January 30, 2015</th>
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<tbody>
<tr>
<td>Place</td>
<td>American Library Association Midwinter Conference – Hyatt Regency Chicago, Gold Coast, Chicago, IL</td>
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<tr>
<td>Time</td>
<td>8:30 a.m. – 10:00 a.m.</td>
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<td>Attending</td>
<td>Gary White (Chair), Robert Banks (Executive Board Liaison), Sarah Dentan, Jennifer Dinalo, Kim Copenhaver (Intern), Joe Filapek (Intern), and Lorelle Swader (Staff Liaison)</td>
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<tr>
<td>Absent</td>
<td>Tahirah Akbar-Williams, Brooke Ballard, Miranda Bennett, Erline Dudley, Phyllis D. Fisher, Deana Greenfield, Jeff Lambert, Alyssa Novak, Cal Shepard, Manya Shorr, Tinamarie Vella</td>
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### Agenda Item | Discussion, Consensus & Action Items

1. **Introductions**
   - Members in attendance made introductions around the room.

2. **Approval of 2014 Annual Meeting Minutes**
   - In the absence of a quorum, the minutes from the TOLD Committee meeting held during the 2014 ALA Annual Conference will be approved virtually via email.
   - **Action Item**
     - Gary will post a call for approval on ALA Connect and members should review and reply with requests for revisions or approval.

3. **ALA Executive Board Update**
   - ALA Executive Board Member, Rob Banks provided an update from the ALA Executive Board to the members of the TOLD Committee. A summary of Rob’s update is available via the attached *Board Talking Points* document.
   - **Action Item**
     - Comments for the ALA Executive Board should be sent to Rob Banks via ALA Connect or via email at Rbanks@tscpl.org.

4. **Intern Program**
   - a. ALA Committee/Council Intern Meet and Greet – Midwinter Meeting
     - i. Kim informed the committee that 10 interns had RSVP’d for the Intern Meet and Greet scheduled for Friday afternoon at 1:00 pm.
     - ii. Kim suggested that the current reference to the meeting as a “Meet and Greet” might imply an informal quality to the meeting resulting in low attendance.
1. Lorelle noted that historically the Intern Orientation took place during the Midwinter Meeting. The Committee now offers a virtual orientation scheduled for early Fall. The Meet and Greet now occurs during the Midwinter meeting.
2. Committees are discouraged from denoting meetings as required, but an event title change designed to encourage attendance should be considered for next year.
3. Discussion of retitling the midwinter event for Interns should be added to the Annual agenda.

iii. Kim distributed an agenda for the 2015 Intern Meet and Greet, outlined activities and confirmed committee member assistance for event setup and participation in the planned networking activity.
iv. Kim recognized Brooke Ballard and thanked fellow Intern, Joe Filapek for their assistance in planning and developing content for the Intern event.

b. ALA Committee/Council Intern Networking Event – Annual Conference

i. Kim and Brooke hosted a networking opportunity for ALA Interns during the 2014 ALA Annual Conference in Las Vegas. Unfortunately, the only attendee to arrive was ALA Program Officer, Kimberly Redd.
ii. Lorelle suggested speaking with former ALA Intern, Aaron Dobbs for additional ideas/opportunities regarding providing support and networking opportunities for Interns.
   1. Gary suggested perhaps an RSVP event for Annual could be considered for Interns to assist in gauging attendance in advance.
   2. If there is interest we could move forward with planning. If Interns do not indicate interest, then we do not need to host an intern event at Annual.
iii. Lorelle noted that there is value in engaging the interns in the strategic planning discussion. Perhaps a virtual meeting might encourage engagement and yield higher participation. The possibility of hosting a virtual conversation should be added to the midwinter conference call agenda.

Action item

Action items and consensus

c. Monthly email communication to ALA Committee/Council Chairs and Interns

i. Kim provided assessment data on the pilot email campaign and the utilization of Mailchimp to communicate monthly messages to ALA Committee/Council Chairs and Interns.
ii. Lorelle provided confirmation that dissemination of the monthly emails did not violate any privacy concerns due to the fact that Interns are appointed positions.
iii. Gary agreed that the Mailchimp platform functioned well and provided valuable analytical data. There was no opposition to continued use of the Mailchimp platform.
iv. Kim will continue the utilization of Mailchimp to disseminate monthly email messages to Chairs and Interns and draft templates for the Spring campaign.
v. Kim will add TOLD committee members to the Mailchimp distribution list,
so they will also receive copies of emails sent to Chairs and Interns.

vi. Kim will send a message via ALA Connect to TOLD committee members informing them of their addition to the monthly Mailchimp distribution list prior to sending out the February message.

vii. Lorelle stated that it would be possible to provide one document outlining the content of the spring campaign to the ALA staff liaisons, rather than forwarding monthly messages.

d. Event Assessment: Exit Surveys

   i. Survey assessment was completed following the 2014 Strategic Leadership Meeting held for ALA Council and Committee Chairs during the 2014 Annual Conference and the Fall 2014 Virtual Intern Orientation Meeting.

   ii. Lorelle will send results to the committee for review via ALA Connect.

   iii. Lorelle will email an assessment survey to the attendees of the 2015 ALA Council/Committee Intern Midwinter Meet and Greet. Review of these results should be added to the agenda of the annual meeting.

