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 front the first quarter survey in September
- Toolkit, Zotero updates: 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 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 front 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
        - Toolkit wiki, hosted by DLF 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

- 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