RAILS BOARD EDI SUBCOMMITTEE REPORTS

Submit the EDI subcommittee reports using this form. Email reports to the RAILS Administrative Assistant assigned to the subcommittee.

Subcommittee Name: **Programs, Services, & Outreach**

Meeting Date: **September 28, 2021**

Summarize the meeting discussion:

The EDI Programs, Services and Outreach subcommittee met on September 28th. Monica Harris reported on the details of the presenter list tool. Members discussed ways to improve the tool. Biz Lindsay-Ryan provided feedback.

Priorities determined:

The priorities are to fine tune the existing presenter list tool, add an Inclusivity section to provide tips, and prepare for potential challenges by forming a team to review issues that are reported. The tool will be tested by a focus group.

Note any next steps, activities, or follow up as a result of the meeting discussion:

Monica Harris will work with RAILS staff and committee members to improve the tool based the members' suggestions and the feedback from the consultant. RAILS will put together a focus group to test the presenter list tool. The focus group will consist of a diverse selection of library staff, members of the BIPOC committee and 4-5 presenters.

Still ahead and parking lot topics:

The committee will consider the development of an FAQ section of the tool based on questions we receive from users.

Next meeting date: 12/14/21

Submitted by: Karen Goyer

RAILS BOARD EDI SUBCOMMITTEE REPORTS

Submit the EDI subcommittee reports using this form. Email reports to the RAILS Administrative Assistant assigned to the subcommittee.

Subcommittee Name: **Programs, Services, & Outreach**

Meeting Date: **December 14, 2021**

Summarize the meeting discussion:

The EDI Programs, Services and Outreach subcommittee met on December 14th. We discussed the open letter that was shared with everyone and the direction that the full committee would be going. We talked about how we can make sure the committee is diverse and attracting POC, how do we get the word out, etc. Biz and Joe gave updates on what is planned for the committee and future recruitment and meetings. Monica gave an update on our presenter directory which RAILS staff will be finishing up and hope to go live mid-2022. The full EDI committee will get a chance to see and comment on the tool before it goes live for all RAILS members.

Priorities determined:

Think of ways that RAILS can support member in terms of EDI, how to meet full committee's needs and in turn how committee can serve all libraries.

Note any next steps, activities, or follow up as a result of the meeting discussion:

Biz said a survey will be going out to self-identify so that we can know as a whole how many perspectives are actually represented in our full committee.

Still ahead and parking lot topics:

Next meeting date:

No subcommittee date but full committee meets on

Submitted by: Cristina Bueno

RAILS BOARD EDI SUBCOMMITTEE REPORTS

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Subcommittee Name: RAILS Board EDI Recruitment, Hiring, & Retention Subcommittee

Meeting Date: Wednesday, September 29, 2021

Summarize the meeting discussion:

The meeting focused on the strategic direction and addressing concerns submitted by subcommittee members. Areas of concern focused on committee representation, training, project work, practices, and expectations.

Priorities determined:

To identify any gaps in representation, it was proposed to create an anonymous survey.
Draft an accountability statement with clear participation expectations.
Receive foundational training along with training that expands EDI knowledge
Prepare a meeting check out document.
Shift priority to retention work.

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Note any next steps, activities, or follow up as a result of the meeting discussion:

See above

Still ahead and parking lot topics:

Job ads,
Job descriptions
Interview questions

Next meeting date: December 8, 2021

Submitted by: Edith G. Craig

RAILS BOARD EDI SUBCOMMITTEE REPORTS

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Subcommittee Name: RAILS Board EDI Recruitment, Hiring, & Retention Subcommittee

Meeting Date: Wednesday, December 8, 2021

Summarize the meeting discussion:

At the December meeting subcommittee members were given the opportunity to weigh in on potential deliverables for RAILS to consider surrounding retention. Feedback included:
• Mentorship or buddy system programs
• Best methods to retain new hires and seasoned employees
• Create a welcoming inclusive environment
• Training employees to build a greater organizational culture

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.

Monica Harris updated subcommittee meetings would be scheduled as needed to weigh in on a specific items. No meetings are planned for the time being. Harris highlighted items to be discussed at the full January EDI committee meeting and the addition of March 31 training for the full EDI committee. Joe Filapek outlined the cohort model, the timeline, and possible selection process.

