VIRTUAL MEETING
RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE MEETING
Programs, Services & Outreach Subcommittee

May 11, 2021│1:00 p.m.

Minutes

1. WELCOME AND CALL TO ORDER
   1.1. Videoconference meeting
      1.1.1. RAILS—Burr Ridge
   Rosie Camargo greeted members and called the meeting to order at 1:02 p.m.

   Ms. Camargo 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.

2. ROLL CALL OF MEMBERS
   Ms. Goyer called the roll of the RAILS Board EDI Programs, Services & Outreach Subcommittee.
   Telephone/Zoom: Cristina Bueno, Rosie Camargo, Amber Hayes, Kristen Rademacher, Andrea Robinson (1:05pm), Leora Siegel, Becky Spratford.
   Absent: Michelle Nielsen Ott

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS
   Burr Ridge: Monica Harris *(ex-officio)*
   Telephone/Zoom: Deirdre Brennan *(ex-officio),* Michael Campbell, Joseph Filapek *(ex-officio 1:13pm)*, Karen Goyer, Dianne Hollister *(ex-officio 1:12pm)*, Stacy Palmisano.

   There were no announcements.

4. PUBLIC COMMENTS
   There were no public comments.

5. ADOPTION OF THE AGENDA
   Leora Siegel moved, and Amber Hayes seconded that

   THE RAILS BOARD EDI PROGRAMS, SERVICES AND OUTREACH SUBCOMMITTEE AGENDA BE ADOPTED

   Roll call was taken: *Ayes: Cristina Bueno, Rosie Camargo, Amber Hayes, Kristen Rademacher, Leora Siegel, Becky Spratford. Nays: none*

6. APPROVAL OF THE MINUTES OF THE APRIL 13, 2021 PROGRAMS, SERVICES & OUTREACH SUBCOMMITTEE MEETING
   Cristina Bueno moved, and Leora Siegel seconded, that

   THE PROGRAMS, SERVICES & OUTREACH SUBCOMMITTEE APRIL 13, 2021 MINUTES BE APPROVED.

   The motion carried. Roll call was taken: *Ayes: Cristina Bueno, Rosie Camargo, Amber Hayes, Kristen Rademacher, Leora Siegel, Becky Spratford. Nays: none*

7. NEW BUSINESS
   7.1. Roundtable discussion
   The subcommittee discussed the process of creating a library friendly list of EDI performers or showcases that present on topics that reflect the EDI community.
   The Data Studio tool will provide a way for library staff to share and view resources organized in one place. The subcommittee outlined important features they would like to include in the performer and presenter list. It was decided this project would be a list of other lists that have been compiled and vetted. The subcommittee will maintain the list for link accuracy.
   Amber Hayes shared the link to the ALA EDI Speakers page as an example of a similar tool. https://edispeakers.ala.org/.
   It was suggested to provide a comment section to note strengths of presentation, important information, fees, what to expect. There must be a disclaimer stating this tool is not an endorsement. A contact email for the subcommittee should be provided for users to give feedback.

   7.2. Select a first project for the subcommittee
   The Programs, Services and Outreach subcommittee has selected as a first project to compile and maintain a library friendly list of EDI performers and presenters.

   7.3. Determine next steps for project development
   General discussion:
   - We must determine if we will lean on existing lists or create our own.
   - The subcommittee must determine the criteria and process of approval for posting a presenter on the list.
   - Tags will be used to filter and categorize the list by content and library types.
   - Authentic voices of any type of programming will be included in the list and tagged. The subcommittee must determine what qualifies as an authentic voice and the approval process.
   - All library types will be included in the focus of the list.
   - The performers who self-submit would need to be reviewed and references would be required.
   - Communicating the list is important. The list will be housed on the RAILS website.
   - A process will be developed to hand off the project to subcommittee members at different stages of the project to avoid violation of OMA rules.

   Next Steps:
   1) *Platform:* Have the platform set up by the next subcommittee meeting on July 13, 2021. Becky Spratford and Rosie Camargo will work with Grant Halter to set up a mockup of the list using the Data Studio platform. Biz Ryan, EDI consultant, will review the mockup at the July 13th subcommittee meeting.
   2) *Content:* Amber Hayes and Kristen Rademacher will look for lists and determine what information to include in the platform.
   3) *Annotations:* Leora Siegel will look at annotations for the content.
   4) *Population:* Cristina Bueno will research speakers that could be added to the list.
   5) *Submissions:* Once this subcommittee has learned more about populating the list and determined an approval process, it will be opened for submissions by libraries.
   6) *Vetting:* Form a committee to be responsible for vetting submissions.

7.4. Shared learning with Data Studio

Monica Harris explained the Programs, Services, & Outreach subcommittee has its own section in the EDI Data Studio platform. This is a great place to share lists for consideration for posting to the list of performers and presenters project. Subcommittee members are encouraged to continue to look at the sections of the platform housing the main EDI committee as well as the other subcommittees. The EDI Staff, Training, Leadership and Advocacy subcommittee is compiling a similar list of resources and has offered to help this group.

7.5. Revised meeting schedule

The FY2022 meeting schedule was revised to meet every other month instead of the monthly schedule set at the previous meeting. It was noted the October 12, 2021 meeting conflicts with ILA conference. The subcommittee members agreed to approve the meeting schedule as is and make a decision about the October meeting when it is closer to the date.

Becky Spratford moved, and Kristen Rademacher seconded, that

THE PROGRAMS, SERVICES & OUTREACH SUBCOMMITTEE FY2022 MEETING SCHEDULE BE APPROVED.

Roll call was taken: *Ayes: Cristina Bueno, Rosie Camargo, Amber Hayes, Kristen Rademacher, Andrea Robinson, Leora Siegel, Becky Spratford. Nays: none*

FY2022 Meeting Schedule
(All meetings begin at 1:00 pm.)
2021 Meeting Dates:
July 13, 2021
October 12, 2021
December 14, 2021
2022 Tentative Meeting Dates:
February 8, 2022
April 12, 2022
June 14, 2022

8. AGENDA BUILDING FOR THE NEXT PROGRAMS, SERVICES & OUTREACH SUBCOMMITTEE MEETING
The next meeting is set for July 13, 2021 at 1:00 pm. The agenda will include the presentation of the working tool that will house the list of performers and presenters. Biz Ryan will attend the meeting to provide feedback on this subcommittee's work.

9. ADJOURNMENT
Rosie Camargo adjourned the meeting at 1:55 p.m.

Programs, Services & Outreach Subcommittee Members
- RAILS Board: Becky Spratford
- Member Representatives:
  - Cristina Bueno, Deerfield Public Library
  - Rosie Camargo, Niles-Maine District Library
  - Amber Hayes, ALA's Office of Diversity, Literacy and Outreach
  - Michelle Nielsen Ott, Methodist College
  - Kristen Rademacher, Marist High School

- - - Andrea Robinson, Library of Rush University
    - Leora Siegel, Lenhardt Library, Chicago Botanic Garden
  - Ex Officio:
    - RAILS Board – Dianne Hollister, EDI Committee Chair
    - RAILS - Deirdre Brennan, Monica Harris, Joseph Filapek