**Library Volunteer Manager Peers - Notes**

**7/15/20 1:30 EST**

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

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Hello, Friends!

Our upcoming gatherings will be:

Wednesday, July 22 at 1:30 EST - Our host will be Janice Dell, Mesa, AZ. Yea!

Zoom: <https://us02web.zoom.us/j/82208206955?pwd=Zm44NUQxY2hZSzBQdFhXVjNVd1poZz09>

Not-so-secret Access Code: Volunteer

Wednesday, July 29 at 1:30 EST

Zoom: <https://us02web.zoom.us/j/89935439356?pwd=MjZqMktjYWZYR0lRd21NWnVGUmd5dz09>

Not-so-secret Access Code: Volunteer

Have a wonderful week!

Wendy

**Topics Discussed**

Photo Releases for the public submitting for library usage

* This line is in our code of ethics all volunteers sign.. “Library volunteers automatically grant the City of Mesa Library permission to use their photos on its web site or on promotional materials.”
* Example from submission page: https://www.ahml.info/form/contribute-my-covid-19-story
* Example from Austin History Center: <https://library.austintexas.gov/covid-19-files>
* Check with city officials for protocol
* Volunteer application has a photo release included
* Electronic photo submission page has a check box – “I agree….
* We have the parent fill out the liability release form so the parent gives consent for their child's image to be use. <https://cityofaustin.formstack.com/forms/volunteer_release_form>

New Things we are working on

* Joint effort among community organizations (art museum, history center, library, etc.) – City wide art exhibits created by organization – outdoor and free to visit. Art museum installed a section of chain link fence, then provided instructions to volunteers on how to create flowers from cans and recycled materials – volunteers added artwork to fence; Library volunteers will paint rocks for a possible dry creek bed; History museum is doing something with pictures. There is a possibility of a public “art walk” between participating facilities.
* Summer Reading at-home program. 230 volunteers are doing chalk drawings, yard signs, window art, etc. to promote the program around the community. A volunteer at a promotion table had assembled game-board kits and was distributing them. Fabulous fun and great photos.
* Volunteers are returning to do shelving & process new materials under distancing/mask rules. Surveyed volunteers asking if they were ready to return and, if so, what their top 3 choices were for a shift. Volunteers were comforted by the new guidelines of lower #s in the branch, etc. Happy to return.

Re-engagement Plan

* Each branch can decide when they are ready now that we have the thumbs up.
* Volunteer Safety Precautions document must be acknowledged before first volunteer shift (sick stay home, scheduling shift, communicate with branch volunteer coordinator, masks, hand washing, distancing, and bathroom protocol).
* Guidelines for the branch – Safety, scheduling, tasks, time tracking, kindness
* Some are only bringing back adult volunteers. Teens are still virtual.
* When volunteers return, the plan will be based off of expected/communicated with staff
* Teens are welcome too, because there isn’t a special teen program/assignment

Are you taking new volunteers?

* Not accepting or reviewing volunteer applications
* Removed online app, but have an interest form to show management that we still have new interest
* Yes, accepting apps, but sharing that the program in on “hold”. Touching base with prospective volunteers monthly
* Hidden online app for specific volunteers who are going to be working virtual/remote
* Accepting volunteers for book sale and some specific skills-based roles

Job Security

* Farm yourself out to other busy departments
* Inserted self into programming by helping with on-line programs: shot the video, video editing, etc.
* Connect all of our current task/activities to the mission
* Make yourself worth the paycheck: connect to city wide programs, find needs for your skills and/or volunteers, find partnerships with other organizations and band together
* Jump into committee work within the library – listening for new volunteer projects along the way
* Doing something greater in the community: like the fidget blankets (see last week’s notes) or https://www.mesaaz.gov/government/mesa-cares/adopt-a-grandparent-program
* Look at strategic plan – how can we attach to it
* Read Carla’s Book: From Library Volunteer to Library Advocate: Tapping into the Power of Community Engagement
* Volunteers are library (and your) advocates
* Busier now more than ever

COVID

* Staff are beginning to test positive
* Branches may close intermittently
* Masks and face shields! Yes all around for patrons (over age 2), volunteers and staff. Curbside and open branches
* Some are allowing staff to remove masks in privacy of own office
* Contact tracing being done by an outside firm
* Volunteers should let us know if they have been exposed or are ill

**Resources**

* Library Volunteer Leader Directory (Google Doc). Please add/check/update your contact information. <https://docs.google.com/spreadsheets/d/19blg00lShuMShHK2ab1TGeiK6kYqGfpvxz8qO9F8nnM/edit?usp=sharing>
* Volgistics User Group (virtual). FMI: Jessica Link, [jlink@crlibrary.org](mailto:jlink@crlibrary.org)
* Volunteer document samples, training notices, and so much more. Send Carla any samples that you have to share [clehn@califa.org](mailto:clehn@califa.org). <https://getinvolvedclearinghouse.org/>

**Conversation Starters**

* Does anyone have a waiver question about allergies/medical limitations for minors? (Heidi)
* COVID times
  + Introducing volunteers back into system
  + Virtual/Remote Volunteering. Policies, procedures, roles, etc.
  + When will volunteers return to the branch? What will they be doing?
* How are we setting up interviewing/paperwork/waivers for virtual volunteers? Will we accept volunteers that we may never meet due to distance or ability? What about electronic signatures – will they hold up in court?
* What are we working on?
* Best Practices and General Topics
  + Staff buy-in
  + Volunteer Management Software
  + Background check products
  + Structured Teen Volunteer Programs