

**TRLN COMMITTEE ON HUMAN RESOURCES
ANNUAL REPORT
JULY 2004 – JUNE 2005**

The membership of the Committee on Human Resources changed this year with the appointment of Carolene Griffin as the NCCU representative. Ann Elsner (Duke) continued to chair the committee. Anne Klinefelter (UNC Law), Mari Marsh (UNC), and Wendy Scott (NCSU) continued their membership on the committee.

The committee members formed the basis of a Management Committee and continued to work on the TRLN Doctoral Fellows program, funded by a grant from the Institute of Museum and Library Services. The Management Committee participated in the selection of the first two fellows and designed the library experience portion of the program. On October 29th the committee hosted an event for the graduate and post-graduate and doctoral students participating in internships and fellowships in the TRLN libraries. The event brought senior library staff, directors, faculty and students together to hear about the various programs and to meet the participants. Participants represented Duke internship program and diversity fellowship program, the UNC CALA (Carolina Library Academic Associates) program, NCSU fellows including a Council on Library and Information Resources (CLIR) fellow, the UNC SILS Athena fellows, and the TRLN Doctoral Fellows.

The committee with NCSU as Principal Investigator prepared another TRLN grant proposal which was submitted in January 2004. In September we learned that this project was not funded but the reviewers encouraged a resubmission at a later date.

The committee sponsored a half-day workshop, “Time Management from the Inside Out” that was targeted for students and recent graduates. The workshop was held in September 2004 and was attended by 30 staff members. Each attendee completed a self-assessment tool prior to the workshop to identify individual strengths and weaknesses. The learning objectives for the workshop were to assess current time management and organizational practices; learn key principles of effective time management; identify strategies for minimizing timewasters; and manage your workspace and the flow of paper and e-info. Evaluations indicated that they learning objectives were met and the workshop received high marks.

In October the committee sponsored a two-day workshop for staff involved in web development to learn about PHP (Hypertext Preprocessor) programming. PHP is a widely-used general-purpose scripting language that is especially suited for web development and can be embedded into HTML. Thirteen library staff attended this training and gave the workshop good reviews; although some attendees thought it was too basic while some thought it was too advanced. In the future, especially for technical training, the committee will strive to insure that the participant’s expertise level matches the level of the workshop.

The committee responded to the continuing need for management development by arranging for a local offering of the Association of Research Libraries (ARL) workshop, Library Management Skills Institute I. Twenty-nine librarians attended this three-day learning event that focuses on the individual manager's role in providing leadership within a complex and changing library organization.

The committee continued to discuss the issues surrounding recruitment and retention as they relate to succession planning for the libraries and the profession. Committee members are using the TRLN brochure created last year to help recruit undergraduates and high school students to library school and a career in academic libraries. Committee members give the brochures to newly hired students, interested applicants, and distribute them at student orientations and student meetings. The committee began a project to collect demographic data from the four campuses in order to assess the age ranges in our libraries to inform succession planning.

The committee continued to explore other training needs and to consult the results of previous needs assessment surveys. The committee discussed a follow-up to diversity training offered last year that would focus on service delivery practices for reaching diverse library groups. The committee investigated marketing workshops but decided not to pursue that topic this year. The committee is investigating training in presentation skills for the coming year, and will contract for the ARL Library Management Skills Institute II in the fall.

The committee discussed the creation of a series of workshops to provide an opportunity for library support staff to learn about areas of current interest and importance to academic libraries. Committee members brought ideas from their libraries to compile a list of potential topics and possible presenters. The committee will continue the planning of this series in the coming year.

The TRLN Program Officers continued to conduct quarterly orientation sessions for new staff from the four institutions. The committee members work with TRLN staff to notify new staff and to provide names and contact information to TRLN. 84 employees attended three orientation sessions this year.

The committee continued regular discussions of operational and local issues of interest to all in order to share information and best practices. Topics included career banding, ergonomics, needs assessments and recruitment practices.

MEMBERSHIP

Ann Elsner, Duke University (Chair)

Carolene Griffin, North Carolina Central University

Anne Klinefelter, University of North Carolina Law Library

Mari Marsh, University of North Carolina

Wendy Scott, North Carolina State University

Mona Coutts, TRLN staff