

**VIRTUAL MEETING
RAILS BOARD EDI RECRUITMENT, HIRING & RETENTION SUBCOMMITTEE
MEETING**

Wednesday, December 8, 2021
RAILS Burr Ridge
125 Tower Drive, Burr Ridge, IL 60527

Minutes

1. Welcome and Call to Order

Edith G. Craig, subcommittee co-convenor welcomed everyone at 12:35 p.m. and called the meeting to order. Craig read the following statement:

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.
Telephone/Zoom: Edith G. Craig, Michelle Mistalski, Sarah Steiger
Absent: Megan Ballengee

3. Recognition of Guests and Announcements

Burr Ridge: Deirdre Brennan; ex-officio, Monica Harris, ex-officio, Jody Rubel
Telephone/Zoom: Alvin Dantes, Samantha Daly, ex-officio, Joseph Filapek, Stacy Palmisano, Wes Smith

4. Public Comments

There were no public comments.

5. Consent Agenda

Mistalski moved, and Craig seconded, that

THE RAILS BOARD EDI RECRUITMENT, HIRING, & RETENTION SUBCOMMITTEE APPROVE THE DECEMBER 8, 2021 CONSENT AGENDA AS PRESENTED.

Roll call:

Ayes: Edith G. Craig, Michelle Mistalski, Sarah Steiger

Motion carried.

6. Unfinished Business

6.1. Recruitment & Retention Strategies

Craig thanked the subcommittee members for the work submitted this past year and reminded everyone the producing deliverables would now be handled by RAILS Staff as discussed at the

last meeting. Subcommittee members weighed in on retention deliverables. Daly added work on recruitment and retention deliverables running concurrently with training. All members agreed that a baseline knowledge of EDI training would help in fine-tuning the EDI work and help with additional ideas associated with retention. Thoughts shared included:

- Mentoring programs
- Buddy system
- Best methods to retain new hires and seasoned employees
- Create a welcoming inclusive environment
- Training employees to build a greater organizational culture

Craig shared EDI initiatives at their library and felt it beneficial to know more about what other libraries are doing as well. Through the cohort model it was felt that library EDI initiatives would organically reveal itself.

7. New Business

7.1. General Update from Monica Harris

Harris gave an update that all three subcommittees are at varied levels of completion and there would be a full report at the January EDI meeting. With the EDI committee focusing on training, there are no scheduled meetings planned. If needed, subcommittees may be called upon to advise on a matter. Harris highlighted agenda items for the January meeting.

- Committee agreements
- Formal prompts
- *"I Am"* survey

An additional two-hour training was scheduled for March. The first half hour of January would be reserved for business and the remaining time for training. Committee vacancies would be revisited after the results of the *"I Am"* survey is reviewed. Members were appreciative of the changes and felt it is a steppingstone for further growth. Harris added only one subcommittee had an opportunity to weigh in on the open letter. The subcommittee that met expressed positive feedback on moving towards training and away from subcommittee work and open to the *"I Am"* survey. Further discussion is planned for the EDI January meeting.

7.2. Cohort Model and Training update

Filapek shared the annual learning cohort would begin in fall 2022 with promotion and application process to commence in the spring. A draft application would be discussed at the January EDI committee meeting. Details still under discussion are whether cohorts should be designed for individuals, institutional or a hybrid model, identifying barriers by library type and staffing availability, cohort size, and selection process.

7.3. Status of Future Meetings

Topic covered as part of Agenda 7.1.

8. Adjournment

At 1:09 p.m., Craig adjourned the meeting by acclamation.