



# DEI Committee

## Meeting Minutes

October 14, 2021, 2:00 pm

Meeting called to order at 2:09 pm by chair

Present: Elizabeth Baker, Committee Chair (Carteret CC); Liza Palmer (Brunswick CC); Nathan Stancil (Johnston CC); BJ Thompson (Central Carolina CC); Brittany Champion, NCCCLA VP-President Elect (Pitt CC); Touger Vang (Montgomery CC);

Absent: Retha Hall (Central Piedmont CC); Colleen Kehoe-Robinson (James Sprunt CC); Samantha O'Conner, NCCCLA President (Central Carolina CC); Robert James (Nash CC)

### Agenda:

- Review/approval of minutes September 9, 2021
- Bylaws
- CD Toolkit
- Membership recruitment/officer positions
- New project(s)

### Discussion Items:

- **Minutes** from September 9, 2021
  - Touger made a motion to approve, and B.J. seconded the motion.
- **Bylaws**
  - The Chair took the bylaws to the Executive Board for review and approval.
  - The Board voiced no objections to the bylaws as written. However, after a comparison to the bylaws of other NCCCLA committees, the Board asked for two phrases to be included. Under duties of the Chair, the phrase “and perform any other duties assigned by the NCCCLA President” was added. Under duties of the Secretary, the phrase “and maintain this documentation and any others that might be useful to a successor” was added.
  - Liza asked if this addition made the Secretary a recordkeeper for the committee. Elizabeth answered that it did. The secretary would keep the minutes and any other documents related to the committee to preserve them for the future.
  - The Chair asked the committee if anyone had objections to these additions. There were no objections.
  - The bylaws are now completed. The Chair reminded the committee that they can be altered in the future if/when a need arises.
- **Toolkit**
  - Elizabeth shared a copy of the Collection Development Toolkit that she had worked on. She added a colored frame around the document, the NCCCLA logo at the top of the first page, color to the title on the first page and headings within the document, and the page numbers to the document's sections. She asked the committee's opinion of these additions, stating that she was seeking input from the group on these changes. She told the group that the contents of the toolkit were not changed; it is verbatim what the group wrote.
  - The group liked the new look of the toolkit. Touger stated that the additions made the toolkit more professional looking. It was agreed to post this version on the NCCCLA website and to include it in the NCCCLA newsletter.
  - Touger said that the group should develop some marketing ideas for the toolkit.
  - The group discussed the innovation of the collection development toolkit, particularly since many people agreed that there is not anything out in the library field like it. Touger stated that a write-up (such as a blog, article, or presentation) for ALA would be good.

- Elizabeth shared that she is going to ask a library member at her campus to test the toolkit for ease of use and results on her library's collection. This action will allow any tweaks or changes to be made to the toolkit if something is not clear or does not work as planned. Elizabeth said that she would report the results back to the group.
  - Liza agreed that there is the possibility of creating a research article out of the development and testing of the collection development toolkit.
- **Membership recruitment/officer positions**
    - The Chair asked for the group to begin thinking of ways to recruit new members. She asked for everyone to work on this request as "homework" for the next meeting. She mentioned that the upcoming conference would be a good means to introduce/share the toolkit to attendees and to try to entice people to join the committee.
    - The Chair asked for members to think of new ways to market the toolkit as "homework" for the next meeting as well.
    - Touger suggested creating a title page for members to use when giving a presentation about the committee. This would ensure consistency.
    - Elizabeth reminded the group that she was the only officer of the committee. Two positions (Vice-Chair and Secretary) are vacant.
- **New projects**
    - Elizabeth asked what project(s) the group wanted to take on after the completion of the collection development toolkit and the bylaws. She mentioned that the group showed interest in completing toolkits for underrepresented/marginalized groups and outreach ideas in the past. There was support for working on both topics.
    - For the underrepresented/marginalized groups toolkit, Nathan suggested creating a master calendar that contains all holidays, remembrances, acknowledgements, etc. for all groups. Touger and Liza volunteered to work on this calendar with Nathan and to share the results at the next meeting.
    - Elizabeth asked everyone to begin thinking what else might go into this toolkit. She asked the group if they wanted to expand the calendar idea and what might be included.
    - After the underrepresented/marginalized groups toolkit, the committee will work on an outreach toolkit.

**Action items:**

- Brittany to ask Angela for space on NCCCLA's website for the committee's minutes and documents.
- Elizabeth to send the link for the next meeting.
- Nathan, Touger, and Liza to create the master calendar.
- The group to think of ways to recruit new members and market the collection development toolkit.
- Bylaws link <https://docs.google.com/document/d/1r6CFAv56bS-rRDDdQSiel-ZI3cLMbY6x/edit>
- CD Toolkit link: [https://drive.google.com/file/d/1D8PLOQ2XdLjf0xcoHmcNgG\\_nJEgK3qJg/view?usp=sharing](https://drive.google.com/file/d/1D8PLOQ2XdLjf0xcoHmcNgG_nJEgK3qJg/view?usp=sharing)

**Next meeting: November 18, 2021, 2pm**

Meeting adjourned at 2:52 pm by chair

Notes recorded by: Elizabeth