

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Diversity, Equity, and Inclusion Committee Meeting
February 7, 2023

Attendance

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

Committee Members Absent: Mr. Bertsch. Ms. Brodar

Dr. Rashid called the meeting of the Shaker Heights Public Library Board of Trustees Diversity, Equity, and Inclusion Committee to order at 6:33 p.m.

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

Approval of Minutes

Ms. Kaus moved and Dr. Rashid seconded the motion to approve the December 6, 2022 Diversity, Equity, and Inclusion Committee minutes.

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

Nays: None. Motion carried.

Personnel Policy Revisions

Ms. Switzer led a discussion of the following proposed personnel policy revisions that adapt or incorporate the recommendations of Shelia Eason of Elevate People Solutions. Dr. Rashid and Ms. Kaus agreed that revised drafts that incorporate their feedback could go directly to the full Board for review.

- ADA/ADAAA Policy
- Respectful Work Environment
- Social Media Use
- Harassment
- Sick and Safe Leave

Update on Hiring Review

Ms. Cullers reported that Sheila Eason of Elevate People Solutions met with us on December 7, 2022, December 19, 2022, and January 18, 2023. She reviewed the library's recruitment process, including interviewing, sourcing, and outreach as well as the onboarding procedure.

Ms. Eason also reviewed the following documents to ensure they meet best DEI practices:

- Job Postings
- Job Application
- Offer Letter
- Job Descriptions
- Interview Questions and Assessments
- Performance Evaluations

Ms. Cullers reported that Ms. Eason will be providing us with a report of her recommendations, which will be presented at the April DEI Committee meeting.

New Business

None

Adjournment

Since there was no further business to discuss, Ms. Kaus moved and Dr. Rashid seconded the motion to adjourn the Diversity, Equity, and Inclusion Committee meeting at 7:35 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 Thursday, April 6, 2023 at 6:30 p.m.