

## Agenda

Zoom link: <https://clirdlf.zoom.us/j/97689247699>

Passcode: DLFzoom

NOTE: There is not a shared notes document for the working groups meetings this year, so we can type notes into this document and then prepare to share separately.

### Update of 2020-2021 programs

- Split initiatives between SC members
- Webinars (3 + 1 listserv chat)
- Mentoring
  - Our first cohort of mentors and mentees started in mid-July this year. We had 14 pairs join the cohort
  - Experience so far has been positive for everyone - got excellent feedback from the first quarter survey in September
- Toolkit, Zotero updates: [https://wiki.diglib.org/DLF\\_Project\\_Managers\\_Toolkit](https://wiki.diglib.org/DLF_Project_Managers_Toolkit) (remind anyone can contribute, just need to create an account with CLIR)
- Lunch Twitter chat during DLF: free-form, low participation but decent engagement on tweets (people looking at but not typing?)

### Preview of 2020-2021 programs

- More webinars
  - Topics of interest?
- More mentoring
  - The current cohort will “finish” in July so we’ll start recruiting for the next cohort in June 2021, following a similar timeline to what we did with our first cycle
- Revive in-person Learn@DLF training (took year off since Learn@DLF was different this year)
- More casual chats?

### Breakout discussion sessions. Potential topics include:

- How to tackle large projects remotely; reallocate time to backburner projects
- Zoom fatigue, structuring time in day to be productive
- Remote engagement with teams, facilitate team meeting on Zoom, getting even engagement with everyone; how meeting dynamics change
- Keeping focus in national disasters, pandemics
- Building empathy while working from home
- Getting back to work, what it means
- How to select and prioritize projects when you and your staff have intermittent access to facilities

### Report back

Remind: Email [dlf-pm-group@lists.clir.org](mailto:dlf-pm-group@lists.clir.org) for more information, if you want to contribute and/or if you want to serve on SC or if you have suggested topics for webinars or chats.

## Notes

23 (ish) participants

## Updates

- Krystal Thomas will be the incoming chair of this group for 2020-2021
- Last year's initiatives
  - Split responsibility between members
  - Mentoring, led by Krystal
    - Our first cohort of mentors and mentees started in mid-July this year. We had 14 pairs join the cohort
    - Experience so far has been positive for everyone - got excellent feedback from the first quarter survey in September
    - Focused on creating reusable materials (timeline, call for participants, etc.)
    - Next call will go out in June 2021
  - Toolkit
    - Library maintained in Zotero  
[https://www.zotero.org/groups/2205688/dlf\\_pmg/library](https://www.zotero.org/groups/2205688/dlf_pmg/library)
    - Toolkit wiki, hosted by DLF  
[https://wiki.diglib.org/DLF\\_Project\\_Managers\\_Toolkit](https://wiki.diglib.org/DLF_Project_Managers_Toolkit)
    - Anyone can contribute (first make an account with CLIR)
  - Webinars, led by Anu
    - 3 webinars were hosted: Service design, managing projects during the pandemic, before action review
    - All are shared on the DLF Youtube channel
    - Looking for suggestions for future topics
  - Learn @DLF (decided to withdraw proposal when DLF went virtual)
  - Twitter chats
    - Tried out at DLF
    - Decent engagement, but low participation
    - Looking at ways to continue engagement and conversations in the future, send ideas to [dlf-pm-group@lists.clir.org](mailto:dlf-pm-group@lists.clir.org)
- Upcoming events in 2021
  - More webinars
  - Next mentorship cohort
  - Learn @DLF session
  - Potentially continuing the Twitter chats
- Feedback/updates/questions from group
  - Where are the instructions for creating a wiki account? Or someone to contact? (follow up with Molly Oldney-Zide with info) **solved**
  - Have you considered expanding the scope of this group to include product managers, as well as project managers?

- There is some overlap between the groups
  - Would be useful to have some product manager-specific content, ex. Service management/continuity for a product, stakeholder engagement
  - Opportunity for a future twitter chat
  - Also opportunity for people to use the listserv to start discussions around this topic
  - Other librarians in the group serve as product managers or service managers, so there is definite interest
  - Also some interest in workflows related to this topic
- Group discussion
  - Zoom fatigue
    - people enjoy talking by phone
    - Getting reticent people to participate via breakout rooms
    - Mixed feelings about keeping cameras on to promote engagement
    - Adjusting the length of meetings
    - Hopeful for changing work patterns in the future
  - Pandemic
    - Some libraries are closing for in person service again
    - Changing thoughts around equipment that needs to be provided to staff
      - Stipends for phone, supplies, etc
      - Types of device, furniture, etc.
    - What happens to work from home staff when the power goes out due to weather/natural disasters
  - Getting back to work
    - Various stages of reopening
    - Project management logistics around people- planning ahead for distancing, cohort models
    - Balancing backlogs of work between what needs to be done on campus versus at home, especially with impending shutdowns
  - Working remotely
    - Many people had plenty of work to do from home
    - Many people were asked to spin up projects for other people, training “volunteers” takes work
    - Was nice to get some documentation and interest in some projects
    - Challenges around getting buy in for easy to spin-up projects, challenges around setting up clear roles in project participation
    - Having agreements that work can be provided to other departments, but that the supervision needs to come from those departments
  - Facilitating meetings
    - Challenges around promoting even engagement
    - Knowing when people are ready to start talking, move on to another agenda item
    - Positives around Zoom meetings- no scheduling conference rooms, shorter meetings, large meetings can engage more people via chat