**Library Volunteer Leaders - Notes**

**5-19-21 1:30 EST**

**Host: Wendy Johnson, Indianapolis Public Library**

**wjohnson@indypl.org**

Hello, Friends –

Antonia, Long Beach PL, has provided us with another “statement of confidentiality” (see below). Thank you!

The other week we discussed a separate Niche Academy tour for those interested. The meeting date has been set for Wednesday, May 26 at 10:30-11:30am Central time. If anyone is interested in joining, please reach out to Jessica Link at linkj@crlibrary.org.

Marcia Hale is interested in chatting with anyone with a unionized library, Marcia.hale@hillsboro-oregon.gov.

Please, take care!

Wendy J

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…**the more smart people the better**.

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

Access Code: Volunteer

**Topics Discussed**

**COVID updates**

CDC has dropped masks. What is your library doing?

* Dropping all restrictions immediately – masks, tracing, capacity limits, opening all rooms, and returning to in-person programming (as soon as able)
* Dropping mask requirement and only tracing if staff/volunteer has been tested positive – effective June 7 after council vote. Packaged programming during Summer Reading Program, then full in-person starting in August.
* Illinois revised the mask mandate for vaccinated people, but our library is still requiring a mask (for now)
* The city dropped mask requirements a month ago. Staff still wear them but patrons don't have to.
* We are still moving slowly at Los Angeles Public Library but we are waiting to see what happens after June 15th when the state mask mandate changes.

Bonus: <https://americanlibrariesmagazine.org/2021/05/18/how-much-of-a-threat-are-copyright-trolls/?utm_source=rss&utm_medium=rss&utm_campaign=how-much-of-a-threat-are-copyright-trolls>. Zip down to the section, Libraries across the country are now making plans to reopen or increase capacity, for topics related to our code of conduct discussion. (Thank you, Sue!)

**Handbook Topics - continued**

Conflict of Interest

* An MCL volunteer, acting in an official capacity, shall not take any action that would result in the volunteer’s financial benefit. Volunteers cannot ask for or receive for themselves or for any member of their households, directly or indirectly, any monies or gifts from library patrons.
* From Chandler Public Library (AZ) handbook: No person who has a conflict of interest with any activity or program of the library, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the library. <https://getinvolvedclearinghouse.org/management-tools/library-volunteer-guidelines-procedures-chandler-az>

Note from Wendy M. The above COI from AZ seems good but there is limiting factors with it. There could be a banker that just wants to volunteer but the library has a relationship with bank.

* Are staff allowed to volunteer?
	+ We have a policy where paid staff can volunteer as long as their volunteer role doesn't include anything they get paid to do. It gets cleared by HR and they sign a waiver that HR keeps on file.
	+ Yes, but only in the book store and foundation events.
* Are retirees allowed to volunteer?
	+ Yes, but have to wait a reasonable period of time (like 6 months) if they are volunteering in the same branch/department where they worked. This allows the new staff structure to solidify.
	+ Sue reminds us that branch managers and volunteer coordinators ALWAYS have the right of refusal.
	+ We allow retired staff to volunteer in their same work location but it has to be okay with the team they'd be working with
* Example of why this is important: In the subject of conflict of interest, one of City Volunteer Coordinators was directed to create a volunteer opportunity that would be a "paid" opportunity for a volunteer group. She was directed to do this because a board member of that department was helping his daughter to raise money for her club. From an ethical perspective we all felt this was not appropriate and a conflict of interest since we don't offer "paid" volunteering to every group. The Volunteer Coordinator circumvented this by not advertising it as a volunteer opportunity, but as a fund raiser. (We agree this does not sit well.)
* If your organization files an [IRS 990](https://www.irs.gov/forms-pubs/about-form-990) your volunteer board members may be required to sign a conflict of interest statement.

Drug free workplace

* Most mirror the staff handbook
* The use of drugs or alcohol in the workplace is prohibited, as is reporting for duty and/or working under the influence or effects of drugs or alcohol. Any violation of this policy will result in separation.
* MCL provides a drug-free, healthy and safe environment. While on MCL premises and while conducting MCL-related activities off MCL premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The use of prescribed drugs is permitted during volunteer service only if it does not impair the volunteer’s ability to perform the essential functions of the volunteer position safely. A volunteer must advise his or her supervisor if taking any prescription or over-the-counter drug which could adversely affect safety or performance.

* In accordance with the Federal Drug-Free Workplace Act of 1988, the City of Los Angeles is committed to providing a drug-free workplace for its employees and volunteers. Thus, the use of drugs in the workplace or reporting to work under the influence is strictly prohibited.
* Our administration basically said just because alcohol is legal does not mean you can show up intoxicated. Same goes for marijuana.
* The City of Sherwood provides a drug-free, healthy, and safe environment. A volunteer may not use, possess, distribute, sell, or be under the influence of or impaired by, alcohol or illegal drugs while on City premises or while conducting volunteer related activities off City premises. The legal use of prescribed drugs or over-the-counter medications is permitted while on city business only if it does not impair a volunteer's ability to safely perform the duties of the position.
* OSHA guidelines for safety – volunteers fall under these requirements too
* Be aware of the Federal and State laws regarding marijuana as these are evolving

**MLS/MLIS curriculum**

Rebecca asks, “Is the lack of volunteer information in MLS/MLIS programs systemic?” Her program at Syracuse University has very little on the topic.