5. Strategic Leadership Meeting

   a. TOLD will host the annual 2015 Strategic Leadership Meeting for ALA Council and Committee Chairs on Friday afternoon, June 25th, 2015 during the Annual Conference in San Francisco.

   b. Gary requested volunteers to assist with planning and leadership for the meeting and Sarah Denton volunteered.

   c. Gary will contact Sarah to arrange a conference call during the month of February to discuss event planning.

Action Item

6. Strategic Planning Update

   a. Gary asked for feedback on the process of using ALA Connect to gather feedback on the draft of the ALA Strategic Planning Update.

   i. Lorelle suggested that when drafting a group response it is often more helpful to engage in a face-to-face brainstorming session to obtain a vision or a voice for the committee’s response.

   ii. The following responses were voiced during the committee brainstorming session:

   1. TOLD should create visionary images illustrating the paths to leadership within ALA. Knowing where to go within the organization is often difficult to navigate. There should be ladders or a track to follow as a part of the member leader development piece.

   2. Engagement should be encouraged by all segments of the library profession including public and school libraries. There is a break between folks that are highly engaged and those that want to be involved. When members remain in their interest groups we are losing valuable insight. Book selection Chairs are engaged committee members that should be targeted.

   3. Part of the TOLD charge is to focus as a clearinghouse for leadership resources across the organization. Leadership programs should be coupled with early career development opportunities by building connections among various groups within the organization. NMRT offers a very thorough orientation. TOLD should build a framework
of resources capitalizing on resources that may already be in existence or offered by various Divisions, Sections, Roundtables, etc. forming a lattice or web resource illustrating how to get involved with areas of interest within the organization.

a. Past emerging leaders, members of TOLD, ALA leadership could provide testimonies as to how they became involved with ALA. Short-videotaped messages could be recorded and embedded in web resources, etc.

b. Target mid-career professionals: Mentoring events could be sponsored pairing engaged members with midcareer professionals looking to move-up into leadership positions. RUSA offers a speed-mentoring event, which could be highlighted.

c. Identify and define leadership-training opportunities offered within each division. Send TOLD members back to their respective groups to assess available opportunities.

4. The committee responded to questions raised by ALA President, Courtney Young: What would success look like? How might we get there? How might TOLD get us there?

a. Defining leadership is a good starting point. Leadership can come from the middle. You don’t have to be a supervisor to be a leader. The responsibility of being on a committee is being a leader. Framing showing up and completing the work of the organization as a part of leadership is important.

b. Explaining what is leadership vs. management. The front line voice is often missing. Identify resources that would support front line workers and mid-career professionals. People that are not working on tenure plans don’t often have a well-defined road map to leadership positions.

c. Highlight member engagement. Getting people involved and communicating the value of involvement to others would be helpful. Members are not always engaged, as they should be. ALA should create environments in which members are compelled to be engaged.

d. Demystifying the committee appointment process may encourage engagement. Students have reported that they apply and never hear back. Sometimes it is difficult to tell what committee’s actually do. TOLD could ensure that the committee charge is posted. Demystifying what the work is and highlighting what is fun and valuable about the committee’s role within the organization should facilitate engagement. Communicating the time commitment and committee attendance expectations of each committee is also important.

e. ACRL’s Science and Technology Committee authors a “Day In The Life of a Committee Member” which may illuminate the day-to-day responsibilities of committee members.

f. Providing tools to assist librarians in advocating for
Professional Development funding would be helpful. TOLD could provide resources to explain why in person attendance is recommended.

g. Resources highlighting the leadership skill development offered through committee participation could be very valuable. Committee work becomes a real world training ground for leadership development skills. Committees can be a great place for skill development.

h. Gary suggested that leadership development could be featured on Mentor Connect and perhaps TOLD could develop content for this tool. This could be a safe space for individuals to ask questions, when they don’t want to seek assistance from colleagues. Sarah suggested a just in time mentor space for mid career professionals that have questions.

i. Building bridges between resources already in existence is crucial and TOLD seems well positioned to serve all types of libraries. Lorelle will send link to member leaders resources for consideration by TOLD members. For example, LLAMA is focusing on career development for new professionals.

b. Gary will continue to collect feedback to send forward to ALA leadership. Please post additional comments via ALA Connect.

a. Lorelle requested feedback regarding virtual resources currently available via the TOLD website
b. Members should consider how resources support the strategic plan and send recommendations for supplementation to Lorelle.

6. Other/new business

a. Midterm Conference Call Feedback
i. Gary requested feedback from the committee regarding the utility of hosting a midterm conference call as an opportunity to assess progress on committee objectives.

ii. The committee agreed a midterm check in was beneficial. Gary will work with Lorelle to schedule a full committee call in April.

iii. Please send agenda items to Gary in advance of the call.

iv. Lorelle emphasized members should be reminded that the call serves only as a midterm check in to assess progress on interim goals and not in place of attendance at the annual TOLD Meeting scheduled for Friday morning of the Annual Conference.

Next meeting ALA Annual Meeting in San Francisco, CA: June 26, 2015; 8:30 am – 10:00 am
Adjournment 9:35 a.m.
Respectfully submitted,
Kim Copenhaver
February 13, 2015