

DRAFT

**RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE MEETING**

September 14, 2021 | 1:30 – 3:00 p.m.

**MINUTES****1. WELCOME AND CALL TO ORDER**

Dianne Hollister, EDI chairperson, greeted members and called the meeting to order at 1:35 p.m.

**2. ROLL CALL OF MEMBERS**

Stacy Palmisano called the roll of the RAILS Board EDI Committee. Present: Megan Ballengee, Cristina Bueno, Rosie Camargo, Edith Craig (arrived at 1:44), Nate Gass, Amber Hayes, Dianne Hollister, Sarah McHone-Chase, Michelle Mistalski, Michelle Nielsen-Ott, Kristen Rademacher, Andrea Robinson, Leora Siegel, Becky Spratford, Sarah Steiger, Anna Wassenaar  
Absent: Michael Campbell, Victoria Blackmer, Leah White

**3. RECOGNITION OF GUESTS**

Hollister read that in accordance with the Governor's Disaster Declaration issued on August 20, 2021, 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 Burr Ridge: Deirdre Brennan, Monica Harris, Stacy Palmisano (designated minute taker)

Guests in East Peoria: No guests

Guests via Zoom: Joe Filapek, Biz Lindsay-Ryan, Diana Rusch, Sam Daly, Jody Rubel, Tom Stagg, Wesley Smith, Anna Kim

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

There were no public comments.

Deirdre Brennan announced that the January EDI Committee meeting may be an in-person meeting depending on if the Governor's Disaster Declaration that expires every 30 days is renewed or not. The committee will be notified prior to the January meeting. Brennan also announced the resignation of three committee members, Jenna Nemecek-Loise, Emily Kiang, and Steve Koebel.

**5. CONSENT AGENDA - Dianne Hollister****5.1. Adoption of the Agenda****5.2. Approval of the RAILS Board Equity, Diversity & Inclusion Committee Minutes of June 15, 2021**

Becky Spratford moved and Michelle Nielsen Ott seconded that  
**THE RAILS BOARD EQUITY, DIVERSITY & INCLUSION COMMITTEE CONSENT AGENDA BE APPROVED**

Roll call was taken: Ayes: Megan Ballengee, Cristina Bueno, Rosie Camargo, Edith Craig, Nate Gass, Amber Hayes, Dianne Hollister, Sarah McHone-Chase, Michelle Mistalski, Michelle Nielsen-Ott, Kristen Rademacher, Andrea Robinson, Leora Siegel, Becky Spratford, Sarah Steiger, Anna Wassenaar. Nays: None

**6. REPORTS****6.1. RAILS Board EDI Subcommittee Reports- Subcommittee Co-convenor****6.1.1. Programs, Services & Outreach Subcommittee**

Cristina Bueno reported that the subcommittee met on July 13, 2021. RAILS staff member, Brian Smith gave an overview of a presenter directory he created for the subcommittee.

The directory will include presenters and entertainers with both an EDI and non-EDI focus, and include EDI staff training presenters. The subcommittee discussed what their responsibilities will be to ensure that the information submitted to the directory is accurate. Potential names of the presenter directory were reviewed but not finalized. The next meeting will be on September 28, 2021 at 1:00 p.m.

#### 6.1.2. Recruitment, Hiring & Retention Subcommittee

Edith Craig reported that the subcommittee met on July 14, 2021. The meeting focused on the best approach and course of action to provide deliverables to the RAILS membership. The subcommittee determined that the group would research one topic at a time. The first topic is job ads and job descriptions. Each member will research the topic and report their findings at the next meeting. The subcommittee envisions the final product to be a webpage on the RAILS website with links to resources, templates, checklists and a general rubric for job descriptions and interview questions. The next meeting will be on September 29, 2021 at 2:00 p.m.

#### 6.1.3. Staff Training, Leadership & Advocacy Subcommittee

Diana Rusch reported that the subcommittee met on July 6, 2021. The subcommittee will focus on four priorities. 1) Finding and using an equity lens, 2) Bystander intervention training, 3) EDI board and administration training, and 4) EDI in marketing and messaging. The priorities were reviewed and members reported on their research progress. RAILS confirmed that there is funding available to offer EDI training to the RAILS membership. Consultant Biz Lindsay-Ryan attended the meeting and offered feedback for moving forward. The next meeting is October 5, 2021 at 3:00 p.m.

### 7. NEW BUSINESS

#### 7.1. Strategic Direction of EDI Committee

Deirdre Brennan discussed the revised strategic direction of the EDI Committee. Going forward the committee and subcommittees will provide advice and strategic direction and RAILS staff will take on the project work. This direction is in line with the committee charge.

#### 7.2. EDI Training Curriculum

EDI Consultant, Biz Lindsay-Ryan discussed EDI training curriculum options. The committee agreed to have a training component at each of the quarterly meetings starting in January and then additional training will be determined. The committee meetings will remain at two hours long, with 30 minutes of business and 90 minutes of EDI training.

#### 7.3. Cohort Model Introduction

Biz Lindsay-Ryan discussed the cohort model for RAILS membership trainings. This cohort model may offer EDI training in both large and small groups. When more details of the plan have been determined, the information will be shared with the committee for discussion.

#### 7.4. Integrated EDI Planning Document

Biz Lindsay-Ryan reported that the EDI planning document, which is currently used by the RAILS Staff Climate Team will now include the work of the EDI subcommittees. This integrated document will help RAILS track the impact of the EDI work.

#### 7.5. EDI Committee Membership

Deirdre Brennan reported that three committee members have recently resigned, and at this time, no additional members would be joining the committee.

8. UNFINISHED BUSINESS

8.1. RAILS BIPOC Library Workers Networking Group Liaison, Michelle Mistalski

Monica Harris introduced Michelle Mistalski as the new EDI Committee member. Mistalski is the liaison to the RAILS BIPOC Library Workers Networking Group. Mistalski works at Northbrook Public Library as a Maker Specialist and is on the library's EDI Committee. Mistalski will report to the BIPOC Library Workers Networking Group on the progress of the EDI Committee.

8.2. RAILS EDI Training Grants Update

Joe Filapek gave an update on the RAILS EDI Training Grants. From the awarded grants, there are a total of ten EDI training webinars available to the RAILS membership. Filapek reported that the two trainings that have already taken place have had large attendance. There is a good possibility that RAILS will offer more EDI training grants in the future.

9. MEETING RECAP AND AGENDA BUILDING FOR THE NEXT RAILS EDI COMMITTEE MEETING ON JANUARY 11, 2022

Deirdre Brennan gave a recap the meeting. Committee EDI training will begin at the January 11, 2022 meeting. RAILS will work with Lindsay-Ryan on the cohort model. The EDI subcommittee work will be added to the integrated planning document used by the RAILS Staff Climate Team.

10. ADJOURNMENT

The meeting was adjourned at 2:56 p.m.