



# DEI Committee

## Meeting Minutes

February 10, 2022, 2:00 pm

Meeting called to order at 2:06 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); BJ Thompson (Central Carolina CC); Liza Palmer (Brunswick CC); Brittany Champion (Pitt CC)

Absent: Samantha O'Connor, NCCCLA President (Central Carolina CC)

### Agenda:

- Review/approval of minutes January 13, 2021
- NCCCLA web presence
- NCCCLA Annual Conference
- Officer positions/member update
- Other business
- Underrepresented/Marginalized Populations toolkit

### Discussion Items:

- **Minutes** from December 9, 2021
  - Touger made a motion to approve the minutes, and Colleen seconded the motion.
- **NCCCLA web presence**
  - Angela Davis, the NCCCLA webmaster, attended the January meeting. She told the group that she needed a mock-up document to create a web page for the committee. Elizabeth created this document and sent it to her. After Angela created the page, Elizabeth shared the link with the group via email, asking for feedback from the group. A few people responded to the email with their input and some changes were made to the web page.
  - Elizabeth shared the link during the meeting, asking for any additional input from the group. No additional changes or additions were suggested.
  - Going forward, Elizabeth said that she would send a PDF copy of all approved minutes to be added to the page.
- **NCCCLA Annual Conference**
  - Elizabeth asked Brittany to share information about the upcoming conference.
  - Brittany shared that the conference will run from March 14-18. The theme is "You Me We Belong." The keynote speaker is Shamella Cromartie from Hunter Library at Western Carolina University. At the time of the meeting, 14 sessions and 3 DEI speakers were scheduled. In addition, a representative from the State Library will be in attendance. Brittany encouraged people to register for the conference through Member Planet. Finally, Brittany told the group that there will be raffle prizes for attendees to win that are sponsored by the conference's vendors.
  - Brittany asked Elizabeth and Robert if they would talk about the DEI Committee for 15-20 minutes on Friday, March 18. Elizabeth and Robert agreed to Brittany's request.
- **Officer positions/member update**

- Elizabeth reminded everyone that Robert will assume the Vice-chair position in March after the annual conference. Also, she reminded the group that the Secretary position was still open. She asked for a volunteer to serve beginning in March.
- Elizabeth announced that Samantha is leaving the North Carolina Community College system. She has taken a job with the State Library of North Carolina. She will be a trainer for NC Cardinal (a shared online public library catalog).
- **Other business**
  - After a short discussion about marketing the committee, Elizabeth asked Robert to draft a short recruitment notice for the NCCCLA Newsletter. Robert agreed to this request.
  - Colleen suggested that the Committee should send a “thank you” to Samantha for her service to the group. Elizabeth thought this was a good suggestion and asked Colleen if she would draft something from the Committee. Colleen agreed to this request.
  - Because of the conference, Elizabeth asked the group if they wanted to cancel the March meeting. This action would allow people to focus on the conference, which has a DEI focus. The group agreed to this suggestion. Elizabeth encouraged everyone to attend the conference and to bring back ideas to the next committee meeting. In addition, she stated that attending the conference might help the group to work on the next toolkit. Thus, the next committee meeting will be April 14.
- **Underrepresented/Marginalized Populations toolkit**
  - Nathan shared a document with the definition of terms that he and Colleen worked on. The terms are not exhaustive. The group may find more words that need to be defined.
  - Colleen asked if the terms should be grouped by category. Robert mentioned that alphabetical would work best for a glossary. Elizabeth suggested that the terms could be grouped by category (like terms with like terms, such as about gender or sexuality) in this section in the body of the document, but they also could be in ordered alphabetically (A-Z) in a glossary at the end. The glossary could include words from other sections and would be a great benefit to the overall document.
  - Elizabeth stated that she sees the document having the following sections: 1) introduction, 2) learning outcomes, 3) definitions; 4) how to serve; 5) conclusion, 6) glossary, and 7) references. The fourth section (which is tentatively called “how to serve” right now) could include best practices for inclusive library service.
  - Robert suggested a name for the toolkit. Touger cautioned using words such as “marginalized” because it might not be interpreted as including everyone. That is, the word “marginalized” is not inclusive enough. BJ agreed that the words chosen for the title need to be inclusive of everyone, all library users. Nathan stated that he saw this toolkit as a ready-reference resource for librarians. That is, it contains the basics of what librarians should know. It should be an introduction. Liza suggested the word “primer,” and the group liked the term. After more discussion, the group decided on the title *A Primer for Inclusive Community College Library Services*.
  - For the next meeting, Elizabeth asked the group to bring ideas for the toolkit sections as “homework.”

**Action items:**

- Elizabeth to send the link for the next meeting.
- Touger to research ALA grant for publishing/presenting the creation process and assessment results for the collection development toolkit.
- The group to determine what information is needed in the sections of the inclusive library services toolkit.
- Nathan and Colleen to continue to work on definition of terms for inclusive library services toolkit.
- Robert to draft recruiting notice for NCCCLA Newsletter
- Colleen to draft “thank you” for Samantha

**Next meeting: April 14, 2022, 2pm**

Meeting adjourned at 3:06 pm by chair

Notes recorded by: Elizabeth