**Library Volunteer Leaders - Notes**

**7-13-22 1:30 EST**

Host:  Wendy Johnson, Indianapolis Public Library, [wjohnson@indypl.org](mailto:wjohnson@indypl.org)

Meetings will be held every Wednesday at 1:30 EST for an hour until further notice. We’ll use the same Zoom link each week. Please share the link with fellow library volunteer leaders. All are welcome.

Zoom: <https://us02web.zoom.us/j/85199850785?pwd=WHorb3h2ckgvZjhZT1BOVWxEMzhlZz09>

Meeting ID: 851 9985 0785

Access Code: Volunteer

# **Topics Discussed**

**News**

* **Register for our July 27th gathering. July 27 –** **Service Enterprise and Libraries: Is it for you?** – Ever wondered about becoming certified through Points of Light as a [Service Enterprise](https://www.pointsoflight.org/service-enterprise-program/)? Join 3 library volunteer engagement coordinator peers to learn how to leverage volunteers to achieve operational efficiency and greater social impact. Register here: <https://attendee.gotowebinar.com/register/9139149869751516941>
* Saying goodbye to **Rebecca Hardin.** She’s taken a new role at the university.

**Booths and Tables in a branch**

What are the guidelines for placing a vendor/organization’s table/booth in your library’s lobby or open spaces? Are there restrictions for groups like the Young Democrats (doing voter registration)? Are there any screening requirements for the people hosting the table (youth protection, background check, etc.)?

* Does the group fit within your library’s meeting room policy?
* The library takes a neutral position
* These are not library volunteers. They are volunteers for the organization they represent.
* In PA, any party can set up a table in the lobby to conduct voter registration. No pamphlets, no campainging. They are allowed a sign indicating who they are.
* Sounds like they are a community group that simply want to use the space. THey aren't library volunteers so they aren't your responsibility.
* These are our public meeting room guidelines, in case they are helpful. <https://multcolib.org/public-meeting-rooms-use-guidelines>
* We've had an organization (maybe League of Women Voters?) on-site to do voter registration. They may be volunteers for the org but not the library. My guess is they just had to follow the solicitation policy <https://www.ahml.info/node/1194>
* Great points all around! I used to be a voter registration volunteer but it was with a cohort of organizations (not specifically related to political parties) and we would register folks to vote after their ceremony at the immigration office. I was considered a volunteer of one of the organizations and not the immigration office.
* PA has 5 literacies. Literacies Team - focusing on the five literacies of PA Forward®️ - Basic, Information, Civic and Social, Health and Financial - Most of the libraries try to follow this in programming.
* This is what I was thinking, their signage would most likely need to focus solely on voter registration. anything else would be getting into solicitation
* Here's our meeting space policy: <https://www.lewistonlibrary.org/502/Policies>
* Here is our policy - <https://www.jocolibrary.org/sites/default/files/ARM_20-80-25.pdf>

**How do you volunteer?**

What are your experiences when you volunteer for other organizations? How has it changed your volunteer engagement plan at your library? (Jennifer Bennet, VolunteerMatch)

* I’m critical of another volunteer manager…I have some strong opinions. LOL
* I get pigeon hold into being the proxy volunteer manager for the organization because of my profession/experience. Sometimes I just want to be a worker-bee.
* Our AVA recommends each member volunteer for someone else in the group. Then feedback is offered afterward. We help each other as problem-solvers during/after the event.
* Select an organization that I “love and care about the mission”. Offer resources as a professional, be helpful only when asked. Stepped back when there was pushback. I learned new things.
* What to help when we see things going sideways.
* Empathy for our volunteers when they ask to do something different from their profession
* We get that with our tech roles. Often times people who work in tech don't want to do anything related to work (which makes sense!)
* We should always be volunteering
* At VolunteerMatch, staff are encouraged to volunteer to stay connected
* I volunteer for an animal rescue. I find myself judging how things are done (but I don't want to speak up because then they'll ask me to do something!)
* I have a hard time volunteering for anything ongoing because of schedule/energy stuff but also it can feel like work because I can't turn off my brain from VM mode. I'll do one-off volunteering (e.g., trash pickup) or online volunteering (Zooniverse) on occasion.
* I volunteer at our civic theater but have to be very assertive about boundaries.
* I mostly do more flexible opportunities and once a month opportunities.
* Pre COVID I volunteered on a fundraising committee for an organization that works to house homeless families.
* Volunteer organizations can have the unfortunate reputation of sucking the life out of people
* I am volunteering by being a mentor to a few. At this time, it works for me.
* In my spare time I co-run a volunteer micro-cinema and managing volunteer film programmers is difficult b/c you don't want micromanage their picks but also you need to take into account how it affects the larger organization.

**Library Staff and volunteering**

Does your library encourage staff to volunteer on paid time (Volunteer Paid Time off, VTO)? Are they permitted to volunteer within the library system?

