

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

Wednesday, May 12, 2021
RAILS Burr Ridge
125 Tower Drive, Burr Ridge, IL 60527

MINUTES

1. WELCOME AND CALL TO ORDER

Edith Craig, subcommittee co-convenor, welcomed everyone at 1:04 p.m. and called the meeting to order. Edith Craig read the following statement:

In accordance with the government emergency administrative Act PA100-0640, 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

Jody Rubel, RAILS Administrative Assistant called roll.

Telephone/Zoom: Megan Ballengee, Edith Craig, Emily Kiang, Dianne Hollister, Sarah Steiger

Absent: Michael Campbell

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

Burr Ridge: Deirdre Brennan (*ex-officio*)

Telephone/Zoom: Samantha Daly, (*ex-officio*); Anna Duff, Monica Harris, (*ex-officio*); Jody Rubel

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

Dianne Hollister moved, and Emily Kiang seconded, that

THE RAILS BOARD EDI RECRUITMENT, HIRING, AND RETENTION SUBCOMMITTEE ADOPT THE MAY 12, 2021 AGENDA AS PRESENTED.

Roll call vote:

Ayes: Megan Ballengee, Edith Craig, Dianne Hollister, Emily Kiang, Sarah Steiger

6. APPROVAL OF THE MINUTES OF THE APRIL 14, 2021 MEETING

Dianne Hollister moved, and Megan Ballengee seconded, that

THE RAILS BOARD EDI RECRUITMENT, HIRING, AND RETENTION SUBCOMMITTEE APPROVE THE APRIL 14, 2021 MINUTES AS AMENDED TO CORRECT A NAME MISSPELLING.

Roll call vote:

Ayes: Edith Craig, Dianne Hollister, Emily Kiang, Sarah Steiger, Megan Ballengee,

7. UNFINISHED BUSINESS

7.1. Subcommittee Priorities

a. Short-term goals

Edith Craig, opened the discussion by revisiting the priorities from the April meeting. To move forward with the priorities, it was suggested to refine the list and categorize into short-term and long-term goals and concrete deliverables. Edith Craig asked for thoughts on building a toolkit that would include samples and templates that encompasses the areas of recruitment and hiring best practices. Consensus was to proceed with building a comprehensive toolkit for library best practices. It was clarified that the toolkit would pool resources that were already available and not created from scratch. Samples and templates collected should be reflective of different organizations and library types. The RAILS HR Department and Samantha Daly would review the material to ensure resources are from credible sources. A statement could be added to the toolkit to clarify resources were collected with the subcommittee goals in mind. Edith Craig added that she would draft a short-term goal to share with the full EDI committee.

- Short-term goals:
 - Build recruitment and hiring toolkit for libraries
 - Job ads and descriptions
 - Interview questions
 - Ideas on where to post job ads

b. Long-term goals

Edith Craig began the long-term goals discussion by posing the question, “What did the group hope to achieve through their work on the subcommittee?” Thoughts included:

- Build equitable, diverse, and inclusive workforce
- Encourage minorities in librarianship
- Organization self-assessment and identify where to take steps
- Help libraries address their own issues, needs, dreams, and be proactive in this area
- Introspection through an EDI lens
- Encourage reflection
- Educate library board members in EDI
- Survey/Data planning
- Start the EDI conversation

Deirdre Brennan added that she envisions cohort models being formed where library staff would participate in training resulting in a sharing of knowledge with the library community. Edith Craig drafted a broad long-term goal. The subcommittee agreed the long-term goal captured all the specific goals, but flexible to allow for growth and change.

Our subcommittee offers resources that blend Equity, Diversity, and Inclusion practices in Recruitment, Hiring, and Retention and create a catalyst for library organizational self-reflection and encourage opportunities for BIPOC (Black, Indigenous People of Color) library staff

and trustees.

c. Deliverables

Edith Craig suggested to start researching tangible deliverables for the July meeting discussion. She provided general research guidelines; consider looking at different types of libraries, assess interview questions, consider own personal experiences through an EDI lens, weigh job requirements, and pool research from general library job types. Committee members then volunteered to research subject areas. Work product should be submitted by July 1.

- Emily Kiang & Megan Ballengee – Job ad and descriptions
- Dianne Hollister & Sarah Steiger – Interview questions and practices (academic and public)
- Edith Craig – Where to post job ads and best recruiting practices

Deirdre Brennan referred to the Meyer’s DEI Spectrum Tool. The self-reflection tool helps organizations assess EDI in the workplace and potential next steps. Deirdre Brennan thought the tool is the starting point for libraries to begin the EDI conversation that also includes a pathway for change. It was the opinion to start the conversation with the self-assessment tool as a deliverable. Creating a survey was tabled for now due to the lack of a shared understanding of EDI. Another idea was to interview libraries as a way to build the survey framework when the time comes. Edith Craig suggested that RAILS provide space on the website for libraries to begin the self-assessment following a series of links to identify next steps in the process. Deirdre Brennan offered to reach out to the Meyer’s Foundation about local chapters, resources, and training.

7.2. Survey planning

RAILS would like to build an evaluative survey tool that could be used year after year to measure change. A comprehensive survey will be constructed in the future.

8. NEW BUSINESS

8.1. Revised meeting schedule

RAILS requested the subcommittees to adjust the FY2022 meeting schedule due to scheduling constraints. It was recommended to meet in July, October, and December. At the December meeting revisit frequency of the meetings.

Emily Kiang moved, and Dianne Hollister seconded, that

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

Roll call vote:

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

8.2. Consultant facilitating subcommittee meetings

RAILS would share upcoming meeting dates with EDI consultant, Biz Lindsay Ryan. She is aware the subcommittee is interested in having her review the working documents due July 1.

8.3. Data Google Studio

RAILS Data Analysis Manager, Grant Halter demonstrated the EDI Data Studio built for uploading subcommittee final work product. Monica Harris explained the subcommittee members could work in groups of two (2) and still comply with Open Meetings Act statutes. Share any working documents with RAILS Administrative Assistant, Jody Rubel.

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

Recap of tasks due July 1:

- Emily Kiang & Megan Ballengee – Job ad and descriptions
- Dianne Hollister & Sarah Steiger – Interview questions and practices (academic and public)
- Edith Craig – Where to post job ads and best recruiting practices

Agenda Building

- Meyer’s DEI Spectrum Tool
- Meyer Foundation
- EDI Consultant availability
- Information to share on the RAILS website

10. ADJOURNMENT

At 2:19 p.m., Edith Craig adjourned the meeting.