

VIRTUAL MEETING
RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE
RECRUITMENT, HIRING & RETENTION SUBCOMMITTEE MEETING

Wednesday, April 14, 2021
125 Tower Drive
Burr Ridge, IL 60527

MINUTES

1. WELCOME AND CALL TO ORDER

Samantha Daly, RAILS Equity, Diversity, & Inclusion Recruitment, Hiring and Retention Subcommittee Liaison, welcomed everyone at 1:04 p.m. and called the meeting to order. Mrs. Daly read the following statement: In accordance with the government emergency administrative ACT PA 100-0640, the RAILS Board of Directors finds an in-person meeting is not practical or prudent and believes it is in the best interest of RAILS to hold a virtual meeting to perform essential business. This meeting will be recorded as per the statutory requirements.

2. ROLL CALL OF MEMBERS

Telephone/Zoom: Megan Ballengee, Michael Campbell, Edith Craig, Diane Hollister, Emily Kiang, Sarah Steiger (joined at 1:19 p.m.)

Absent: Shekinah Lawrence

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan, Monica Harris

Telephone/Zoom: Samantha Daly, Anna Duff, Nancy Korczak, Paul Mills, Jody Rubel

4. SUBCOMMITTEE MEMBER INTRODUCTIONS

Sam Daly began the introductions by introducing herself and her role as the RAILS staff Liaison. The Subcommittee Members introduced themselves and provided background on their areas of expertise, highlighted their contributions to EDI personally and professionally, and why they are passionate about EDI advocacy.

5. PUBLIC COMMENTS

There were no public comments.

6. ADOPTION OF THE AGENDA

Ms. Craig moved, and Ms. Hollister seconded, that

THE RAILS BOARD EDI RECRUITMENT, HIRING, AND RETENTION SUBCOMMITTEE ADOPT THE APRIL 14, 2021 AGENDA AS PRESENTED.

Roll call vote:

Ayes: Megan Ballengee, Michael Campbell, Edith Craig, Diane Hollister, Emily Kiang,

7. NEW BUSINESS

7.1. Review and approve draft charge

Ms. Brennan addressed the subcommittee members to share that RAILS' role is to provide support and guidance to the group in the efforts to find ways to promote equity, diversity, and inclusion in the area of recruitment, hiring, and retention. The members reviewed the subcommittee charge. A motion was made.

Mr. Campbell moved, and Ms. Hollister seconded, that

THE RAILS BOARD EDI RECRUITMENT, HIRING, AND RETENTION SUBCOMMITTEE APPROVE THE SUBCOMMITTEE CHARGE.

Roll call vote:

Ayes: Megan Ballengee, Michael Campbell, Edith Craig, Diane Hollister, Emily Kiang, Sarah Steiger

7.2. Discuss and select two co-convenor positions

Mrs. Daly explained the responsibilities of the co-conveners. One co-convenor would assist with preparing the agenda and any follow up tasks. The other co-convenor would run the meeting. In case of absences, the other person will fill in for the other. Both co-conveners would work with Mrs. Daly. Ms. Hollister and Ms. Craig volunteered. Ms. Hollister would run the meetings, and Ms. Craig would assist with preparing the agenda and following up on tasks.

7.3. Meeting schedule and frequency [action requested]

Mrs. Daly suggested the subcommittee meet monthly to keep the work moving forward. The committee agreed to meet the second Wednesday of the month at 1:00 p.m. A motion was made.

Ms. Steiger moved, and Ms. Craig seconded, that

THE RAILS BOARD EDI RECRUITMENT, HIRING, AND RETENTION SUBCOMMITTEE APPROVE THE SUBCOMMITTEE MEETING SCHEDULE.

Roll call vote:

Ayes: Megan Ballengee, Michael Campbell, Edith Craig, Diane Hollister, Emily Kiang, Sarah Steiger

May 12, 2021 01:00 PM	December 8, 2021 01:00 PM
June 9, 2021 01:00 PM	January 12, 2022 01:00 PM
July 14, 2021 01:00 PM	February 9, 2022 01:00 PM
August 11, 2021 01:00 PM	March 9, 2022 01:00 PM
September 8, 2021 01:00 PM	April 13, 2022 01:00 PM
October 13, 2021 01:00 PM	May 11, 2022 01:00 PM
November 10, 2021 01:00 PM	June 8, 2022 01:00 PM

7.4. Discuss priorities and timeline

The subcommittee members reviewed and elaborated on priorities that were gathered from discussion at the whole EDI Board committee meeting related to recruitment, hiring, and retention. Ideas on possible retention tools like incentives and professional development were discussed. They identified barriers in work place hiring practices and equal employment

opportunity, and needing to create environments where employees can succeed. The members talked about succession planning, exit interviews, and auditing positions, which segue into how many libraries, have HR departments, librarians with HR expertise, and libraries where staff are represented by labor unions. The members defined priorities as:

1. Barriers to retaining talent – add mentorship programs, especially for part-time employees, and do research on what barriers exist
2. Equal employment opportunity – all candidates considered based on skills and talents rather than solely recommendations
3. Succession planning – ensure internal staff are getting resources to apply for an opening across departments
 - a. Potential training opportunities
 - b. Exit interviews to find out why employees leave – add objective questions regarding leadership to be reviewed by library board
 - c. Annual staff satisfaction surveys – 365 interviews
 - d. Find statistics on how many libraries have HR department
 - e. EDI training at library level for all staff, especially leadership, to support BIPOC library workers
 - f. Find out how many libraries have unions

Next, the committee agreed upon starting their work on the topic of staff retention with the following plan.

Staff Retention planning - beyond Directors and Boards

- a. Research: see what libraries have succession planning
- b. RAILS staff find out how many libraries have unions
- c. Resources: build succession toolkit for libraries

8. AGENDA BUILDING FOR THE NEXT RAILS BOARD EDI COMMITTEE MEETING

Next meeting, Wednesday, May 12, 2021

- Discuss survey plans
- Draft questions about HR departments, retention plan questions, and whether library staff are part of labor union
- Review responses from director's list

9. ADJOURNMENT

At 2:17 p.m., Mrs. Daly adjourned the meeting.