



Middle Managers Section
Planning Meeting Minutes
Wednesday, June 19, 2013

1. Introductions
2. Purpose of the Section – We will plan to have four networking and continuing education programs per year for mid-level managers in libraries.
3. Election of the Officers
 - a. President, 2013-2014 – Joy Anhalt, Tinley Park Public Library
 - b. Vice-President/President elect – Michelle Petersen, Plainfield Public Library District
 - i. 2013-2014/2014-2015/2015-2016 as past president
 - c. Secretary – Rebecca Bartlett, La Grange Public Library
 - i. 2 year term, 2013-2015
 - d. Treasurer – Keisha Hester, Calumet City Public Library
 - i. initially a 3 year term for continuity, then becomes 2 year term
 - ii. 2013-2016
4. Bylaws need to be written – Rebecca Bartlett, Mary Adamowski (Orland Park PL), Tiffany Amschl (Crete PLD) will work on these for the next meeting.
5. Review of evaluations from March 15, 2013 program – Mid-level managers are looking for networking and continuing education opportunities.
6. What should the Section focus on for programs? LACONI suggests at least four programs per program year from fall to spring. The program format will be that we will start at 9:30AM, and the speaker will present from 10AM-12PM, then break for lunch, then we will have small group sessions or a networking session from 1PM-3PM. We will charge \$15 for a half-day session and \$25 for a full-day session that includes lunch.

Program ideas:

 - Delivering on Yes (external customer service) – Michelle Petersen
 - Not Who but How (internal customer service) – Michelle Petersen
 - Interdepartmental Communication – Sally Decker-Smith
 - Managing Up / Managing Down
 - Interviewing
 - Evaluations
 - Affordable Care Act – ILA and ALA attendees may report back after conferences
 - Change Management

- Motivating Employees
- Team Building / Dealing with Difficult Employees
- Succession Planning
- Evolving Job Responsibilities – Pat Wagner

Upcoming Meetings:

July Planning Meeting

Date: 7/17/2013

Location: Woodridge Public Library

Length: Half Day 9:30AM-12:30PM

Fall 2013 Program

Date: 9/13/2013

Program: Employee Motivation

Location: Fountaindale Public Library, cap of 100 attendees

Length: Full Day 9:30AM-3PM

Chair: Jane Jenkins

Speaker: Sally Decker-Smith

Flyer needs to be out by: 8/9/2013

Winter 2013-2014 Program

Date: 11/1/2013

Program: Networking

Location: Orland Park Public Library, cap of 100 attendees

Length: Full Day 9:30AM-3PM

Chair: Brooke Sievers

Speaker:

Flyer needs to be out by: 9/27/2013

Spring 2014 Program

Date: 2/14/2014

Program: Transforming With Change

Location: TBA / Gail Borden Public Library, cap of 100 attendees

Length: Full Day 9:30AM-3PM

Chair: Michelle Petersen

Speaker: TBA / Panel

Flyer needs to be out by: 1/10/2014

Spring 2014 Program

Date: 4/11/2014

Program: Networking

Location: TBA / Des Plaines PL / Arlington Heights Memorial Library

Length: Full Day 9:30AM-3PM

Chair: Andrea Johnson

Speaker:

Flyer needs to be out by: 3/7/2014