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## MEMO

Date: March 30, 2021

To: RAILS Recruitment, Hiring, & Retention subcommittee

From: Deirdre Brennan, Executive Director, Reaching Across Illinois Library System

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Hello Recruitment, Hiring, & Retention subcommittee members,

I hope this finds you all well. This memo will provide some guidance for your meeting.

First of all, allow me to introduce Samantha Daly, RAILS Human Resources Generalist. Samantha will be the RAILS staff liaison to your subcommittee. She will provide support and assistance for you in terms of needs from RAILS, meeting process and OMA questions, and other help you might need in moving the committee work forward.

On the agenda, you will see items related to the committee charge, selection of meeting conveners and timeline. We have drafted the charge for your review and edits. Samantha will assist you with a process for selecting the meeting conveners/leaders.

We have also included a list of subcommittee areas of interest. These are pulled from your input and comments at EDI committee meetings and other EDI related resources. This list is provided to assist you with identifying priorities for your work and to see what the other subcommittees might focus on. Some overlap or gaps in work are inevitable; hopefully this list will help to limit both overlap and gaps in focus.

As always, please feel free to reach out with any questions!!

Thank you so much for your commitment to equity, diversity and inclusion.