RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE:
STAFF TRAINING, LEADERSHIP & ADVOCACY SUBCOMMITTEE MEETING
December 7, 2021 │3:00 p.m.
RAILS Burr Ridge and Videoconference Sites
125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

MINUTES

1. Welcome and Call to Order
   Leah White greeted members and called the meeting to order at 3:02 p.m.

2. Roll Call of Members
   Present Zoom: Nate Gass, Anna Wassenaar, Leah White
   Absent*:* Victoria Blackmer, Sarah McHone-Chase

3. Recognition of Guests
   Leah White read the following: In accordance with the Governor's Emergency Proclamation, 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 attendance in Burr Ridge: Deirdre Brennan, Monica Harris, Stacy Palmisano (designated notetaker)
   Guests in attendance via Zoom: Joseph Filapek, Jody Rubel, Diana Rusch, Thomas Stagg, Dianne Hollister, Biz Lindsay-Ryan, Samantha Daly, Rina Campbell, Bradley Bibbs

4. Public Comments and Announcements
   There were no public comments.

5. Consent Agenda
   5.1. Approval of the Agenda
   5.2. Approval of the RAILS Board EDI Staff Training, Leadership & Advocacy Subcommittee Minutes of October 5, 2021
   Nate Gass moved for the approval of the consent agenda and Anna Wassenaar seconded. Roll call was taken: Ayes: Nate Gass, Anna Wassenaar, Leah White. Nays: None

6. Subcommittee Meeting Schedule
   Rusch discussed that going forward all three RAILS Board EDI subcommittees will be paused and will transition to an advisory role. The subcommittees will no longer hold regular meetings, but if a future need arises where a more focused discussion is needed a subcommittee meeting may be scheduled.

7. Update from EDI Consultant
   Lindsay-Ryan updated the subcommittee on the progress RAILS staff has been doing on several topics that were discussed at the October meeting. An EDI Committee agreement will be reviewed at the January EDI Committee meeting. This agreement is being created in response to have all committee members on the same commitment level. Prompt questions are being drafted to encourage meeting participation and will be emailed prior to the January meeting. The prompt questions will be used to facilitate conversation. Another project RAILS staff is working on is an identity survey (I AM Survey) for the EDI committee. This survey will determine the diversity of the current committee members and will also be given to future members. Brennan wants the makeup

of the committee to be transparent. With this information gleaned from the identity survey, RAILS will have a better understanding of how to diversify the membership. Filapek gave an update on the progress of the cohort model of EDI training for RAILS member libraries. A draft application is being prepared with a goal to be completed and approved by the Spring. The current plan is to launch the training series in Fall 2022. Filapek mentioned the possibility of creating a selection committee if the number of applicants far exceeds the number of seats available.

8. Unfinished Business
    8.1. Update on the Equity Assessment Guide created by Victoria Blackmer
    Filapek gave an update on the Equity Assessment Guide that was created by subcommittee member Blackmer. The document was well-written, and Filapek praised Blackmer for the overall quality of the guide. The RAILS EDI Staff Climate Team will determine its internal use and when to share it with the RAILS membership. Filapek mentioned that a training opportunity could be offered to the membership around the document.

    8.2. Update on Bystander Intervention Training
    Rusch discussed that next week a meeting is scheduled with presenter Rina Campbell to review bystander intervention training. RAILS plans to add this training for the RAILS membership in early 2022.

    8.3. Update on the Presenters Database
    Harris gave an overview of the presenters database project that the EDI Programs, Outreach and Services Subcommittee has been working on. RAILS staff created the framework of the searchable form and the subcommittee provided input on what information to include. When ready, the draft database will be brought to the full EDI Committee for review. All presenter information submitted will be reviewed by RAILS staff prior to being viewable by RAILS members.

    8.4. EDI in Marketing and Messaging Wrap Up
    White asked the subcommittee members for any comments and suggestions on the resources in the shared Google Data Studio report on the topic of EDI in Marketing and Messaging. White responded that the *Bias-Free Language* and the *Access Ability: A Practical Handbook to Accessible Graphic Design* are two resources that she plans to begin using at her library. No other comments or suggestions were given.

9. Next Steps
    The next EDI Committee meeting will be on January 11, 2022, at the updated time of 1-3 p.m. The meeting time was increased by 30 minutes to allow more time for training; this is also true for the May 10, 2022, scheduled meeting. Additionally, a meeting was added to the schedule for March 30, 2022 from 1-3 p.m. Rusch reminded the subcommittee that the Governor's Disaster Proclamation is renewed monthly, and to keep in mind that future EDI Committee meetings may change to in-person and not virtual only. An in-person meeting means that a committee member must attend at a RAILS service center <u>or</u> at a public location, such as a public library. Further, that location must be included on the agenda to allow the public to attend. Palmisano will send out an email prior to the January meeting listing the meeting details.

10. Adjournment
    The meeting adjourned at 3:38 p.m.

Final vote or action may be taken at the meeting on any agenda item subject matter listed above unless the agenda item specifically states otherwise.