

MINUTES – Staff and Volunteer Engagement Subcommittee Mtg 4

Date and Time: Thursday, January 30, 9:00 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

New Action Items

- Heidi, Mary, Emily will evaluate summer super training today and decide date for 2nd training's script + visuals deadline
- Zoe will get testimonials and soundbites by early March or sooner if possible!
- Emily will work on script for SR RISE training and submit to Candace
 - o Hard deadline of March 20

Items of discussion

- **Goal of 13.5 million points and no Read it Forward – talking points or focus?**
 - o Kimberly is talking with MAC about encouraging guests to continue reading after meeting their goal
 - o "Help us beat our goal" - challenge yourself to read more
 - o Webpage with goal tracker showing last year's goals to compare
 - o How does reading more benefit our community?
 - What does it do for the reader?
 - How does it help individuals
 - o <https://www.metrolibrary.org/blog/2022/05/benefits-reading>
 - o Talking points for community members
 - o But does drawing more attention to it make it a bigger issue?
 - o "Providing resources to the community, working within strategic plan to distribute resources"
 - FOL is donating books to SLM breakfast
 - Teacher + nonprofit giveaway after booksale
 - o Encourage people to keep reading to get more prize drawing entries
 - o Since we don't have RIF, we need a different emphasis on why we should reach the goal together

- Internal FAQ with talking points and language for how to address questions or concerns
 - Informational slide in staff / volunteer training
 - Leadership working on talking points
- Adjusting goal?
 - Reading more than we did last year!
- **Summer Supers Training I today at Warr Acres***
 - 21 people signed up today
 - 2/11/25 @ BI – 9 people
- **Summer Volunteer Supers Training II – Timeline**
 - March training – will work on after training today is finished
- **Staff Training – RISE format – establish timeline**
 - Emily spoke with Candace
 - SR training plan approved
 - **March 20 – deadline for SR content to L&D**
 - Beanstack instructions as PDF – Emily
 - Positive feedback about winter reading training in RISE
 - Emily will work on script
 - Emily will send draft soon
 - Candace needs graphics and photos of prizes
 - Zoe and Colby working on testimonials and soundbites
 - March 10 deadline
 - Example:
 - <https://360.articulate.com/review/content/7c704b51-6727-4555-a6d8-f3c5e92a0687/review>
 - PowerPoint for in-person training // Emily & Heidi
 - April 10 deadline
 - Emily will update in February
 - Mary will update PowerPoint
 - SR training plan
 - [2025 SR Training Plan.docx](#)
- Next Meeting:
 - Feb 13 @ 9 AM

Upcoming:

- Emily will update in-person PowerPoint training script in February and Mary will update visuals
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Review Assignments and Tasks:

- **Zoe will gather soundbites + testimonials to prepare for Rise presentation**
 - Early March deadline
 - In progress

- **Zoe** will upload subcommittee minutes as PDFs next month **Ashley** will let us know if she needs info or data to share at next manager meeting.
 - Next manager meeting Feb 13
- ~~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~~

Questions

Action Items

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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:

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 30 from 1 – 4 at WA, and Tuesday, Feb 11, 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:**
 - ♣ 1st card focus, important dates, priorities
 - ♣ 2nd card organized by subcommittee with contact info and linked to minutes
 - ♣ 3rd card FAQ's, permanent intranet pages/quick links/FAQs evergreen

- ♣ Bonus – easter eggs with prizes
- Newsletter 1 - March 17
 - ♣ 1st card – overview of committees and timeline, announcement of theme and CSLP Sharing
 - ♣ 2nd card organized by subcommittee with contact info and linked to minutes
 - ♣ 3rd 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
 - ♣ 1st card – training about to go live tomorrow!
- April 14
 - ♣ 1st 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 –
 - ♣ 1st card – Summer Volunteer Training ongoing, supplies sent out.
- May 12
 - ♣ 1st 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
 - ♣ 1st card – kick off email, twas the night before, priority
- June 9
 - ♣ 1st card –
- June 30
 - ♣ 1st card –
- July 14
 - ♣ 1st card –
- July 28
 - ♣ 1st card – volunteer party overview for Aug 1
- Wrap Aug 4
 - ♣ 1st card – End of summer checklist
 - ♣ Volunteer party wrap
- Aug 25
 - ♣ 1st card –stats, survey, wrap information