



collaborative

summer library program™

As passionate library advocates, we come together to celebrate our work, collaborate on ideas, and plan the future of CSLP and summer programming. We are dedicated to serving our local communities, but recognize our work supports communities far and wide. Together we are better than any one of us alone.

CSLP Annual Meeting Guidelines

1. BE PREPARED AND PRESENT

Come prepared by reviewing the agenda and packet materials before the meeting starts. Be present by listening attentively, not interrupting or having side conversations or scheduling other work during the meeting.

2. CONTRIBUTE AND PARTICIPATE

Contribute to the discussion by sharing your ideas and asking questions. Share your unique perspective and experience. Avoid complaining; rather, offer solutions to a problem.

3. LISTEN WITH AN OPEN MIND AND BE PATIENT

Value learning from different inputs and be open to new ways of doing things. Be patient as others express themselves and respect their point of view. It is okay to have different opinions without being disrespectful.

4. STAY ON POINT AND ON TIME

Respect the groups' time and keep comments brief and to the point. Try not to repeat what others have already said.

5. OUR VOICES MATTER

Everyone's voice and opinions matter. You are just as important as everyone else is in the room. Honest and constructive discussions are necessary to get the best results.

How to have constructive conversation:

- Don't be harsh or derogatory
- Start with what you like
- Explain the benefits to you and what would make it have even more value
- Try to use the "yes and..." idea building method when appropriate



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CSLP Annual Meeting Expectations

1. I will be prepared and be present
 - Read through the agenda and packet materials before the meeting
 - Listen intently
 - Recognize that all voices are equal
 - Find value in all ideas
 - Build on ideas with “yes, and...” rather than “no, but...”
 - No side conversations or side work
2. I will contribute and participate
 - Share your ideas & opinions
 - Offer solutions rather than complaints
3. I will be open minded and patient
 - Value differences
 - Respect others
 - Assume best intent
4. I will stay on point and on time
 - Keep points succinct
 - Show your support with “snaps, claps or yay’s”
5. I will celebrate all voices