



DEI Committee

Meeting Minutes

January 13, 2022, 2:00 pm

Meeting called to order at 2:03 pm by chair

Present: Elizabeth Baker, Committee Chair (Carteret CC); Nathan Stancil (Johnston CC); Retha Hall (Central Piedmont CC); Colleen Kehoe-Robinson (James Sprunt CC); Robert James (Nash CC); Touger Vang (Montgomery CC); Samantha O'Connor, NCCCLA President (Central Carolina CC); BJ Thompson (Central Carolina CC);

Absent: Liza Palmer (Brunswick CC); Brittany Champion (Pitt CC)

Guest: Angela Davis (Pitt CC)

Agenda:

- NCCCLA web presence—Angela Davis, webmaster
- Review/approval of minutes December 9, 2021
- Officer positions/member update
- Toolkits

Discussion Items:

- **NCCCLA web presence**
 - Angela Davis, the NCCCLA webmaster, attended the meeting to answer questions about establishing a web page for the committee. Elizabeth explained that this task was on the committee's agenda for some time, and she thanked Angela for giving up some of her time to attend the meeting.
 - Angela explained that to make the web page that she would need a mock-up document that shows what the committee wants on its page. She shared the websites for the OER Task Force and the Advocacy Committee as examples.
 - The committee will ask for its DEI statement, bylaws, minutes, toolkit(s), members, and contacts to be listed on its page. Nathan suggested including a statement of when the committee meets.
 - Elizabeth will create the mock-up document and send it to Angela.
- **Minutes** from December 9, 2021
 - Touger made a motion to approve, and Samantha seconded the motion.
- **Officer positions/member update**
 - Elizabeth announced that Robert has agreed to assume the Vice-chair position in March after the annual conference. He will serve for one year (March 2022-March 2023), and then he will become the Chair of the committee. Elizabeth asked if there were any objections from the group. No objections were raised. Elizabeth said that the committee would be in good hands under Robert's leadership.
 - Elizabeth reminded the group that the Secretary position was still open. She asked for a volunteer to serve.
 - Elizabeth asked Samantha to provide an update on Jennifer Seagraves, who is a former member of the committee and a past President of NCCCLA. Jennifer has suffered a personal tragedy, losing both her husband and her house in a fire. Samantha shared information about contributing to a GoFundMe page and an Amazon wish list for Jennifer and her daughter.

- **Toolkits**

- Collection Development toolkit
 - Elizabeth shared that a person in her library will perform an assessment on the toolkit this semester. When finished, the results will be shared with the committee.
- Underrepresented/Marginalized Populations toolkit
 - For this meeting, Elizabeth asked the group to bring ideas for the sections for the underrepresented/marginalized toolkit as “homework.”
 - Following her own directive, Elizabeth shared with the group a brainstorming page in which she laid out possible sections. These sections were: introduction, learning outcomes, overview (definitions/terms), how to serve, how to advocate, conclusion, and references. During the meeting, she added the calendar of ideas to the brainstorming page. Robert questioned if the calendar should be its own toolkit. There was some discussion of this suggestion, but no decision was made. The group will come back to it at a later time.
 - Elizabeth suggested the section that she labeled “how to advocate” should go into the future toolkit on outreach and programming.
 - Touger cautioned that the toolkit should not read like a mandate. Elizabeth agreed. She reminded the group that the same concern was brought up with the Collection Development toolkit. This is the reason why the group collectively worked on the wording of that toolkit. The Collection Development toolkit is not a mandate, and the new underrepresented/marginalized toolkit will not be a mandate either. Both toolkits are resources that library staff can elect to use, or not.
 - Colleen suggested that the calendar of event ideas could be color-coded to the rest of the toolkit. That is, an event in the calendar could be matched to the same idea or activity throughout the document. Elizabeth stated that she thought this suggestion was a wonderful idea. However, it might not work if the calendar was a separate toolkit.
 - Robert asked what the purpose of the toolkit was. Elizabeth said that the purpose would be stated in the introduction section and that the group would need to determine the purpose. The meeting was a first step in this process.
 - Nathan stated that he liked starting with the overview section and defining some important terms for the toolkit. Elizabeth said this action would help the group focus its thinking. Nathan volunteered to work on the definitions for the next meeting. Colleen volunteered as well.
 - It was agreed that the toolkit needs a better name.

Action items:

- Elizabeth to send the link for the next meeting.
- Touger to research ALA grant for publishing or presenting the creation process and assessment. Results for the collection development toolkit.
- The group to determine the sections needed in the underrepresented/marginalized populations toolkit.
- Nathan and Colleen to define terms for underrepresented/marginalized toolkit.

Next meeting: February 10, 2022, 2pm

Meeting adjourned at 3:09 pm by chair

Notes recorded by: Elizabeth