**Library Volunteer Leaders - Notes**

**9/1/21 1:30 EST**

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

**wjohnson@indypl.org**

Hello, Friends –

What a great presentation! Thank you Beth Steinhorn, Karen Reid, and Lauren Spero! We now have an opportunity to support the National Alliance for Volunteer Engagement. Don’t forget to sign-up for their newsletter.

As we all are working toward a more equitable and inclusive environment, you might find the latest blog and report from MAVA of interest [Co-Creating Racial Equity in Volunteer Engagement](https://www.mavanetwork.org/content.aspx?page_id=2507&club_id=286912&item_id=3647&pst=15301). Don’t miss the executive summary from the report.

Have a safe and relaxing Labor Day weekend!

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

Meeting ID: 851 9985 0785

Access Code: Volunteer

**Topics Discussed**

The PowerPoint for today’s presentation is attached to the notes email.

**Training Opportunities**

* Niche Academy Library Online Learning Conference, January 21, 2022. [FMI](https://www.nicheacademy.com/library-online-learning-2022?utm_campaign=Library%20Online%20Learning%20Conference%202022&utm_medium=email&_hsmi=146863292&_hsenc=p2ANqtz--3cVBwJ-Q-lv0G6yXlSEDODwrLH6naND1JkxoEJ9XxptErrjMOwPp1TBWV-DM72TaQ2fTIryrwwBcq85sqF9WmpyvisA&utm_content=146525130&utm_source=hs_email)

**On-going Educational Resources**

* Volgistics National Peer Group – online – 2nd Tuesday of the month – free!

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

* Better Impact User Group – online – 1st Tuesday of every other month – free!

December 7, 2021, February 1, 2022, April 5, 2022, and June 7, 2022

Zoom link coming soon.

* Join the GetInvolved list serve by emailing Carla, clehn@califa.org. Fabulous resource with samples, current news & updates. <https://getinvolvedclearinghouse.org/>
* 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**

* I have a question about "contractors" as far as other non-profits paying their clients to "volunteer". Rebecca H.
* This is more on the volunteer appreciation topic but at some point I'd like to hear if anyone gives out gift cards to volunteers. Our library reached out to one of our sister libraries for their take on this but our Director would like to hear more from other volunteer managers. $5 gift cards to library book store or gift shop. Sue W.
* Compensation Survey - Resources for the same information
* Maker Spaces
* Difficult volunteer recap: Chauna
* 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 on Aug 26th
* 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:  |  |  |  |