* I believe it is systemic. Because Volunteer Administration is not a "field" people can get a degree in, it's hard to convince people that it's "real". It doesn't happen just in the MLS world. I ended up teaching a course on volunteering 101 for an Event Management program I was enrolled in at the University of Oregon. (Marcia)
* I did my MMLIS at USC and we had a series of speakers on a weekly basis. One was a volunteer coordinator from a library! (Isabella)
* I also hosted a panel (in Feb 2020) from MLIS/MLS professionals locally for volunteers and had the local Emporia director attend to provide information to volunteers if they wanted it. I think it helped the director keep volunteerism in mind. (Liza)
* Crazy they don’t see the importance since so many libraries provide adult literacy services, homework help programs, and rely on Friends of the Library for funds and other support — seems shortsighted . . . (Carla)
* Is this an opportunity for ALA to step in?

**Training Opportunities**

* Thursday, June 3 – No “One Right Way:” Creating New Systems for Volunteer

Engagement -- 10 am – 11 am Pacific time, free

Register here: <https://attendee.gotowebinar.com/register/2124039175063372557>

* Thursday, June 10, 11:30 am- 1 pm PST, Let’s Get Ready to Roll! Finding your hidden volunteer opportunities with Rebecca Hand. Presented by DOVIA Sacramento, Free/$25donation. <http://www.doviasacramento.org/event-4309556>
* Points of Light Conference, [Registration is open](https://events.bizzabo.com/297882?utm_medium=email&utm_content=119715489&utm_source=hs_email). July 14-16, virtual. Early bird $99 through April 30.
* CCVA 2021 Global Leaders of Volunteers Speaker Series, <https://cvacert.org/2021-global-leaders-of-volunteers-speakers-series/>

**On-going Educational Resources**

* Volgistics National Peer Group – on-line – 2nd Tuesday of the Month – free!

FMI contact Jessica Link, linkj@crlibrary.org. Recordings are available after you sign a release.

* Join the GetInvolved list serve by emailing Carla, clehn@califa.org. Fabulous resource with samples, current news & updates.
* VolunteerMatch. Free sessions on many of the topics we discuss in this group.: <https://learn.volunteermatch.org/>
* Nebraska Library Commission – Ncampass Live – upcoming and recorded weekly sessions. Some volunteer focused. <http://www.nlc.state.ne.us/NCompassLive/index.asp?menu2>

**Future Topics**

* Handbook section by section – Next up: Diversity Statement
* Opportunities without on-boarding barriers? Pop-up volunteering.
* Teen Advisories / Summer Program
* Circle Back for updates:
	+ University of North Carolina – Charlotte (UNCC) Class Project Update – Chauna
	+ Our leadership role, what new things are we doing? Resources to share?

**Long Beach Public Library**

**Main Library**

**Center for Adaptive Technology**

**STATEMENT OF CONFIDENTIALITY**

As a condition of doing volunteer work with persons who are receiving services or other assistance from the Long Beach Public Library, it is required that volunteers sign this acknowledgment of responsibility to maintain confidentiality.

1. Customer records are strictly confidential and are disclosed only to the cardholder, unless a valid subpoena is presented.
2. All library volunteers must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired, insofar as the public nature of our facilities permit.
3. Information disclosed by persons with disabilities regarding the nature of their disability is strictly confidential.

As a library volunteer, I understand and agree to the Confidentiality Responsibility, as described above. I also understand that disobeying this policy will result in disciplinary action (verbal or written reprimand or suspension) and possible dismissal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer's Name (please print) Signature Date

 Confidentiality Form: 6/08/19

**Written Volunteer Policies/Handbook or Manual**

Identify which of the volunteer policies the agency maintains (check all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Included** | **Not Included** | **Not Necessary** |
| Abuse/Neglect policy (boundaries, gifts) |  |  |  |
| ADA compliance statement |  |  |  |
| Code of conduct (dress code, concealed weapons, non-smoking, cell phone use, and non-evangelizing policies, etc.) |  |  |  |
| Confidentiality statement (including HIPAA) |  |  |  |
| Conflict of interest |  |  |  |
| Diversity statement |  |  |  |
| Drug free workplace |  |  |  |
| Emergency preparedness response plan (fire, weather, disaster, etc.) |  |  |  |
| Equal opportunity employer |  |  |  |
| Evaluation |  |  |  |
| Expense & reimbursement policy |  |  |  |
| FAQs |  |  |  |
| Food handling policy |  |  |  |
| Grievance procedure |  |  |  |
| Harassment and discrimination policy |  |  |  |
| Hold harmless agreement |  |  |  |
| Mission & service overview |  |  |  |
| Organization history |  |  |  |
| Orientation & training requirements |  |  |  |
| Photo release |  |  |  |
| Position descriptions |  |  |  |
| Recognition |  |  |  |
| Roles & responsibilities of staff volunteer supervisors |  |  |  |
| Safety training & use of organizational property (computers, vehicles, etc.) |  |  |  |
| Screening Requirements (incl. background check & health screening) |  |  |  |
| Social media policy |  |  |  |
| Staff structure & contact information |  |  |  |
| Statement as to the role of volunteers |  |  |  |
| Time tracking & attendance |  |  |  |
| Volunteer rights & responsibilities statement |  |  |  |
| FAQs |  |  |  |
| Other:  |  |  |  |