VIRTUAL MEETING
RAILS BOARD EDI RECRUITMENT, HIRING & RETENTION SUBCOMMITTEE
MEETING
Wednesday, July 14, 2021
RAILS Burr Ridge and Videoconference Sites
125 Tower Drive
Burr Ridge, IL 60527

MINUTES

1. **Welcome and Call To Order**
   Edith G. Craig, subcommittee co-convener welcomed everyone at 1:11 p.m. and called the meeting to order. Craig read the following state:

   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.
   Burr Ridge: Emily Kiang
   Telephone/Zoom: Megan Ballengee, Michael Campbell, Edith G. Craig, Sara Steiger

3. **Recognition of Guests and Announcements**
   Burr Ridge: Deirdre Brennan, Monica Harris, Jody Rubel
   Bloomington Public Library: Dianne Hollister
   Telephone/Zoom: Samantha Daly, Anna Duff, Biz Lindsay Ryan, Tom Stagg

   Edith G. Craig announced that Emily Kiang had notified RAILS of her resignation from the EDI committee. Craig thanked her for her contributions. Emily Kiang expressed her appreciation in the honor of participating on the committee and subcommittees.

4. **Public Comments**
   There were no public comments.

5. **Adoption of the Agenda**
   Campbell moved, and Ballengee seconded, that

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

   Roll call vote:
   Ayes: Ballengee, Campbell, Craig, Kiang, Steiger

   The motion carried.

6. **Approval of the Minutes of the May 12, 2021 Meeting**
   Kiang moved, and Campbell seconded, that

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

   Ayes: Ballengee, Campbell, Craig, Kiang, Steiger

   The motion carried.

7. **Unfinished Business**
   7.1. Deliverables
   a. **Review and Discussion Of Working Deliverables, Subcommittee Membership, and Roll Out Plans**
      Edith G. Craig welcomed EDI Consultant Biz Lindsay Ryan to the meeting and opened the discussion about the research collected, balancing the work, and thoughts on the final work product deliverables. It was agreed by the subcommittee members that the group as a whole would pivot to researching one topic at a time with job ads and descriptions as the first topic. Focusing on one topic would allow for a broader perspective, interpretations, and balance the workload. Key questions to consider while researching; why is it important and why do we care about it? Members discussed the job descriptions working document that highlighted current common language found in job description and then offered alternative inclusive terms. Conversation led to thoughts job description language barriers that limits attracting a diverse candidate pool and consider language that suggests equivalent or transferable skills are welcomed. It was suggested creating a rubric that would aid in weighing when equivalent experience can be used by all involved in the recruitment and hiring process. Add an organizational culture values statement to the posting. Research should be ready for the next meeting October 13.

      The subcommittee envisions the end product to be on a webpage with 1) links to resources, articles, videos, webinars, and good job descriptions; 2) templates adaptable to the different organization and types, checklists; 3) general rubric that would allow for staff to consider certain questions as the first step of the process and guide staff who are authoring the job description and interview questions, as well as the individuals conducting the interview. As a reminder, subcommittee members are not recreating the deliverables from scratch, but pooling resources that already exist.

      Brennan conveyed subcommittee members should aim to develop quality deliverables and not be concerned with a set deadline to do so. Ryan added that the group should review a sample toolkit produced by University Health Services, University of California, Berkeley at https://diversity.berkeley.edu/sites/default/files/recruiting_a_more_diverse_workforce_uhs.pdf before beginning research efforts. Brennan and Craig thanked members for the worked completed to date. Subcommittee members expressed interest in collaborative tools such as Google docs that may be used for building deliverables. RAILS will investigate options that fall within the legal guidelines of the Open Meetings Act.

      Through attrition, the subcommittee has lost a few members. It is expected that in the near

future, the subcommittee will welcome new members. Both Brennan and Harris shared efforts to recruit new members. RAILS Staff have reached out to BIPOC networking group about interest in a liaison joining the EDI committee and the subcommittee. Staff would also like to open a conversation with ILA's EDI committee about a possible liaison.

    i. Interview questions and practices
Topic moved to future discussion, but Ryan added to include indirect and direct questions in the interview process to lend an EDI response from the candidate.

    ii. Job ad posting and best recruiting practices
Topic moved to future discussion.

  7.2. Meyer's DEI Spectrum Tool
Brennan reported that the Meyer's Foundation does not have a local partner. The DEI Spectrum tool is a good starting point for libraries to use in assessing where the library is at on the EDI pathway. https://drive.google.com/file/d/1YoAufHFYItn1DTwS2qvk1_j-7ksMxa5S/view

8. New Business
  8.1. Co-Convener Update
Edith Craig will be the sole co-convener and revisit the topic at a later date.

9. Agenda Building for the Next RAILS Board EDI Recruitment, Hiring, & Retention Subcommittee Meeting
At the October 13 meeting, review job description and ads work product. Begin discussions on job listings and best practices, and interview questions.

10. Adjournment
At 2:10 p.m., Craig thanked everyone and adjourned the meeting.