

Equity Committee

In Person at UHLS

10/26/23

2 p.m.

Attending: Judith Wines, Anne Myers, Sarah Romeo, Seth Strock, Tracey Pause, Andrea Nicolay

Troy librarian Wilsinia Ocasio interested in joining Equity Committee (she was on a similar committee at her previous library job)

Accessibility review

Jeanine from VOOR agreed to go over our document and made suggestions about accessibility.

-Scale down the font on the title page (possible but not necessary)

-Use non-human representations on title page, use different symbols for different sections

-Character and heading styles will need to be tagged (Sarah will see if BETH has Adobe Pro and if tagging can be done using this)

-Document is text-heavy, could use more visual aides and representations: The document is long, but a counterpoint is adding images will make the document even longer, and images will then need to be tagged. Also, the document is not intended to be read in one sitting.

-Time spent recording and entering data is better used with how-to steps on how to go forward

-Break document into smaller components: instead of hyperlinking it, have each section be in its own folder to make the document shorter. There would be eight documents for each category, plus the introduction.

-Have hands-on sessions live or online with availability for Q and A: this is something we did talk about doing

-Sections being broken down into teaching modules going through a process step by step: Andrea said we don't have the resources or technical skill to execute in this manner

-Seminars with experts or people who use what the document is proposing instead of having people figure it out, e.g. how a visually impaired person navigates a library website: we did discuss this

-Not everyone has access to Google: We would need to convert Google docs to Excel.

Andrea asked who the Google form is meant for; Judith answered when libraries complete these tasks, we will see that they've done it, and we can share this knowledge with other libraries. Andrea asked if it's worth collecting the information in another, similar way, i.e. have libraries show their work in other ways besides the form. Sarah thinks that filling out the form is fine because it provides accountability (done in grant contexts).

-The plan is to have a link on the UHLS website for the Equity Challenge where people can access the folders, spreadsheets, etc.; this still needs to be discussed with Joe.

-There was a discussion on making the spreadsheet the reporting form rather than the Google forms, where they could then put them in the folder that correlates with their sections (or make tabs of each section into one large spreadsheet). The spreadsheet would be in both Excel format and Google Sheets format, and libraries can choose which format they want to use.

-Accessibility issues of aging patrons: We have addressed this throughout the challenge categories

Final Product Review

We have some changes we will be making, but we're well on our way to being ready to launch the challenge.

Launch Prep

-12/1 is the next DA meeting. Since some Equity Committee members, including our DA rep, will be unable to attend, we'll do a soft launch of the challenge on 12/1, and then at the next DA meeting on 1/5 we'll do the big pitch for the challenge.

-Equity Committee will do this pitch collectively; each equity committee member should have a voice in presenting the challenge during the launch.

-Approach the challenge pitch using "inclusive excellence" concept: when you remove barriers for one group, it improves things for everyone. Rather than focusing on the DEI angle, approaching this from a broader angle will make it more relevant for everyone, and it goes to the heart of our mission "libraries are for everyone".

-Possibly use "libraries are for everyone" image and slice it so each figure is associated with a different challenge category.

-The meeting will be hybrid format, but we will encourage more people to attend in person with food, a festive atmosphere, possibly lunch afterwards.

-We should emphasize challenge is very modular, flexible commitment, has a long time frame to finish, and ask boards to acknowledge that their library is joining the challenge.

- Libraries that make progress on the challenge will be acknowledged at the annual meeting.
- Cash incentives will be awarded as modules are completed.
- There will be Equity Committee support, encouragement, and reminders throughout.
- We will need to create a specific Equity Challenge email address where people can send questions, comments, and concerns.
- At our next meeting we'll decide how we want to convey this information (e.g. slide show, something fun and engaging).

Action Steps

Talk to Joe about website possibility

Break challenge into Eight sections investigate possibility of varying logos

Create Windows Version of reporting documents

Investigate tagging of PDF (Sarah)

Brainstorm on challenge presentation

Next meeting?

Scheduled for 11/9, but Mary is away that day. Judith will discuss with Mary about whether we can move the meeting to 11/16 at 3:30pm (virtual meeting)