

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Diversity, Equity, and Inclusion Committee Meeting  
October 5, 2021

Attendance

Board Members Present: Mr. Bertsch, Dr. Rashid

Board Members Absent: Ms. Hirsch

Staff Members Present: Ms. Brodar, Ms. Cullers, Ms. Maxey, Ms. Switzer

Call to Order

Dr. Rashid called the meeting of the Shaker Heights Public Library Board of Trustees Diversity, Equity, and Inclusion Committee to order at 6:34 p.m.

Roll Call: Mr. Bertsch, Ms. Brodar, Ms. Cullers, Ms. Maxey, Dr. Rashid,  
Ms. Switzer

Approval of Minutes

Mr. Bertsch moved and Ms. Maxey seconded the motion to approve the August 3, 2021 Diversity, Equity, and Inclusion Committee minutes.

Roll Call: Ayes: Mr. Bertsch, Ms. Brodar, Ms. Cullers, Ms. Maxey, Dr. Rashid, Ms. Switzer

Nays: None. Motion carried.

DEI consultant Proposal

In response to feedback from staff, the committee is changing course in the structure of staff DEI work. Rather than having a core staff committee and a staffing work group, the library plans to engage a consultant to assist with the parts of DEI work that are not library-specific, such as personnel-related topics, policy and procedure analysis, and strategic planning related to DEI. The library-specific Collection Development and Programming staff work groups are continuing their work. Discussions are in progress with the Diversity Center of Northeast Ohio. Ms. Switzer shared a proposal outlining the consulting services they offer.

After discussion, it was decided that the next step will be to pursue further discussions with the Diversity Center about the possibility of engaging with them to complete a diversity climate survey in early 2022, then consider further services based on the results of the survey.

## DEI Staff Work Group Update

Ms. Maxey reported on the work of the Collection Development work group and the Programs and Classes work group.

The Collection Development work group is reviewing the Collection Development Policy and examining the descriptors used in the catalog to describe minoritized groups to find ways to improve consistency and discoverability of materials. They have received the report of the diversity audit conducted by library vendor Ingram, which compares the number of titles considered inclusive in Shaker Library's collection to a national average for a group of public libraries. Overall, the public library average is 13% inclusive titles and Shaker's collection is 18%. The report also shares detailed data about different inclusion categories and parts of the collection. Shaker meets or more often exceeds the national average in almost every category in most parts of the collection. The committee is working to determine the ideal level for various categories and parts of the collection and will build the collection accordingly.

The Library Programs and Classes work group is re-examining community needs and how library programming can or should meet those needs, as well as researching best practices from other libraries. They also plan to review the Library Programs and Classes Policy.

## New Business

Ms. Cullers reported that the library has become an institutional member of Black Caucus of the American Library Association and will now be able to post openings on their job board. The library's DEI statement has been added to job postings and the website employment page. A new payroll/HR platform will be implemented beginning October 10, which will enable better tracking of recruitment and hiring.

Ms. Switzer reported that staff will be bringing some revisions to the personnel manual for review at the October Board meeting. The proposed revisions at this time will be primarily administrative, rather than explicitly DEI-related, changes. One proposed change is discontinuing Columbus Day as a floating holiday and making the day after Thanksgiving a paid holiday instead. Some other area libraries already have a holiday on the day after Thanksgiving, and the city of Shaker Heights recently implemented this for its staff.

Meetings for 2022 will continue on the first Tuesday of every other month.

## Adjournment

Since there was no further business to discuss, Mr. Bertsch moved and Ms. Brodar seconded the motion to adjourn the Diversity, Equity, and Inclusion Committee meeting at 7:39 p.m. and the committee unanimously agreed. The next Diversity, Equity, and Inclusion Committee meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, December 7, 2021 at 6:30 p.m.