

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Diversity, Equity, and Inclusion Committee Meeting  
October 12, 2022

Attendance

Committee Members Present: Mr. Bertsch, Ms. Brodar, Ms. Cullers, Mr. Harris,  
Ms. Kaus, Ms. Maxey, Dr. Rashid, Ms. Switzer

Dr. Rashid called the meeting of the Shaker Heights Public Library Board of Trustees Diversity, Equity, and Inclusion Committee to order at 5:46 p.m.

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

Approval of Minutes

Mr. Bertsch moved and Ms. Kaus seconded the motion to approve the August 11, 2022 Diversity, Equity, and Inclusion Committee minutes.

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

Nays: None. Motion carried.

Review of Work to Date

Ms. Maxey reviewed a chronological list of the work completed by the library since the committee first met in March 2021.

Update on Personnel Policy Review

Ms. Cullers reported that Sheila Eason of Elevate People Solutions began work in September to assist us with analyzing personnel policies and practices to ensure that they are just, equitable, and inclusive. She is currently reviewing the personnel manual and expects to complete her initial review by October 15.

Investment Policy

Ms. Switzer shared for discussion a proposed revision of the Investment Policy that updates the scope to include alignment with the library's values, in particular environmental sustainability and diversity, equity, and inclusion. Both the Finance and DEI Committees are reviewing the proposed changes prior to presenting the revised policy to the Board for final approval.

## Follow-Up Survey Report

Ms. Brodar shared results from the anonymous staff survey, conducted in July to better understand how some individuals have experienced negative interactions and if these interactions involve staff and/or customers.

## Next Steps

### Policy review

The comprehensive review of the personnel manual, once completed, will be used for decision-making around personnel policies. Part two of the consultant's work, evaluating hiring and retention strategies, will begin next.

### Follow-Up Survey

The results will be shared with staff and the analysis will be used to guide training and other decisions. Some training has begun that will help to address concerns raised about discrimination from different sources. More training is planned, and the comprehensive review of personnel policies is underway.

### Investment Policy

After feedback from the Finance Committee and Diversity, Equity, and Inclusion Committee, the policy will be presented to the full Board for approval, then shared with the investment company before investing funds.

### Training and Leadership Development

Staff have been working on a plan for incorporating DEI principles into the onboarding of new staff. Because of its importance to all aspects of library work, DEI will be integrated throughout New Employee Orientation.

All library managers will complete the three-part Equity-Centered Library Leadership online course on October 13. The team will work as a group on how best to put that learning into practice in our organization.

## New Business

Dr. Rashid suggested we report on DEI programming, particularly what are looking ahead to in 2023, at the December meeting.

## Adjournment

Since there was no further business to discuss, Mr. Bertsch moved and Ms. Kaus seconded the motion to adjourn the Diversity, Equity, and Inclusion Committee meeting at 6:54 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 6, 2022 at 6:30 p.m.