



## Discussion Agreements & Guidelines Fiber Arts Book Club

The Fiber Arts Book Club meets on the second Tuesday of each month from 1:00-2:15 p.m. in a hybrid format, both in-person and on Zoom.

Book clubs who meet regularly at the West Hartford Public Library and are facilitated or supported by library staff in any capacity must be open and welcoming to all. By participating in this group, you agree to the following:

- **Be welcoming.** Welcome newcomers and encourage their participation in the discussion.
- **Share the air.** One person should speak at a time. If you are speaking a good deal during the discussion, then consider moving up your listening. If you are listening a good deal during the discussion, then consider moving up your speaking. We want to hear from everyone.
- **Be concise.** Limit comments to no longer than two minutes. The moderator may curtail lengthy comments to give everyone the chance to participate.
- **Stay on topic.** Keep comments focused on topic.
- **Be respectful.** Listen to the words of others, whether you agree or not.
- **Be open to other ideas and opinions.** Listen carefully to what someone is saying and be charitable in your interpretation of their words. Don't disregard what they are saying even if you do not agree.
- **The book discussion "stays in the room"** out of respect for participants. The moderator sends a recap message out to group members with information about the crafting projects that the members share, as well as specific recommendations shared with the group. (If there is something that you don't want shared, then let the moderator know.)
- **While in Zoom, keep yourself on mute while listening.** Unmute yourself before speaking.

### Meeting Structure:

- 1:00-1:15 p.m. – Settle in
- 1:15-1:45 p.m. – Book discussion
- 1:45-2:15 p.m. – Discussion of projects