**Library Volunteer Leaders - Notes**

**7/21/21 1:30 EST**

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

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Hello, Friends –

Thank you to our Better Impact crew: Tammy, Leslie, Kristin, and Emily! The brief demos of your individual environments gave us an idea of the flexibility and user-friendly aspects of the product. For those interested, there will be a more in-depth presentation outside of our Wednesday meeting. Stay tuned for a date and time.

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**

**Housekeeping**

* Our weekly notes, speaker presentations, and resources will be hosted on GetInvolved. Thank you Carla! Wendy J will be sending the past year’s meeting notes soon.
* The National Alliance for Volunteer Engagement: <https://all4engagement.org/>. Wendy J. heard about this during the MAVA conference. **SAVE THE DATE:** September 1st. Beth Steinhorn and others from the National Alliance for Volunteer Engagement will be joining us.
* Better Impact Demo: Full length demo coming soon. Better Impact Users: Tammy Steffens, Kristin Lablow, Emily Fleming, and Leslie Goto will present. Maybe there’s a user group in our future?

**Points of Light Conference overview** (the conference was last week)

* Virtual opportunities – what and how. Zoom reading with kids, teen programming sessions, all levels of ability and age
* Beth Steinhorn presented on volunteer management vs. volunteer leadership. “If you don’t have a seat at the leadership table, then invite them to your table.” Go to staff meetings throughout your organization.
* Betsy McFarland. When volunteers misbehave. Is it the volunteer or is it the system? A discussion on handbooks, position descriptions, etc.
* Strategic Foresight Business Model
* Denise Green, Emotional Intelligence. Emotions are infectious

Other conferences

* If you had could go to one – Points of Light or MAVA which would you choose? MAVA ( But note, in person attendance is different than virtual)
* Texas Conference on volunteerism this year had great content

**Training Opportunities**

* [Service Enterprise Overview](https://community.pointsoflight.org/posts/jul-28-upgrade-your-volunteer-engagement?access_token=df55f2b9c0cfb789&utm_source=digest_mailer&utm_medium=email&utm_campaign=daily_digest) session presented by Points of Light: July 28, 3:00 EST

**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
* Staff working with volunteers: tips
* Volunteer Orientation/Training
* Working with AmeriCorps/Vista
* Difficult conversations
* Better Impact and other Volunteer Databases – Better Impact Demo in the works
* Opportunities without onboarding barriers? Pop-up volunteering, Informal Volunteering
* Teen Advisories
* 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?

**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:  |  |  |  |