

EXPERIENCED DIRECTORS



HUNTERDON COUNTY LIBRARY
FLEMINGTON, NJ

9:00 - 9:30 **Registration**

9:30 - 9:45 **Welcome**

Jen Nelson, *State Librarian*, NJ State Library
Ralph Bingham, *Executive Director*, LibraryLinkNJ

Agenda Review

Michele Stricker, *Deputy State Librarian*, Library Development, NJ State Library
Darby Malvey, *Programming & Outreach Manager*, LibraryLinkNJ

9:45 - 11:15 **KEYNOTE - Using Conflict for Positive Change: Anticipate, Address, Achieve**
Val Edwards, Conflict Mediation Consultant

The strategies used in conflict mediation can be employed preemptively when challenging, awkward situations arise in the workplace. Our keynote speaker, Val Edwards, a trained Conflict Mediator, will introduce foundational skills for anticipating, addressing, and utilizing conflict to achieve great results for our library teams, our library organizations, and our communities.



This keynote will incorporate learning about the catalysts for conflict and structures for framing constructive conversations with time for reflection. Sharing authentic experiences and allowing for active attendee participation will provide concrete, actionable strategies to begin immediately implementing with library teams and community stakeholders.

11:15 - 11:30 **Break**

11:30 - 12:30 **Navigating Civil Service**

Douglas Zucker Esq.
Jennie Pu, *Director*, Hoboken Public Library

Navigating Civil Service can be an overwhelming and confusing task for any library administrator. In this session featuring seasoned experts from both the legal and library world, we'll shed some light on the ins and outs of managing a Civil Service staff and provide insights on where to turn for answers to your Civil Service questions.

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12:00 - 1:30 **Lunch**

Breakout Networking: Small Libraries, County Libraries, Urban Libraries, Consortia

1:30 - 2:30 **ALA's Diversity, Equity, and Inclusion Scorecard**

Kevin D. Strowder, Director, Office for Diversity, Literacy and Outreach Services, ALA

The DEI Scorecard for Library and Information Organizations, developed by the ALA Committee on Diversity, is an evaluative tool that centers accountability and transparency in determining organizational effectiveness in diversity, equity, and inclusion in the recruitment, hiring, retention, and promotion of people of color. Additionally, the Scorecard includes areas that impact these factors such as training, budgeting, and data practices. The Scorecard is designed to help administrators of information organizations assess their current practices in five core areas to produce actionable data for decision making and enacting a robust and sustainable commitment to equity, diversity, inclusion, and justice.

2:30 - 2:45 **Break**

2:45 - 3:45 **Discipline - The Most Dreaded Management Task**

Amy Behr-Shields, Director, Summit Free Public Library

We all dread the day when we will be faced with unacceptable on-the-job behavior or performance by members of staff. This is particularly challenging when a staff member continues to fail despite their best efforts or when a problem has gone unaddressed for a long period of time. This presentation will address the life-cycle of progressive discipline - from the first conversation through termination of employment. Participants will walk away with templates for: 1) a checklist of progressive discipline steps, 2) a corrective action / discipline policy, 3) a performance improvement plan, and 4) a termination letter.

3:45 - 4:00 **Wrap up and Evaluations**

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