

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

July 13, 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 1:00 p.m.

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

Karen Goyer called the roll of the RAILS Board EDI Programs, Services & Outreach Subcommittee.

*Burr Ridge:* Becky Spratford

*Telephone/Zoom:* Cristina Bueno, Rosie Camargo, Amber Hayes, Michelle Nielsen Ott, Kristen Rademacher, Andrea Robinson, Leora Siegel.

3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS

*Burr Ridge:* Karen Goyer, Monica Harris (*ex-officio*)

*Telephone/Zoom:* Joyce Arellano, Diane Hollister (*ex-officio*), Samantha Daly, Biz Lindsay-Ryan, Jody Rubel, Melissa Sierra, Brian Smith, Thomas Stagg.

There were no announcements.

4. PUBLIC COMMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

Leora Siegel moved, and Becky Spratford 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, Michelle Nielsen-Ott, Kristen Rademacher, Andrea Robinson, Leora Siegel, Becky Spratford. Nays: none*

6. APPROVAL OF THE MINUTES OF THE MAY 11, 2021 PROGRAMS, SERVICES & OUTREACH SUBCOMMITTEE MEETING

Cristina Bueno moved, and Leora Siegel seconded, that

THE PROGRAMS, SERVICES & OUTREACH SUBCOMMITTEE MAY 11, 2021 MINUTES BE APPROVED.

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

## 7. NEW BUSINESS

### 7.1. Collaboration with EDI Staff Training, Leadership, & Advocacy subcommittee

Monica Harris congratulated the subcommittee members, RAILS staff and Brian Smith on the work that has been accomplished. The Staff Training, Leadership, & Advocacy subcommittee has offered to submit to the Presenter List Tool a list of staff trainers they will compile.

## 8. UNFINISHED BUSINESS

### 8.1. Presentation of Presenter List tool

Brian Smith (RAILS Applications & Web Developer) demonstrated the Presenter List tool. The tool is built into the RAILS website in order to isolate submissions through the L2 process and maintains the look and feel of other lists on the RAILS website. The tool lists Presenter (name and profile), Topic Keywords, Target Audience(s), and Presentation Delivery with search and filtering options. Logged in users (affiliated with RAILS member libraries) have the ability to add comments and fees to the presenter profile and add new presenters via a form subject to an approval process.

Harris pointed out aspects of the tool that require more consideration. The submission form process may be revised to involve the presenters to ensure the form reflects identities the presenters would choose for themselves. It is important that the search process is easy and there is a distinction between the training list and the program presenter list. A determination must be made as to who will be responsible for vetting the list and how often it is to be updated.

### 8.2. Feedback on Presenter List project – Biz Lindsay-Ryan

Biz Lindsay-Ryan provided feedback for the next phase of development of the project:

1. Presenter identity – think about how data is to be used and compared. Consider whether this system will interface with other systems and that checkboxes are aligned. The tool should provide a way to be affirming of all identities.
2. List of keywords or categories - begin by developing a list of categories of importance to RAILS and member libraries and reflect the focus of the tool. Keywords and categories help presenters to know what RAILS is looking for. Follow up with presenters may be needed to ascertain their true areas of focus.
3. Figure out how to differentiate the cultural events/exposure/performance/entertainment space from the educational/learning training space.
4. Pricing structure often varies by event or client. It is for this reason some presenters might not list a fee. Consider changing the field to accommodate various fee structures or an explanation of fees.
5. A system such as a rubric should be developed to substantiate the ratings and removal of presenters. Lindsay-Ryan noted there is a level of endorsement with this list. Think about adding a statement regarding endorsement and be transparent about how a presenter is rated or removed. Harris noted RAILS would utilize the services of a legal consultant to assist in constructing the endorsement statement.

The members discussed the issue of rating and removing presenters. Lindsay-Ryan explained that presenters could be perceived and reviewed differently based on the individual's perspective. She suggested the project be very specific in terms of feedback by using targeted questions and posting a sample review.

It is important to be sensitive to the wording for a request for additional identity information.

Lindsay-Ryan suggested a follow up question might be phrased as, "if the categories in question 1 do not capture how you identify, please describe your identity in this box".

To address the timeliness of the tool, it was suggested presenters be contacted at regular intervals, possibly every 2 years, to confirm their profile is accurate. Workflow and responsibility for the follow-up tasks are to be determined.

Checkboxes to note presentations in languages other than English should be added to the tool.

### 8.3. Next priority areas

There was discussion on what to call the tool with thought to the training side and entertainment side. Members agreed the title of each list must begin with “EDI Focused -“. Several committee members suggested potential names for the tool. Subcommittee members and RAILS staff will review the suggested names. Presenters should have the ability to be included on both lists.

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

The October 12<sup>th</sup> meeting date is tentative due to the conflict with the ILA conference.

The agenda for the next meeting will include a demonstration of the updated presenter list tool. Members of this subcommittee and Staff Training, Leadership, & Advocacy subcommittee will be notified when the tool is ready to be populated according to the project assignments. Lindsay-Ryan will accept questions and provide feedback prior to the October meeting.

### 10. ADJOURNMENT

Camargo adjourned the meeting at 2:06 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