

JONES LIBRARY

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ADVISORY TO THE PUBLIC:

Pursuant to Chapter 20 of the Acts of 2021 and extended by Chapters 22 and 107 of the Acts of 2022, this Jones Library Equity, Justice, and Inclusion Subcommittee meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via Zoom or by telephone. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

Public Body: The Jones Library, Inc. Equity, Justice, and Inclusion Subcommittee

Date: Friday, March 17, 2023

Time: 12:30am-1:30pm

Location: Zoom Webinar

You are invited to a Zoom webinar.

When: Mar 17, 2023 12:30 PM Eastern Time (US and Canada)

Topic: The Jones Library, Inc. Equity, Justice, and Inclusion Subcommittee

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/81861102480>

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Webinar ID: 818 6110 2480

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Meeting Agenda

- I. Call to Order (Welcome, Raphael, Ginny, Walter, Farah, Mia, & Sharon!)
- II. **Minutes (2-17-23) ***
- III. Public Comment
- IV. **Committee Name** (e.g., Equity, Diversity, Justice, and Inclusion Subcommittee)
- V. Library DEI Survey Questions *
- VI. Detailed Plan of Action *
- VII. Disability Awareness Month Event Planning
- VIII. Adjourn

Next meeting: **Friday, April 28, 2023; 11:30am; Zoom???**

*** Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not specifically named in this notice.*

** Indicates Handout(s) will be made available.*

Red indicates vote required.

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joneslibrary.org

Jones Library Equity Subcommittee Meeting Minutes
2.17.23

Present: Farah Ameen, Mia Cabana, Walter Lloyd, Raphael Rogers, Ginny Hamilton

Also Present: Sharon Sharry

Absent: Melissa Giraud

- I. Minutes approved
- II. No Public Comment
- III. Update on drag queen storytime and tea party plans: Some people in our community, as well as those located further afield, have had objections to the event planned for 2/18/23. Town departments including CRESS have been helpful and supportive. Recommendation from committee member: be mindful of the media coverage around an event like this, prioritize the positive response rather than reactionary feedback.
- IV. **Survey Questions**
 - A. What is the point of our community survey? Who are we reaching? Should it be a general survey, or broken down by topic (programming, library staff representing our community, atmosphere in our buildings etc.)?
 - B. What is an average level of response to surveys from our community? (100 people respond? 1,000 people respond?)
 - C. Building on the efforts of the building outreach committee to engage responses from outside the “usual” library patron or library supporter.
 - D. What is the capacity of this group? How can we scale our survey to be manageable for us to administer, and what are the next steps when we have results?
- V. **Action item! Can each committee member submit one question before our next meeting. The question objective is:**
 - A. Request *individual* experience feedback (not a summary of what we think represents the community).
 - B. Responds specifically to Equity, Justice, and Inclusion. What creates a feeling of belonging at our libraries? What creates the opposite feelings at our libraries?
 - C. Seeks to help library staff address feelings of belonging in our organization
- VI. **Next meeting: Friday, March 17, 2023; 12:30-1:30pm**

Submitted by Mia Cabana

Jones Library DEI Survey Questions

Updated 3-13-23

A. Seeks to help library staff address feelings of belonging in our organization. (For Staff)

- 1) Do you feel a sense of belonging at work?
- 2) How would you rate inclusion in the workplace?/What do you think makes an inclusive workplace?
- 3) How would you rate equity in the workplace?/What do you think makes an equitable workplace?
- 4) Are your colleagues respectful and/or committed to inclusion? Do you feel comfortable collaborating with them?

B. Request individual experience feedback (not a summary of what we think represents the community). (For community)

- 1) I feel a sense of belonging at the library.
 - ... Strongly agree
 - ... Agree
 - ... Neither agree nor disagree
 - ... Disagree
 - ... Strongly disagree

C. Responds specifically to Equity, Justice, and Inclusion. (For community)

- 1) The library is committed to diversity, equity, and inclusion.
 - ... Strongly agree
 - ... Agree
 - ... Neither agree nor disagree
 - ... Disagree
 - ... Strongly disagree

General – more pressing:

- 1) Do you feel represented in the library — in the books, by the staff, and the programs?
- 2) Do you feel welcome at the library? Why or why not? What would make you feel more welcome? How might the library be more inclusive in general?
- 3) Is the library a safe/inclusive space for you/your family?
- 4) Do you think library programming is inclusive?
- 5) Do our collections reflect your interests?
- 6) Do you think people with different identities/backgrounds feel represented and respected here?
- 7) Do your children enjoy playing with others in the children's area?
- 8) If you use a wheelchair, is the library easily navigable?
- 9) Do you feel safe in the restrooms?

Program-related:

- 1) Did this program meet your expectations?
- 2) Did you feel welcome/included? Please provide examples.
- 3) Is there any way this event could have been more accessible to you? If not, were there any accessibility elements that you would like to see in future events?
- 4) How regularly would you like to attend this type of program at the library? _Weekly_ _Monthly_ _Quarterly_ _Annually
- 5) Were any aspects of this program challenging to access? For example: timing, age range offered, advance registration, prior knowledge of subject etc.
- 6) Do the library's programs reflect your/your family's interests? What would you like to see more of?

Jones Library DEI Survey Questions

Updated 3-13-23

- 7) Do you feel the presenters (library staff as well as contracted individuals) represent our community?
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Survey Purpose/Goals – need to make clear...make more narrow?

- 1) What do you want to know? What specific information do you want to know (or know first) to inform what you're working on right now? Over time?
 - 2) Relatedly, how can you be responsive to patrons' and potential patrons' answers? When you're responsive people are more inclined to answer your surveys.
 - 3) What survey data would be useful to track over time to show improvement?
 - 4) What do you want patrons to know? Survey questions can also be a way of communicating about vital services they might not know about to both inform them and measure awareness. Questions like, are you aware that you can visit museums for free with our passes? Are you aware that X number of patrons come to the library for ESL classes every week? Did you know we loan out tools like binoculars, cookie cutters, instruments ...?
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Examples:

- 1) [UMaryland Libraries Diversity-Inclusion-Climate Tool](#)
- 2) [Montana State Library Surveys](#) - not DEI centered but could be adapted
- 3) [Buffalo Public Library surveys](#) - some around DEI
- 4) [Santa Clara, CA Library System Patron surveys](#)
- 5) [Geelong, Australia, Library Disability Inclusion survey](#)

Detailed Plan of Action

2-16-23

- I. **Statement:** The Jones Library supports diverse and inclusive collections and collection development practices.
 - A. **Goal:** Be more intentional about purchasing works from underrepresented authors and about underrepresented groups (defined somewhere).
 - 1. **Action Item:** Increase electronic resources relating to DEI by . . .
 - 2. **Action Item:** Work to develop a policy for the browsing collection that ensures substantial purchases of materials from underrepresented authors
 - B. **Goal:** Collaborate with community members on collection development (particular those from historical underrepresented groups) on collection development.
 - 1. **Action Item:** Partner with community partner that work with underrepresented groups to determine strategy to
 - 2. **Action Item:** Identify and prioritize materials of underrepresented groups for new digital collections.
- II. **Statement:** The Jones Library offer programming and exhibitions that embrace diversity, equity and inclusion.
 - A. **Goal:** Ensure diversity of speakers and topics.