

**McMaster University Libraries  
Diversity, Equity, and Inclusion Committee  
Tuesday January 10, 2023  
10:00 AM to 12:00 Noon**

**HYBRID MEETING: MS TEAMS or Mills Community Room (L-304)**

**Present:** J. An, K. Ball, L. Banfield, S. Goudarzi, V. Lewis (Chair), J. Licata, P. Maylott J. McKinnell, C. McLeod, C. Nicol, A. Pottier, S. Rakovac, L. Serviss, C. McLeod, N. Waite

**Minute Taker:** M. Hotson

**1. Welcome**

- Experimenting with Hybrid Meeting
- Welcome to New Members (Kathy Ball, Saman Goudarzi, Julia Licata, Carly McLeod, Nancy Waite)

**2. Professional Updates (For Information)**

- a. EDUCAUSE published a useful guide to inclusive language. <https://docs.google.com/document/d/1aaZoDtMySP2pdExyTu56Jfe2fpU5Nlsq9EpENrBhe78/edit>
- b. New study by ITHAKA S&R titled Leading by Diversifying Collections: A Guide for Academic Library Leadership. <https://sr.ithaka.org/publications/leading-by-diversifying-collections/>
- c. CARL is offering the fifth in its Inclusion Perspectives Webinar Series on January 24 from 12-1:30 PM ET. This panel includes colleagues from the 2SLGBTIAQ+ Community. [Registration](#)
- d. Temple University Library has started a program to purchase award-winning books written by authors from Equity Deserving Groups (EDGs) <https://sites.temple.edu/librarynews/2022/11/28/promoting-diversity-equity-and-inclusion-through-purchasing-award-winning-books/>

**3. McMaster University DEI updates (For Information)**

- a. Search underway for the University's new Associate Vice-President / Vice-Provost, Equity and Inclusion (AVPEI). Will be responsible for setting the University's DEI priorities and for leading the Equity and Inclusion Office. <https://dailynews.mcmaster.ca/articles/mcmaster-community-invited-to-provide-input-in-search-for-new-associate-vice-president-vice-provost-equity-and-inclusion/>

- Previous position, currently vacant. The title of the position will be finalized based on top candidate credentials.
  - Anne Pottier sits on the selection panel.
- b. University hired Patricia Suleiman as the new Director of Human Rights & Accessibility. <https://dailynews.mcmaster.ca/articles/mcmaster-appoints-new-director-of-human-rights-and-accessibility/>
- c. University is creating a calendar of events recognizing Black History Month. <https://dailynews.mcmaster.ca/articles/call-for-event-submissions-black-history-month-2023/>
- Consider any Library content that could be included in calendar?
- d. Decision announced to sell Osler House (Dundas) following revelations of racist views held by the former owner – a renowned 19<sup>th</sup> century Hamilton physician <https://dailynews.mcmaster.ca/articles/dundas-house-to-be-sold/>
- FHS holds EDI committee that provided recommendations on decisions. The review model used was well received and will be implemented in future review processes.
  - Noted that space has been used to host dignitaries in the past
  - McGill (Osler Library) holds archives and is considering the impact on the community, students etc.
- 4. STEER/R Application** – The UL and HSL have received approximately \$250,000 in funding over two years from the Provost through the Strategic Excellence and Equity in Recruitment and Retention program!

A copy of our application (with financial information removed to protect salary confidentiality) is available in the TEAMS folder.

Proposed next step: Draft a job description for a Diversity, Equity, Inclusion and Accessibility Strategist position (2-year contract).

- Document includes position responsibilities pulled from various postings – example: University of Waterloo - draft, initial thoughts.
- UL/HSL advancing in DEI initiatives through awareness and understanding – position will focus on moving to ‘action.’
- Will serve as chair of DEIA committee and provide strategic advise to LLG and the Director of HSL on diversity, equity, inclusion, and accessibility. They will work directly with library staff/units to move initiatives forward (e.g. SLDC, staff training).
- Role will include assessment – i.e., setting goals and assessing success, data collection, and have an outward reach to create relationships with partners on campus to coordinate work (existing and new).
- Timeline for hiring TBD.

- Deliverables back to STEER/R? Will report back to Provost annually – noted this ‘pilot’ will evolve with continuous improvement (‘expect to fail but continuing work’).

**5. Committee Mandate:** An updated version of the committee mandate is available within the TEAMS folder. The edits (in red) reflect a) proposed addition of Accessibility as a core theme of the group; b) use of term library workforce rather than library staff; c) adoption of term Equity Deserving Groups; d) new language around membership including members of Equity Deserving Groups and allies. Reflects recommendations from former AVP Equity & Inclusion.

- Revised version includes update to language for consistency - ‘equity deserving groups’, staff vs. workforce – ‘workforce’ is inclusive (includes both librarians and staff).  
Update wording to positions – AUL, User Services & Community Engagement, Human Resources Manager, Director of HSL will be noted as permanent members; include language re: anticipate arrival of DEIA Strategist (Chair)
- Request for clarity to wording around the appointment of Chair
- We will review the mandate annually.

## **6. Library Employment Equity – results from the 2021 survey**

One key page of sample data from the University Library survey is available in the TEAMS folder. This chart shows (for example) that 7.7% of the University Library staff declare themselves to be racialized. This proportion of racialized people is considerably below the proportion of racialized people in the Hamilton labour market (16.4%).

Shall we ask the Organizational Development team to combine the data from the two library systems and deliver a joint presentation to this group?

- Library participation 78% - voluntary disclosure of data noted.
- Full data set does not break down into groups or speak to professional qualifications (only high-level labour market on regional and provincial levels)
- HSL data rolls into FHS data – will request to release data and combine with UL
- Will invite May-Marie Duwai-Sowa (Employment Equity Specialist) and Ayo Osinowo (Program Coordinator, Employment Equity) to future committee meeting – present combined UL/HSL data.

## **7. Year of Celebration Focused on Gender and Social Justice (September 2023 – April 2024).**

The planning team continues to map out a tentative plan for the year. Shall we invite Caitlin Burgess and Tina Depko to the next meeting to discuss the plan?

- Planning committee includes members of the Library and Gender and Social Justice Department
- Consider the role of HSL in the year.
- Should we include some events during the summer months? FHS tends to be very busy during summer months.
- Will invite Caitlin Burgess and Tina Depko to next meeting.

**8. University Library Security Incidents Subgroup Report (Lynne):** Copy of the final report by the subgroup is posted in the TEAMS folder. Lynne will present at the next UL all-staff meeting on January 19. Any concerns?

- Review of process when handling security incidents – group mainly included Services staff.
- Regulation, enforcement, and procedures documents
  - What are we doing with incidents?
  - What types of incidents occur and what is our response?
  - How can we respond using an EDI lens?
  - How to best communicate incidents to all staff when necessary? HSL uses phone trees for certain situations.
- Consultation with security on updating or reframing of existing documents – will post updated documents to staff website, print and post in libraries.
- Recommendations should include specifics, and be actionable (e.g., communicating new training opportunities and dates, orientation for new employees by both HR and Supervisors).
- Lynne will adjust the document and send it to DEIA committee to finalize.

**9. Staff DEI Learning Subgroup** – Subgroup meeting this week to review recommendations.

- Group met with EIO office – feedback & recommendations received.

**10. Barcode Placement** – meeting scheduled to discuss (2 weeks)

**Next Meeting:**

Monday March 27, 2023

10:30am – 12:00pm

HYBRID – MS Teams or Community Room