



Staff Training Round Table

Meeting Title: STRT Business Meeting

Meeting Date/Time: December 2, 2020; 11am-12noon

Attendees: Holly Freewynn, Rebecca Gabert, Amy Honisett, Blake Kincaid, Tracey Letmate, Roberta Richards, Laural Winter

Discussion Topics:

- **Content Session – Practical Training Resources For Your Staff**
 - The session is on December 8th, 2-2:45pm
 - The group discussed the plans for the upcoming content session
 - 34 people have registered for the session
 - One person asked for resources for training volunteers. The group decided to hold a separate session on training volunteers. Multnomah County has a volunteer coordinator who might be able to help with this session.
 - Here are the plans for the December 8th session.
 - Rebecca will be the Zoom host to mute attendees as needed and to monitor screen sharing
 - Presenters will log into the meeting at 1:40 to finalize the preparations for the session
 - Holly will welcome the group, 5 minutes
 - Blake will give an overview of the continuing education resources on the State Library site - <https://libguides.osl.state.or.us/conted/covid19>, 10 minutes
 - Darci will discuss the Niche Academy tutorials – including the registration process, 15 minutes
 - Lightning Talks & Wrap-up, 15 minutes
 - The group discussed how to organize the lightning talks and how to involve the attendees.
 - Roberta and Holly will start the lightning talks. Attendees will be invited to give talks after that. Tracey and Amy will prepare lightning talks as well. Each talk should be 1-2 minutes long. Since the talks are so short, the group will not use a prepared slide deck.
 - Roberta will send the reminder and Zoom link to the attendees on Friday, December 4th. The email will include a link to the Google Doc of shared

resources and invite attendees to share resources through the Doc or through a lightning talk.

- Another invitation could also be sent to Libs-Or

- **OLA Program Proposal:**

- The STRT proposal was approved for the OLA Conference.
- The session will be for 60 minutes.
- Adrienne Calkins from Sherwood PL is willing to be part of the presentation.
- No academic librarians have been identified to be part of this program. In most/all academic settings, the EDI training is developed for the entire institution. Academic librarians are attending EDI training, but not developing or leading the training.
- The group discussed the goals/focus of this program. The discussion included these thoughts:
 - How to structure training to encourage change
 - General training techniques to get people to remember information and change behavior (Blake)
 - How to measure that staff are welcoming to other staff and to patrons
 - Focus on the structure of the staff training (Roberta)
 - Start with a welcoming environment (Laural)
 - Create a culture of care and have high expectations (Roberta)
 - Focus on the staff and provide support for staff (Holly)
 - Multnomah is using workbooks with their staff
 - EDI may be different from other soft skill training – i.e. mandatory or not, safe spaces for discussion (Amy)
 - Multnomah has scripts for talking to people during microaggressive situations (Laural)
 - At the beginning of the program, we could explain that we are not experts on this topic and direct people to other OLA sessions for further learning (Blake)
 - There are special challenges for this type of training.
 - The program could include information/resources that would be useful for small libraries that do not have full-time training staff and do not have funds to hire outside experts. (Blake)
 - The program could include successful training techniques and facilitating strategies
- Roberta recommended that the resource list should be short and vetted - not long and all-inclusive. Holly suggested that the list should have a section about “where to start” and another section with more in-depth and skill-building material.
- Roberta & Holly will start a Google Doc to continue this discussion about the program.

Action Items:

Holly/Roberta

- Start a Google Doc to continue discussion about OLA program

Rebecca

- Post notes from the November meeting to the STRT webpage

Roberta

- Send reminder email and Zoom link to everyone who has registered for the Dec 8th session

Upcoming Meetings/Events:

- December 8th at 2pm – **Practical Training Resources For Your Staff**
- January 14th at 11am – Business Meeting