



DEI Committee

Meeting Minutes

February 16, 2023, 2:00 pm

Meeting called to order at 2:03 pm by chair

Present: Elizabeth Baker, Committee Chair (Carteret CC); Robert James, Vice-Chair (Nash CC); Nathan Stancil (Johnston CC); Colleen Kehoe-Robinson (James Sprunt CC); BJ Thompson (Central Carolina CC); Barbara Bera (Central Carolina CC); Touger Vang (Montgomery CC).

Absent: Morgan Pruitt (Central Carolina CC); Liza Palmer (Brunswick CC).

Agenda:

- Review/approval of minutes January 19, 2023
- Member/meeting schedule update
- Inclusive Library Services Toolkit—survey review

Discussion Items:

- **Minutes** from January 19, 2023
 - Touger made a motion to approve the minutes. Colleen seconded the motion.
 - The minutes were approved.
- **Member/schedule update**
 - Elizabeth reminded everyone that the March meeting was cancelled so that everyone could attend the conference.
 - Robert will become Chair of the committee in March. Elizabeth said that she would volunteer as Secretary if there were no objections. Touger made the motion, and Colleen seconded. With no objections, Elizabeth will be Secretary in March.
 - The April meeting will be scheduled by Robert when he assumes the chair position.
 - Elizabeth mentioned that with the scheduling change of the NCCCLA Conference (from March to October and held biennially), the bylaws may need to be reviewed.
- **Inclusive Library Services Toolkit**
 - The original survey was broken into two separate surveys, one for library administrators and one for all library personnel. The two surveys were sent to all members to review before the start of the meeting.
 - The two surveys were reviewed question-by-question. There was a suggestion to re-order one survey, specifically to move a question higher in the order. There was a suggestion to add a question to capture the number of full-time or part-time employees at the responder's college. There was a suggestion to fix a verb tense.
 - At the end of the meeting, Elizabeth said that she would make these changes.

Action items:

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

Next meeting: April 13, 2023, 2pm

Meeting adjourned at 3:08 pm by chair

Notes recorded by: Elizabeth