



DEI Committee

Meeting Minutes

January 19, 2023, 2:00 pm

Meeting called to order at 2:03 pm by chair

Present: Elizabeth Baker, Committee Chair (Carteret CC); Nathan Stancil (Johnston CC); Colleen Kehoe-Robinson (James Sprunt CC); Liza Palmer (Brunswick CC); BJ Thompson (Central Carolina CC).

Absent: Robert James, Vice-Chair (Nash CC); Barbara Bera (Central Carolina CC); Touger Vang (Montgomery CC); Morgan Pruitt (Central Carolina CC).

Agenda:

- Review/approval of minutes November 14, 2022
- Member/meeting schedule update
- Inclusive Library Services Toolkit—survey review

Discussion Items:

- **Minutes** from November 14, 2022
 - Liza pointed out a typographical error in the minutes. As this error was minor (changing “he” to “the” in one line), Elizabeth asked if the minutes could be approved with this slight revision and re-sent to the committee. Colleen made a motion to approve the minutes with the revision. Liza seconded the motion.
 - The minutes were approved.
- **Member/schedule update**
 - Elizabeth welcomed BJ back to the committee after her brief absence. BJ said that she was glad to be back.
 - Elizabeth announced that the next committee meeting is scheduled for February 16, 2023. This will be the last meeting before the conference in March. Elizabeth asked if there were any objections from the group that the March meeting to be cancelled so that members could attend the conference. There were no objections.
 - Elizabeth shared that she will not be able to attend the conference because of family obligations. She will be traveling out-of-state.
 - The April meeting will be scheduled by Robert when he assumes the chair position.
- **Inclusive Library Services Toolkit**
 - Elizabeth shared the survey that Robert and she created. They met in December to work on it.
 - After reviewing the survey, Nathan suggested breaking it into two surveys, one for library personnel and one for the library administrators.
 - There was discussion about the questions in the demographics section of the survey. The group questioned the need and legality to ask questions about race, gender, and sexual orientation if the survey was not going to use this information. The focus of the two surveys will be to collect best practices information and resources. Therefore, the group decided to remove these questions from the surveys. In the future, the committee may decide to use them in a different survey with a different focus.
 - A suggestion was made to add questions asking for total number of personnel employed in the responder's library and FTE for the responder's college.
 - A concern was raised that the answers to the survey questions might appear to expect lengthy answers from responders. Elizabeth stated that she would put a line in the directions about the responders answering as fully or

briefly as they desire. However, she did not want the directions to become too lengthy because this might deter people from taking the survey.

- Liza asked if the committee still wanted to use the software at her institution to send out the survey. Elizabeth responded affirmatively to the question.
- Liza shared that a survey recently was sent out that had a trailing form for personal and identifying information. She asked if the best practices survey wanted to do the same. Elizabeth responded that the invitation portion of the survey could be sent out this way to ensure confidentiality of answers. If someone wanted to participate in an interview or seek help from the committee, they would complete the form, which would remain separate from the survey itself.

Action items:

- Elizabeth will send the link for the next meeting in February.
- Elizabeth will revise the survey and send to the group.
- The groups will continue to work on their sections of the inclusive library services toolkit if possible.
- Everyone should complete the cultural competencies assessments
- Everyone will review the inclusive library services document.

Next meeting: February 16, 2022, 2pm

Meeting adjourned at 3:06 pm by chair

Notes recorded by: Elizabeth