Priorities determined:

Training

Note any next steps, activities, or follow up as a result of the meeting discussion:

Recruitment, Hiring, & Retention work to shift to RAILS staff.

Still ahead and parking lot topics:

Next meeting date: _None planned_

Submitted by: _Edith G. Craig_

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RAILS BOARD EDI SUBCOMMITTEE REPORTS

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Subcommittee Name: EDI Staff Training, Leadership & Advocacy Subcommittee

Meeting Date: December 7, 2021

Summarize the meeting discussion:

Today's meeting will be the last scheduled meeting for the subcommittee. All work will be completed by RAILS staff and the committee members will change to an adivsory roll only. The EDI commitment agreement and the identity survey was reviewed and will be discussed in detail at the January 11 EDI Committee meeting. There was an update on the EDI cohort training model with a plan to launch in the Fall of 2022. The subcommittee's four priorities were wrapped up and passed off to RAILS staff to complete.

Priorities determined:

The previously created four priorities were reviewed. The Equity Assessment Guide created by Victoria Blackmer will be given to the RAILS EDI Staff Climate Team to access and determine its internal use. A presenter for bystander intervention training will meet with RAILS staff the week of December 13. The plan is to offer bystander intervention training early 2022. There was a preview of the presenters database that ultimately will include a list of EDI trainers. Lastly, the subcomittee discusssed the EDI in marketing and messaging resources on the shared Google Data Studio report.

Note any next steps, activities, or follow up as a result of the meeting discussion:

The subcommittee will no longer hold regular meetings, but in the future if the need arises where a more focused discussion is needed a subcommittee meeting may be scheduled.

Still ahead and parking lot topics:

Next meeting date: _____

Submitted by: Stacy Palmisano

RAILS BOARD EDI SUBCOMMITTEE REPORTS

Submit the EDI subcommittee reports using this form. Email reports to the RAILS Administrative Assistant assigned to the subcommittee.

Subcommittee Name: Staff Training, Leadership & Advocacy Subcommittee

Meeting Date: October 5, 2021 @ 3:00 p.m.

Summarize the meeting discussion:

The meeting consisted of three parts; discussion on the revised strategic direction of the EDI committee, reports on subcommittee priorities and next steps.

Starting in 2022, the RAILS staff will transition to do the project work and the committee's role will be in an advisory capacity. There was a conversation on four areas of concern members have regarding the EDI Committee; member representation, shared commitment to learning, meeting engagement and the want for more detailed information on what each subcommittee is working on. The committee had an active discussion on proposed solutions.

Reports were given on the four priorities the subcommittee is working on, along with next steps on each project.

Priorities determined:

1. Finding and Using an Equity Lens - Blackmer created an Equity Impact Assessment Guide for the subcommittee to use when reviewing the resources collected.
2. Bystander Intervention Training - White reported that she has contact information for a consultant who holds bystander intervention training with staff at the village of Skokie. She will forward the contact information to Joe Filapek.
3. EDI Board and Administration Training - It was determined that this project now be handed off to the EDI Programs, Services and Outreach Subcommittee which created a presenters list that will include EDI trainers with a category for board and administration training.
4. EDI in Marketing and Messaging - Resources have been uploaded to the shared Google Data Studio report on this topic and once the assessment guide has been reviewed by RAILS staff, the tool will be used to access the resources.

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Note any next steps, activities, or follow up as a result of the meeting discussion:

1. RAILS staff to assess the Equity Impact Assessment Guide. The guide will be used to assess the resources found for an equity lens toolkit and resources found for an EDI in marketing and messaging toolkit.

2. RAILS staff will research when the best time is to offer bystander intervention training.

3. Monica Harris will send the link to the draft presenters database that is being created by the EDI Programs, Services & Outreach Subcommittee for the group to review and make suggestions.

4. Members will review the EDI in Marketing and Messaging resources on the shared Google Data Studio Report and be ready to discuss at the December meeting.

Still ahead and parking lot topics:

Outline of a toolkit for Finding and Using an Equity Lens

Outline of a toolkit for EDI in Marketing and Messaging

Next meeting date: December 7, 2021 @3:00

Submitted by: Stacy Palmisano