

**DRAFT****RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE MEETING**

April 26, 2021 | 1:30 p.m.

**MINUTES****1. WELCOME**

Ms. Hollister, EDI chairperson greeted members and called the meeting to order at 1:31 p.m. on Monday, April 26, 2021 and welcomed all attendees.

**2. ROLL CALL OF MEMBERS**

Ms. Palmisano called the roll of the RAILS Board EDI Committee:

Telephone/Zoom: Megan Ballengee, Victoria Blackmer, Rosie Carmargo, Michael Campbell, Edith Craig (joined at 1:35), Nate Gass, Amber Hayes, Dianne Hollister, Emily Kiang, Stephen Koebel, Sarah McHone-Chase, Michelle Nielsen Ott, Andrea Robinson, Becky Spratford, Leah White (joined at 1:33)  
Absent: Cristina Bueno, Skekinah Lawrence, Jenna Nemec-Loise, Kristen Rademacher, Leora Siegel, Sarah Steiger, Anna Wassenaar

**3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS**

Ms. Hollister read the following: 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.

Guests in Burr Ridge: Deirdre Brennan, Monica Harris, Stacy Palmisano (designated note taker)

Guests via Telephone/ Zoom: Biz Lindsay-Ryan, Karen Goyer, Jody Rubel, Diana Rusch, Samantha Daly, Grant Halter (@2:28), Carla Dinnocenzo

**4. PUBLIC COMMENTS**

There were no public comments.

**5. ADOPTION OF THE AGENDA**

Ms. Blackmer moved, and Ms. Ballengee seconded that

THE RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE AGENDA BE ADOPTED

Roll call was taken: Ayes: Megan Ballengee, Victoria Blackmer, Rosie Carmargo, Michael Campbell, Edith Craig, Nate Gass, Amber Hayes, Dianne Hollister, Emily Kiang, Stephen Koebel, Sarah McHone-Chase, Michelle Nielsen Ott, Andrea Robinson, Becky Spratford, Leah White. Nays: none

**6. REPORTS****6.1. Programs, Services & Outreach Subcommittee**

Ms. Camargo reported that the subcommittee had their first meeting on April 13, 2021. Ms. Camargo and Ms. Bueno volunteered to be the co-conveners. Three priorities were selected as the focus of the committee's work: space design, programming and partnerships, and welcoming and communicating. A shareable list of programs and speakers will be the first project. Ms. Lindsay-Ryan gave suggestions on some parameters on the layout of a shareable list such as, what is qualified to be on the list, what are the requirements, and what is the cost of the program or speaker.

**6.2. Recruitment, Hiring & Retention Subcommittee**

Ms. Hollister reported that the subcommittee had their first meeting on April 14, 2021. Ms. Hollister and Ms. Craig volunteered to be the co-conveners. The subcommittee discussed

library unions, building toolkits and succession planning. The next step is to create a survey to determine whether libraries are represented by a labor union and if libraries have a dedicated Human Resources department.

6.3. Staff Training, Leadership & Advocacy Subcommittee

Ms. Blackmer reported that the subcommittee had their first meeting on April 6, 2021. Ms. Blackmer and Ms. White volunteered to be the co-conveners. Four priorities were selected as the focus of the subcommittee's work: finding and using an equity lens, bystander intervention training, EDI board and administration training, and EDI in marketing and messaging. The subcommittee members will compile resources for the next meeting to review and build a toolkit to do the work.

After the reports, Ms. Lindsay-Ryan gave the committee suggestions on the best way to move forward with their EDI work. She suggested to list out short-term and long-term goals and then determine the sequencing of those goals. She also recommended that the subcommittees use the same organizing tool to report to the committee and document the progress. On that document, add questions to bring to the committee and a planning tool to help prioritize goals and include a task list. The goal of making an organizing tool is to make the work successful. Ms. Brennan and Ms. Lindsay-Ryan will work on creating the tool.

