Library Management Division Meeting
Thursday, August 16, 2012
MLA Office
Steering Committee Meeting: 9:30-10am
Program and Discussion 10am-11:30am

Present: Patty Sundberg (President), Morgan Miller (Vice President), Janet Vogel (Secretary), Sydney McCoy, Alexa Leinaweaver, Ashley Conaway

Steering Committee Meeting:

Leaders, Recharge!
Plans for Leaders, Recharge! for Fall 2012 were tabled to allow more time for planning. Our initial thought for the training was to focus on Change Management, but Maurice Coleman’s upcoming Change Management webinar will already cover that topic. Goal for 2013: Leaders, Recharge! to become an annual event in September, which we start planning now.

LMD Annual Calendar (proposed): What’s on Tap for LMD This Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Topic/Event Type</th>
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<tbody>
<tr>
<td>October 25, 2012</td>
<td>TBD</td>
<td>Virtual (via Blackboard)</td>
<td>LMD Meeting</td>
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<tr>
<td>November 8, 2012</td>
<td>10-2</td>
<td>Carroll County Public Library Headquarters ($<a href="http://library.carr.org/hours_locations/hq.asp">http://library.carr.org/hours_locations/hq.asp</a>)</td>
<td>½ Day Marketing and Community Partnerships Program</td>
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<td>December 20, 2012</td>
<td>TBD</td>
<td>TBD</td>
<td>Networking Social</td>
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<td>April 18, 2013</td>
<td>TBD</td>
<td>Perryville Branch, Cecil County ($<a href="http://www.cecil.earch.info/contact-us/perryville/">http://www.cecil.earch.info/contact-us/perryville/</a>)</td>
<td>LMD Meeting, Topic: Culture &amp; Core Values</td>
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<td>May</td>
<td>TBD</td>
<td>Ocean City, MD ($<a href="http://www.mdlib.org/conference/default.asp">http://www.mdlib.org/conference/default.asp</a>)</td>
<td>MLA Annual Conference</td>
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<td>June 2013</td>
<td>n/a</td>
<td>n/a</td>
<td>Paperwork Due for Leaders, Recharge! 2013</td>
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<td>June 2013</td>
<td>TBD</td>
<td>Central Library, Washington County ($<a href="http://www.washcolibrary.org/">http://www.washcolibrary.org/</a>) or C. Burr Artz Library, Frederick County ($<a href="http://fcpl.org/information/branches/cburartz/index.php">http://fcpl.org/information/branches/cburartz/index.php</a>)</td>
<td>LMD Meeting, Topic: Skillshare</td>
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<td>September 19, 2013 (proposed)</td>
<td>10-4</td>
<td>Leaders, Recharge! 2013</td>
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**Speed Mentoring Program** (October 10, 2012): This joint program between SLA and LMD needs more mentors. Contact Morgan Miller, mlehr@ccplnet.org if you are interested in being a mentor for the event.

**November Program** (November 8, 2012): Patty will make contact with Howard County’s Marketing Manager, and Morgan will contact Cecil County’s Virtual Branch Manager and see whether they are available to present about Marketing and Community Partnerships. Morgan will also contact Adriane Koenig from JHU.

**December Meeting** (December 20, 2012): Morgan will contact the American Visionary Art Museum as a possible location for our Networking Social.

**MLA Conference 2013** (May 8-10, 2013):

**Preconference ideas:**
- Project Management: Possibly divide up by different types of projects. Start by describing basic project management and include sections for team selection/team building, communication, small, medium, and large projects. Possible presenters: Skip Auld, Michael Gannon, Ashley may have contacts within SLA
- “Dangerous Ideas” (Dolores Maminski - FCPL and James Kelly - CCPL and the 5 Quarters concepts - [https://www.facebook.com/groups/5quarters/](https://www.facebook.com/groups/5quarters/))

**Other sessions:**
- **Succession Planning**: Sydney contacted Joan Williams and will re-contact. Sydney also contacted the Librarian In Black, who does not present on Succession Planning. Other potential presenters: Library Directors from around the state, possibly the HR Manager from Howard County. Morgan will send Sydney any information she has.
- **Panel**: Last year’s successful management panel had a lot of HR questions, so this year, we plan to bring in HR Specialists from a variety of libraries, including public and special libraries as well as at least one unionized location.

**Presentation:** **Project Management is Not Just for Project Managers**  
Patty Sundberg

We’re all doing project management, we just don’t have the title, so how can we improve our management skills?

**What is Project Management?** The ability to create the impossible, with the unwilling, against insurmountable odds, under budget and on time (Black, 2004)

**A Good Project Manager Is:**
- Ambitious and motivated
- Organized
- A coalition builder (systems thinking; think about the entire group and how something might affect others)
- Technically competent
• Good with people
• Able to see the big picture
• A good communicator

Project Life Cycle:
• Stage 1: Initiation (get the project team working and start planning the project – note: CCPL has an advocate from headquarters to keep the team on track; team leader is also selected by headquarters)
• Stage 2: Strategy (what does the business want the project to deliver)
• Stage 3: Analysis (what will have to be done to deliver the product)
• Stage 4: Design & Building (the detailed work, such as coding and testing is done here)
• Stage 5: Implementation (begin using the product and procedure, and also training staff; you may need to go back through some of the stages to fix something at this time, too)

Why Things Go Wrong:
• Fuzzy or changing objectives
• Unrealistic estimates
• Poor communication skills
• Lack of support from top management
• Poorly defined responsibilities
• Poor leadership
• Lack of resources

Cost Assessment:
Be sure to assess the cost of the project. Do the benefits outweigh the cost? Some questions to ask:
• What is the cost of doing nothing (what will happen if we don’t carry out this project)?
• What is the cost of carrying out this project in terms of expenditure and human resources? (Remember, staff time costs money, too)
• What are the benefits of carrying out the project?
• Do the benefits outweigh the cost?

Tools:
• Microsoft Project – steep learning curve, best only for big projects
• GANTT Chart Creators – can Google a number of different creators
• Excel Spreadsheets – Excell has a GANTT plugin
• Bizagi Process Modeler – free visual timeline/GANTT chart creator (creates something similar to a flowchart)

Certification: Project Management Institute (Note: Skillsoft Courses available freely to MD Libraries can help you prepare for their exam)
Discussion of Project Management:

Project Management for Big Renovation Projects or Building Projects can be daunting. Morgan suggests:

- Bring together a committee that includes multiple levels of staff, not just admin
- Communicate timelines to everyone: use middle managers to make sure that everyone reads the memos
- Have a detailed, methodical plan (i.e. when moving a collection, start by moving X piece of furniture, and so forth)

Ashley noted that in her library, there is a very structured project management process because they are incorporated with the IT department. All IT projects have a systematic approach, and her library works within this. When the outcome is less clear-cut than a computer program, it can be challenging to work within this structure.

Other goals for project management: be sure to determine service priorities when tackling a project. This will also help you determine whether the project is worth starting.

Next meeting: October 25, 2012, online via Blackboard. Details to follow.