

Equity Committee Meeting

Zoom

11/16/23

3:30 p.m.

Attending: Judith Wines, Mary Fellows, Anne Myers, Wilsinia Ocasio, Sarah Romeo, Seth Strock, Andrea Nicolay

New Member

Wilsinia reached out to Judith before our previous meeting interested in joining the Equity Committee (having done similar work in the Southern Tier Library System); the committee is now at capacity and we have a full cohort.

Website Draft

After feedback that the document was too long and daunting, we broke it up into more manageable bits. Judith and Joe Thornton created a website with each section separated, including the tracking documents for each section in Excel and Google Sheets formats.

Website feedback: Sarah said she didn't immediately realize that each section was clickable aside from the document links; it doesn't look like a box or button that is clickable. Mary and Wilsinia suggested making the sections as colored buttons that would make it obvious that they could be clicked. The links for the tracking sheets would stay below the buttons, and the logo would only be located once on the top part of the webpage. Mary emailed the creator of the logo asking for permission to use it on our documents; she hasn't heard back from them, so if we don't hear back we will assume it is okay to use.

Judith asked if everyone was on board with sharing this website at the December 1st DA meeting within the context of it being a preview for the January 5th DA meeting, or if we should save the website unveiling for the DA meeting on January 5th at 10am. Mary said people may not visit the website, but Andrea said she thinks people would be interested in a sneak peek, and it would give them a chance to get excited about the project. It was decided that Judith will give a brief update at the December DA meeting in lieu of Andrea; she will mention the presentation in January, and give people the website link.

Updates to Instructions

Judith will share instructions once it's been added to the website

Presentation Decisions

Each member will present on at least one section (generally the one they worked on); having everyone present will reinforce that multiple people worked on developing this challenge.

Andrea: Introduction, Facilities and Equipment, Board Learning and Recruitment

Judith: Outreach

Tracey: Marketing

Sarah: Programming, Staff Learning

Wilsinia: Collections

Mary: Organizational Culture & Leadership

Presentations should be 1-2 minutes each, ideally closer to 1 minute to keep people's attention. We will decide how to end the presentation during our next meeting.

Takeaways:

- Mention the Challenge and website at December DA meeting as a preview before January presentation
- Rework website, go back to colored icons with the name of the challenge inside the button and the tracking sheet links below it
- Next meeting we will nail down details of January presentation

Next meetings

December 14 at 2:00pm

December 28 at 2:00pm