7. NEW BUSINESS

7.1. Overview of the April 21, 2021 EDI Terminology Training

Ms. Lindsay-Ryan gave a short overview of the terminology training she presented to the EDI Committee on April 21, 2021. The training focused on the terminology and the language on the topic of equity, diversity and inclusion. She discussed the evolution of the terminology along with definitions such as colorblind, prejudice, bias, racism, reverse racism, and power. Also discussed were the topics of privilege, white supremacy, intersectionality and macroaggressions. The goal of the session was to go over definitions and concepts to give the committee baseline training.

7.2. FY2022 Meeting Schedule and Project Timelines (discussion & approval)

Ms. Brennan discussed that RAILS staff cannot sustain so many board committee meetings and asked that the EDI Committee meet quarterly rather than every other month. In addition, the three EDI subcommittees will meet every other month. Once the subcommittee's goals are set and deliverables are determined then the subcommittees can meet less often. The meeting schedule will be June 15, 2021, September 14, 2021, January 11, 2022 and May 10, 2022. All meetings will be from 1:30 to 3:00 p.m.

Ms. McHone-Chase moved, and Mr. Campbell seconded that

THE RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE APPROVE THE MEETING SCHEDULE AS DISCUSSED

Roll call was taken: Ayes: Megan Ballengee, Victoria Blackmer, Rosie Carmargo, Michael Campbell, Edith Craig, Nate Gass, Amber Hayes, Dianne Hollister, Emily Kiang, Stephen Koebel, Sarah McHone-Chase, Michelle Nielsen Ott, Andrea Robinson, Becky Spratford, Leah White.  
Nays: none

8. UNFINISHED BUSINESS

8.1. RAILS EDI Committee Learning Resources Google Data Studio Report

Mr. Halter, RAILS Data Analysis Manager, reviewed the Google Data Studio report that he

created for the EDI Committee and the three subcommittees. He showed the committee the different search features on the report and reviewed the submission form. All four reports have one link and can be viewed and shared by all of the committee members.

[https://datastudio.google.com/s/l\\_Yo5yJoQf0](https://datastudio.google.com/s/l_Yo5yJoQf0)

Ms. Harris announced that the RAILS Equity, Diversity and Inclusion Training Grants' deadline is May 31, 2021. The grants are to assist in funding training events in the area of equity, diversity and inclusion for library staff and/or board members.

8.2. Differentiated Learning for Committee members: Lunch & Learn Trainings

Ms. Brennan discussed the topic of additional EDI training, such as lunch & learn trainings that the committee requested at the February 18, 2021 meeting. In the short term, it was decided to use the EDI resources that are added to the Google Data Studio report as a substitute to virtual trainings.

9. AGENDA BUILDING FOR THE NEXT RAILS EDI COMMITTEE MEETING

The next meeting will be on June 15, 2021 from 1:30-3:00. Added to the agenda will be a review of the meeting organizing tool/template and reports from all three subcommittees.

10. ADJOURNMENT

The meeting adjourned at 3:01 p.m.

**Equity, Diversity & Inclusion Committee Members**

- RAILS Board: Dianne Hollister (Chair), Michael Campbell, Sarah McHone-Chase, Jenna Nemec-Loise, Becky Spratford
- Member Representatives:
  - Megan Ballengee, Heartland Community College
  - Victoria Blackmer, Robert R. Jones Public Library
  - Cristina Bueno, Deerfield Public Library
  - Rosie Camargo, Niles-Maine District Library
  - Edith Craig, St. Charles Public Library
  - Nate Gass, Cook Memorial Public Library District
  - Amber Hayes, ALA's Office of Diversity, Literacy and Outreach
  - Emily Kiang, Downers Grove Public Library
  - Stephan Koebel, Wilmette Public Library
  - Shekinah Lawrence, Elmwood Park Public Library
  - Michelle Nielsen Ott, Methodist College
  - Kristen Rademacher, Marist High School
  - Andrea Robinson, Library of Rush University
  - Leora Siegel, Lenhardt Library, Chicago Botanic Garden
  - Sarah Steiger, Chicago Public Schools
  - Anna Wassenaar, Blue Island Public Library
  - Leah White, Skokie Public Library
- Ex Officio:
  - RAILS - Deirdre Brennan, Monica Harris, Joseph Filapek