* Staff who want to volunteer, can, as long as it’s not in an area of expertise. (What they get paid to do.)
* No. Staff cannot volunteer for the library in any capacity related to their work.
* We are funded through tax dollars. This prohibits us from offering VTO. The taxpayers wouldn’t like it if they learned we were paying staff to go volunteer out in the community.
* Could use time for professional development. For example, one of our group volunteers on the local AVA board. Meetings and events happen during work time.
* Disclaimer: Know the National Labor Laws. Be cautious of the wording used in position descriptions. For example, volunteering could fall under “other duties as assigned” which would have to be paid time. If a staff member uses their lunch break to deliver books to a patron as a “volunteer”, this could be perceived as a work duty, and therefore should be paid time. Violations of the law can come with penalties and fines.
* We have a “Staff Day” in the fall. This year they are thinking about doing programming in the morning, then offering an option for the afternoon – volunteer for an organization that fits within our mission (VTO) OR take ½ day PTO. It will be interesting if this actually happens and how the staff spends their afternoon.
* Our library allows staff to volunteer as Friends of the Library as long as it isn't an area of expertise, so it is only if we are doing something different than what we are paid for. I just attended a meeting Monday night. I enjoy being able to help this hardworking bunch!
* I wish our staff were encouraged to volunteer. Has anyone initiated this in their organization?
  + Great question. I'd like to suggest it in our city but not sure if that's acceptable when tax payers money pays for our salaries...?
* Our union has huge issue with us asking anyone to volunteer - including the opportunity to march in our Pride Parade as a Organization. Staff have to be the one that initiate
* Once I was facilitating a VM 101 training and an attendee talked about how staff at their nonprofit were required to "volunteer" for their gala and it wasn't considered paid time. I tried to tell them it miiiight be illegal but they weren't hearing it.
* We allowed our staff to volunteer for our half of our gala and then attend the second half for free. It was the only way they could volunteer because they received a benefit.
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* Corporate volunteers
  + A contribution of the company, both financial and talent
  + Captive audience to share library resources, signup for library cards, share other volunteer opportunties
  + Ask the why? Different experiences, HR development, team building
  + Some nonprofits require a financial contribution for corporat volunteer groups because it can be expensive to run those shifts.
  + Does anyone charge for these shifts?
  + I haven't worked at organizations that charged for normal volunteer opportunities. People requesting offsite projects did have to pay for supplies and staff time.
  + We have a company that makes 40 hrs of volunteer work a requirement for taking a month long sabbatical
  + We have a company in town that does that too. 40 hours of volunteering and then 3 weeks off.

**COVID updates**

There’s an uptick in new varient, is it changing your library’s procedures or affecting volunteer engagement?

* More staff cases
* Many staff have returned to wearing masks
* The new strain is “easy to transmit”, and you can get it multiple times
* I came in today to 3 emails from volunteers who either have COVID or their spouse has COVID

**Newsletters Part 2**

What topics do you cover? Paper, email, or … ?

* I do our newsletter mid-month every month. It’s short and sweet which makes it easier
* Quarterly
* Short and sweet. Not all issues are riveting…
* There was a newsletter pre-covid before I got here. It's on my list to bring back but haven't gotten around to it. I'm thinking quarterly.

## **Training Opportunities & Resources**

* Jul 13 OR 19 - How to Choose Volunteer Management Software Solution with Confidence - Register here: <https://bit.ly/3mIh9PH>
* July 20 - Silver Linings in Evolving Literacy Services – Live online discussion with California Library Literacy Services to discuss the “Pandemic Pivot” – Open to all. Register here: <https://us06web.zoom.us/meeting/register/tZMlcOipqDwoG9wD4FQw7C4dz_hU1KwL-C-d>
* Visit [GetInvolved ClearingHouse](https://getinvolvedclearinghouse.org/) for FREE volunteer leadership-focused training (and resources, too)!
* Volgistics National Peer Group – online – 2nd Tuesday of the month – free!

FMI contact Jessica Link, [linkj@crlibrary.org](mailto:linkj@crlibrary.org).

* Better Impact User Group – online – 1st Tuesday of every month, 2p EST/11a PST – free!

<https://us02web.zoom.us/j/86131303138?pwd=RlBWN2U4SWpZZEdXNEhOem9uTUZJdz09>

Meeting ID: 861 3130 3138

Passcode: 240307

* Join the GetInvolved listserve by emailing Carla, [at clehn@califa.org](mailto:clehn@califa.org). Fabulous resource with samples, weekly news & updates.<https://getinvolvedclearinghouse.org/>
* VolunteerMatch. Free sessions (and recordings) on many of the topics we discuss in this group: <https://learn.volunteermatch.org/>
* [Volunteer Fairfax Virginia](https://myemail.constantcontact.com/Managing-Up-for-Volunteer-Managers-and-more-topics-.html?soid=1101379181335&aid=bIR5wJiFg_E)
* [MAVA, Minnesota Alliance for Volunteer Advancement](https://www.mavanetwork.org/content.aspx?page_id=22&club_id=286912&module_id=205311)

## **Future Topics**

* Our leadership role, what new things are we doing? Resources to share? (encore)
* Strategic planning - 3 and 5-year plans – looking for a speaker
* <https://vqstrategies.com/tools-and-templates/> What’s your VQ assessment. Lots of areas for discussion. Many resources and tools.
* How do you volunteer? How has it changed your volunteer engagement plan at your library? (Jennifer Bennet, VolunteerMatch)
* Newsletters – frequency, topics, audience
* November 5th, Volunteer Managers Day. <https://volunteermanagersday.org/> <https://volunteermanagersday.org/2022/05/04/ivmday-2022-theme-announcement/>

**Book list**!

Please send Wendy J. the titles and authors for 1-2 volunteer-focused or leadership books that you have found to be of value or are on your “waiting to read” list. Send along your fun titles, too!

* The Power of Moments
* From Library Volunteer to Library Advocate: Tapping into the Power of Community Engagement by Carla Campbell Lehn
* The Complete Volunteer Management Handbook by Rob Jackson, Mike Locke, Dr Eddy Hogg, and Rick Lynch
* The (Help!) I-Don’t-Have-Enough-Time Guide to Volunteer Management
* From the Top Down: The Executive Role in Successful Volunteer Involvement by Susan J. Ellis
* Here's a link to my annotated bibliography on volunteer engagement: <https://getinvolvedclearinghouse.org/training-materials/bibliography-volunteer-engagement> (Carla)
* Volunteer Management Handbook
* Think Again by Adam Grant (currently reading – Sue)