



Training Committee

Minutes

Tuesday, February 5, 2019 at 2:00 p.m.

GoTo Training

Registration link: <https://attendee.gototraining.com/r/4561280398302501378>

I. Welcome and Introductions

Present: Augsburger (PrairieCat), Bonny (PrairieCat), Dale (RL), Fine (PR), Miller (UE), Sullivan (RL), Tedder (PrairieCat), Zanelli (PrairieCat)

Absent: Alexander (CL), Hutchinson (PrairieCat), Landis (PrairieCat), Lien (PrairieCat), Middleton (NL), Smith (PrairieCat)

Fine (PR) call the meeting to order at 2:02 pm and welcomed everyone.

II. Committee Charge

- a. To review current training resources on an annual basis for needed revisions
- b. To create training resources for staff and patrons of member libraries
- c. To review, recommend and manage the enhancement process for submission to Innovative.

III. Approval of minutes from December 4, 2018 meeting

Dale (RL) made a motion and Sullivan (RL) seconded to approve the minutes as presented. Motion carried by vocal acclimation.

IV. Old Business / Projects

- a. Review of training manuals and next step
Augsburger (PC) gave an update on training. Information is on Basecamp. It was recommended to send the circulation manual to the circulation committee for approval. Augsburger is reviewing Encore and LMS. The technical user's group is looking at the TSUG manual. Training manuals are going to other committees for review. If you see any changes that need to be made, post any changes to Basecamp.
- b. Tips of the Month / Did You Know
People can send ideas for new topics to Augsburger (PC). Fine (PR) suggested recycling some of the old ones. The new website will only have the last two and a half years. Any that are not migrated can be redone as a refresher. Hutchinson and Augsburger will decide who will do the updates in the future. It was asked if older ones could be archived. An archive will be available. A suggestion of telling about the PrairieCat training committee was suggested as a topic. It was suggested to do a Did you know on Syndetics.



- c. Tales from the Circ Desk / PING! Column
Fine (PR) thanked Dale (RL) for doing a great job. Need someone to contribute to the PING! Column. Landis (PC) will try to write something for February.
 - d. Syndetics Unbound Brochures and training
The plan was to wind down the brochures because Syndetics is live. If patrons need brochures, they new brochures about Syndetics can be created. Staff have not gotten any feedback from patrons. You can read about the author, see reviews, can "like" it, and see other information. It was agreed that a brochure for Syndetics is not needed at this time.
- V. Tie in to Strategic Plan Activities
- a. Talent LMS and the Training Committee
Augsburger (PC) sent an email to each committee member, inviting them to LMS as a trainer. Passwords are all the same and should be changed by each person. Encore Essentials is ready now. It is a mix of videos and presentations with some questions and a survey at the end. Tedder (PC) is working on Sierra Essentials. Members were asked to look in LMS and review it, hiding or making inactive anything that you create, so others cannot see it. Only 100 people per month can use LMS. Staff members can register in L2, then Augsburge (PC) will register them in LMS, and they will receive an invitation to take the class. The limit can be increased later if needed.
 - b. Other
There were no other topics.
- VI. Questions, comments, etc.
Augsburger asked about doing a survey of all PC members asking them how they are using the PC training, how we are doing, and if they do their own training or use another other source for training.
- VII. Next meeting: Tuesday, May 7, 2019, 2:00, GoTo Training
- VIII. Adjourn