

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

September 28, 2021 | 1:00 p.m.

Minutes

1. Welcome and Call to Order

Rosie Camargo greeted members and called the meeting to order at 1:02 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 Subcommittee Members

Karen Goyer called the roll of the RAILS Board EDI Programs, Services & Outreach Subcommittee.
Telephone/Zoom: Cristina Bueno, Rosie Camargo, Amber Hayes, Michelle Nielsen Ott, Kristen Rademacher, Leora Siegel, Becky Spratford.

3. Recognition of Guests and Announcements

Telephone/Zoom: Deirdre Brennan (*ex-officio*), Karen Goyer (designated minute taker), Diane Hollister (*ex-officio*), Monica Harris (*ex-officio*) Biz Lindsay-Ryan, Stacy Palmisano, Jody Rubel

There were no announcements.

4. Public Comments

There were no public comments.

5. Consent Agenda

5.1. Adoption of the Agenda

Cristina Bueno 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, Leora Siegel, Becky Spratford. Nays: none. Absent: Andrea Robinson*

5.2. Approval of the RAILS Board EDI Programs, Services and Outreach Subcommittee Minutes of July 13, 2021

Amber Hayes moved, and Leora Siegel seconded, that

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

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

6. New Business

6.1. Revised strategic direction of committee – Deirdre Brennan

Deirdre Brennan explained the strategic direction has been revised so the EDI umbrella committee and the subcommittees function in a more appropriate manner by advising and reviewing projects, as opposed to performing work. It is anticipated subcommittees will continue to meet on a quarterly basis. RAILS appreciates the member's dedication to the project.

7. Unfinished Business

7.1. Report on status of building the Presenter List tool

Harris reported on the details of the Presenter List Tool.

7.1.1. Tool name

Based on direction of members' previous discussion, the tool is divided into 2 directories titled – *EDI Focused Presenters Directory – Performers* and *EDI Focused Presenters Directory - Training*. Presenters can be listed in both directories.

7.1.2. Differentiation of performance and education sides of tool

The categories and the options within them differ slightly in each tool. Monica Harris reviewed the language options. It was suggested English language should be added to the options as well as languages taught in schools, specifically Japanese and sign language (ASL). Audience and Language categories display in the same column in the table for space efficiency.

Audience category New Adult is usually defined as ages 18-24. Presenters may not know the definition of New Adult. It was suggested to list ages in the Audience drop down menu. Displaying the ages in the table will present a formatting issue due to space limitations. An alternative option is to list ages elsewhere on the page. It was noted an FAQ page might be developed in the future, based on the types of questions we receive.

7.1.3. Presenter identity aligns with other systems and affirms all identities

It had been suggested users would want to choose presenters based on identities. The identity filter might be able to be built into the tool, but it might not be able appear in a column within the table. Becky Spratford and Cristina Bueno will provide additional support on the identity keywords.

7.1.4. Keywords and categories

The current topic keywords list is not comprehensive. Amber Hayes and Kristen Rademacher will provide support to develop a list of topic keywords. Biz Lindsay-Ryan suggested the list should reflect the categories users are looking for. Monica noted topic keywords will be different in the presenter and training lists.

7.1.5. Fees

Harris asked for discussion on whether fees should be eliminated from the tool. Users would be instructed to contact the presenter for fee information. Vendors are reluctant to publish fees because the level of service varies depending on the situation. It was agreed fees will not be listed at this time.

It was decided the presenter's geographic information, such as location and willingness to travel, be added to the tool. We must look at the best way to communicate geographic and travel area. If using library system to define areas, it must be explained in a way that ensures presenters understand our terms.

7.1.6. Ratings and removal policy

Harris read the disclaimer statement currently posted on the tool. The statement explains that RAILS does not check or endorse presenters. However, posting the tool does imply some level of endorsement. We must have a system in place so that in the event an issue occurs, we can remove someone. Biz Lindsay-Ryan provided feedback that the word “fit” in the statement could be replaced with a better word. She suggested we form a team of 4-6 people whose sole job is to address issues as they occur. Becky Spratford suggested the team be comprised of the chairs of BIPOC, EDI and other committees and noted it is important the membership be based on roles. *Incident Report* will be a regular item on the meeting agenda once the tool is in use. The members of this subcommittee would also serve as advisors when an incident is reported. It is best to anticipate and prepare for potential challenges.

7.2. Presenter List project feedback – Biz Lindsay-Ryan

Biz Lindsay-Ryan provided feedback on the following points:

1. Zoom brings more opportunities for language translation. Consider incorporating an Inclusivity tab listing tips for translation within Zoom presentations or ways to generate translations for program flyers. Consider English translation for programs presented in languages other than English. Lindsay-Ryan noted RAILS could serve as a role model for translation tools.
2. Lindsay-Ryan recommended RAILS test the presenter tool with the BIPOC committee, a focus group comprised of diverse members, as well as 4-5 presenters.
3. Lindsay-Ryan suggested the submission form provide a preview of the listing for the presenter to review for accuracy prior to submitting the form.

There was a discussion of the presenter submission process. The greatest obstacle is that the most popular presenters will not bother with this process. Lyndsay-Ryan recommended we do not allow someone to submit a form on behalf of a presenter. Library staff who want a presenter to be included in the tool would be directed to forward the tool link to the presenter. The submissions should be monitored for incomplete or mediocre answers.

Members discussed how to list references for presenters. Biz Lindsay-Ryan recommended the tool have a field for the presenter to list the organizations where they have performed but to note they are not considered references. It would be up to the library to contact those organizations for their feedback. It was decided to remove the field for library staff to comment on presenters.

The question was asked about the need for a process to be put in place when a presenter wants to be pulled from the list temporarily. Monica Harris will look into whether the tool could be automated to remove the performer and reinstate them on a predetermined date, in order to avoid a cumbersome procedure. Leora Siegel suggested following up with an email to ask presenters if they wish to be reinstated.

7.3. Next steps

- Amber Hayes and Kristen Rademacher will review keywords and topics. Becky Spratford and Cristina Bueno will look at the identity piece of the tool and provide recommendations.
- RAILS staff will look at ways for presenters to communicate geographic identity by county, region, library system (with explanation of the term), and travel area.
- Fee structure will be removed from the tool

- The presenter tool disclaimer will be revised.
- A committee review system will be developed.
- Prepare to conduct a test session to include BIPOC, a focus group, and presenters to provide feedback on the tool.
- Develop section on inclusivity tools for offering programs in a variety of languages with best practices for translating online and Zoom presentations.
- Japanese and ASL will be added to the list of languages.
- Look into defining age ranges for the audience category somewhere in the tool.
- Add a preview feature to the presenter submission form.
- Develop process for presenters to request temporary removal and reinstatement.

8. Meeting Recap and Agenda Building for the Next RAILS EDI - Programs, Services & Outreach Subcommittee Meeting

The next meeting will be held on December 14, 2021 at 1:00 pm. The items we have identified for the next meeting agenda are outlined in item 7.3 Next steps.

Monica Harris asked members to encourage their library staff or colleagues to attend the upcoming RAILS Strategic Plan Member Town Hall meeting.

9. Adjournment

Rosie Camargo adjourned the meeting at 2:05 p.m.