

# MINUTES – Staff and Volunteer Engagement Subcommittee Mtg 3

Date and Time: Thursday, December 12, 2024, 8:30 am

Location: TEAMS

Team Members:

- Lead/OES representative – Heidi Port (DVS)
- Emily Williams- (OES)
- Zoe Travers (COM)
- Ashley Milinkovich (RE)
- Mary West (CT)

Goal: Training (staff & volunteer) – Internal communication - Alternative plans as needed

## *Items of discussion*

- Summer Volunteer Supers Training
- Staff Training

## *Review Assignments and Tasks:*

- **Everyone reviews all-staff SR training script and adds comments/suggestions by Dec 12:**
  - **2025 SR Training Script**
  - **Winter Reading Rise Presentation for reference on visual style of training**
- **Mary** will create visual slides for Jan 9 Summer Supers Training by Dec 12 – **Done! - MW**
  - [UPDATED 1-9-2025 Summer Supers Training 1 FINISHED V1.pptx](#)
- **Mary** will send Heidi list of things she's changing at CT for next SR! 😊 - **working on it - MW**
- **Heidi** will get text for slides updated for Jan 9 Summer Supers Training by Dec 12
  - Working on it by EOD
- **Zoe** will gather soundbites + testimonials to prepare for Rise presentation
  - Getting clips from Colby by EOD
- **Zoe** will upload subcommittee minutes as PDFs next month –Dec 13 publish date
  - Dec 13 – Friday for best visibility
- **X Emily** will reach out to Candace for timeline on training
  - Does she create it, or do we create it?
- **X Emily** will send the training plan to Candace.
  - Sent!
- **Ashley** will let us know if she needs info or data to share at Dec 12 manager meeting.
  - New hires + managers aware of upcoming training dates

Questions

## Action Items

- Heidi and Mary will meet on January 2 at 9 AM to review Summer Supers Training 1 slides
  - Heidi will finish text updates on slides
- Zoe will finish gathering soundbites and info from Colby for Rise presentation
- Zoe will upload subcommittee minutes on Dec 13
- Ashley will share upcoming meeting dates at manager meeting on 12/12

## *Current Distribution of roles:*

### **Internal Comms - Zoe/Ashley**

- Zoe - Monthly Minutes from all Subcommittees
- Zoe - SR Intranet Updates
- Zoe - SR Newsletter Aug 25
- Mary - SR Minutes
- Zoe – see below for Comms Plan
- Ashley - Sharing out updates at managers meetings and regional staff meetings

### **Training for Staff – Emily/Mary/Heidi**

- Emily - Communications with L&D – Rise presentation for Winter Reading, determine if SR is same, send info to candace for her to make
- Emily - Training Timeline on SharePoint, awaiting approval
- Emily/Mary/Heidi - Training Content (overlap with vol training)
- Emily/Heidi - In-person trainings/staff meetings

### **Training for Summer Supers of Volunteers - Heidi/Emily/Mary**

- Heidi - Communications with L&D
- Heidi - Training Timeline
- Heidi/Mary/Emily - Training Content (overlap with staff training)
- Heidi/Mary/Emily - In-person trainings
- Heidi/Emily - Vol Party

Next Meeting Dates – on TEAMS, 9 – 10 am:

Nov 21, 2024

Dec 12, 2024

January 9, 2025

January 30, 2025

February 13, 2025

February 27, 2025

March 20, 2025

April 17, 2025

May 8, 2025  
 May 29, 2025  
 June 12, 2025  
 July 24, 2025

### Summer Volunteer Supers Trainings:

Training 1 – January 9, 2025 from 1:30 – 4:00 pm at Belle Isle Library  
 Pretraining, Recruitment, Interviewing

Training 2 – March 6, 2025 1:30 – 4:00 pm Village Library

Training, Scheduling, Supervising and Recognizing Summer Volunteers

Wrap Meeting 3 – July 31, 2025 1:30-4:00pm Downtown Library

### Summer Staff Trainings:

Date	Time	Location	Instructors
Tuesday, April 1	2-3:30pm	Belle Isle, Room AB	1. Emily Williams 2. Heidi Port
Thursday, April 3	2-3:30pm	ZOOM (recording available 4/4-4/30)	1. Heidi Port 2. Emily Williams
Monday, April 14	10-11:30am	Bethany, Room AB	1. Heidi Port 2. Emily Williams
Friday, April 18	10-11:30am	Northwest, Room AB	1. Heidi Port 2. Emily Williams
Wednesday, April 23	5-6:30pm	Village, Room AB	1. Heidi Port 2. Emily Williams
Zoom Recording Available after April 4 View by April 30	On demand	Online	1. Emily Williams 2. Heidi Port

- **SR Newsletter (please note there will be other information in the Shelf Life before first send date)**
  - **TEMPLATE:**
    - ♣ 1<sup>st</sup> card focus, important dates, priorities
    - ♣ 2<sup>nd</sup> card organized by subcommittee with contact info and linked to minutes
    - ♣ 3<sup>rd</sup> card FAQ's, permanent intranet pages/quick links/FAQs evergreen
    - ♣ Bonus – easter eggs with prizes
  - Newsletter 1 - March 17

- ♣ 1<sup>st</sup> card – overview of committees and timeline, announcement of theme and CSLP Sharing
- ♣ 2<sup>nd</sup> card organized by subcommittee with contact info and linked to minutes
- ♣ 3<sup>rd</sup> card FAQ's, permanent intranet pages/quick links/FAQs evergreen
  - March 26 working with teens training – tips from Emilys training
  - Put your summer reading kickoff events in library market.
  - School visits – get a plan together + link in evergreen section.
  - Who to contact.
- ♣ Bonus – easter eggs with prizes
- March 31
  - ♣ 1<sup>st</sup> card – training about to go live tomorrow!
- April 14
  - ♣ 1<sup>st</sup> card – sign up for trainings/teaser for teen volunteer update, most libraries start interviewing teens.
  - ♣ Quick tips. (here's a quick tip from March 26 teen training, find more at link).
  - ♣ You have 6 days to get your events in library market.
  - ♣ Subcommittee recap.
- April 28 –
  - ♣ 1<sup>st</sup> card – Summer Volunteer Training ongoing, supplies sent out.
- May 12
  - ♣ 1<sup>st</sup> card –should have supplies, should have plan for kickoff.
  - ♣ Checklist – all staff trained, volunteers trained, decorations planned, volunteer table set up.
  - ♣ Cheat Sheet for staff/volunteers
- May 30
  - ♣ 1<sup>st</sup> card – kick off email, twas the night before, priority
- June 9
  - ♣ 1<sup>st</sup> card –
- June 30
  - ♣ 1<sup>st</sup> card –
- July 14
  - ♣ 1<sup>st</sup> card –
- July 28
  - ♣ 1<sup>st</sup> card – volunteer party overview for Aug 1
- Wrap Aug 4
  - ♣ 1<sup>st</sup> card – End of summer checklist
  - ♣ Volunteer party wrap
- Aug 25
  - ♣ 1<sup>st</sup> card –stats, survey, wrap information