DLF Committee for Equity and Inclusion Agenda

- Helpful links:
  - Background information on this group and the 2016-18 DLF Forum Inclusivity Committees
  - DLF Code of Conduct
  - DLF CEI-created Resources: Readings and Resources List for DEI | DEI initiatives List
  - Subcommittee contact information
- Past meeting agendas:
  - 1/14/20
  - 2/11/20
  - 3/10/20
  - 4/14/20
  - 5/12/20
  - 6/9/20
  - 7/14/20
  - 8/11/20
  - 9/8/20
  - 10/13/20
  - 12/8/20
- Upcoming meeting dates (2nd Tuesdays, 2:30-3:30pm ET):
  - Oct 13, 2020 02:30 PM
  - ~~Nov 10, 2020 02:30 PM~~
    - Rescheduled to Nov 19, 2020 02:00 PM ET due to Forum
  - Dec 8, 2020 02:30 PM
- Recurring call-in info:

  DLFzoom
  https://clirdlf.zoom.us/j/762717439
  One tap mobile
  +16468769923,,762717439# US (New York)
  +16699006833,,762717439# US (San Jose)

  Dial by your location
  +1 646 876 9923 US (New York)
  +1 669 900 6833 US (San Jose)

  Meeting ID: 762 717 439
  Find your local number: https://zoom.us/u/acdLGFbipR

  Meeting Password: DLFzoom (case-sensitive)

December 2020 Meeting

Attending:

- Jasmine Clark, Temple University, She/They
- Debbie Krahmer, Colgate University, no pronouns/D or Debbie
- Gayle Schechter, CLIR+DLF, she/her
- Stephanie Birch, University of Florida, she/her, stephanie.birch@ufl.edu
- Jeannette Ho, Texas A&M University, she/her
- Aliya Reich, CLIR/DLF, she/her
- Dan Noonan, The Ohio State University (he/him/his)
- Anastasia Chiu, New York University, they/them
- Lara Friedman-Shedlov, University of Minnesota (she/they), Ldfs@umn.edu
- Lisa Mix, SCA Advocacy & Public Policy, independent, she/her
- Louisa Kwasigroch, CLIR+DLF, she/her (can only stay for a bit but super happy to be here)
- Penny Neder-Muro, SCA Ethics and Inclusion and Caltech, she/her/hers (thanks for having me!)
- Amanda Lehman, University of Wyoming, she/her
- Caroline Clavell
- Neel Agrawal, he/him, Center for Research Libraries (Program Manager, South Asia Open Archives); neel.k.agrawal@gmail.com
- Theodore Mallison, he/him, Georgetown University (theodore.mallison@georgetown.edu)
- Pierre
- Larry Wentzel, University of Michigan, he/him, lwentzel@umich.edu

Regrets:

- Shannon Kipphut-Smith, Rice University, she/her
- Mark Shelstad, Colorado State University, he/him/his
- Steven Gentry, University of Michigan, he/him/his
- Carrie Pirmann, Bucknell University, she/her (might be late or miss entirely - overlapping last minute meetings are not my friend today!)

1. Introductions - name, pronouns, institution
2. Working on the Wiki for DLF-CEI Committee for Equity and Inclusion
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
    b. Reading list is up on wiki; need to develop a workflow for updates, maintenance
    c. Is it time to start migrating the newly reviewed content from the subgroups into the wiki?
    d. Interested in serving:
        i. Larry Wentzel, University of Michigan, he/him, lwentzel@umich.edu
    e. Will begin with overview content for each subgroup then move onto importing projects and other content

        i. Need to discuss better ways to discuss terminal projects/efforts (how to organize the wiki)
    f. Contact info@diglib.org to get editing permissions for wiki
3. Project updates + timelines (see below):
4. Anyone need an invitation to the shared drive?

Current projects:

Advocacy, recruitment, + leadership programming

a. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Carli Spina, Jasmine Clark, Lisa Schiff
b. Interested in joining:
    i. Lisa Mix (lisamix516@gmail.com)
    ii. Neel Agrawal (neel.k.agrawal@gmail.com)
    iii. Anastasia Chiu (anastasia.chiu@nyu.edu)
    iv. Jeannette Ho ((jaho@library.tamu.edu)

c. The group is trying to develop a toolkit, or collections of templates, language and policy samples, checklists of points to consider and remember when working on recruitment, and more that libraries and archives could use as a reference point for how they manage advocacy, recruitment, and leadership in an active DEI-focused environment. The work will be available on the DLF wiki to start.
d. Recruitment documentation being added to wiki; looking into a panel presentation in conjunction with the release of this toolkit is feasible. Currently working to identify panelists.
e. Updates
    i. Group is working on resources - refining public resources on wiki, still in progress
    ii. Sub-group summary contributed to Equity and Inclusion Committee for upcoming Forum video and blog post.

Inclusivity @ the DLF Forum

a. GROUP: Sheila Rabun (former chair, sheila.rabun@lyrasis.org), Lauren Havens
    i. Confirm new chair -
        1. (Debbie interested if not directing a commons in the fall)
b. UPDATES/RESOURCES
    iii. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    iv. Interesting in serving on this group:
        1. Stephanie Birch stephanie.birch@ufl.edu
        2. Lara Friedman-Shedlov Ldfs@umn.edu
        3.
    v. Subgroups

1. Inclusivity resources & guides subgroup
    a. Group: Rachel Jacobson, D. Krahmer, Tisha Mentnech, Scout Calvert
    b. Status: : need clarification, could be a wiki page of all resources needed for attending the Forum - big collection of links and further information - D will create a google doc to get us going

vi. Other proposed projects
    1.

vii. Other updates

October 2020 Meeting

Attending:

- Jasmine Clark, Temple University, She/They
- Sarah Goldstein, Mount Holyoke College, she/her
- Debbie Krahmer, Colgate University, no pronouns/D or Debbie
- Carrie Pirmann, Bucknell University, she/her
- Amanda Lehman, University of Wyoming, she/her
- Rachel Jacobson, The Phillips Collection, she/her
- Dan Noonan, The Ohio State University Libraries, he/him
- Mark Shelstad, Colorado State University, he/him
- Gayle Schechter, CLIR/DLF, she/her
- Aliya Reich, CLIR/DLF, she/her

Regrets:

- Lisa Schiff, California Digital Library, University of California, She/Her
- Melissa Wisner

5. Introductions - name, pronouns, institution
6. Working on the Wiki for DLF-CEI Committee for Equity and Inclusion
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    b. Reading list is up on wiki; need to develop a workflow for updates, maintenance
    c. Is it time to start migrating the newly reviewed content from the subgroups into the wiki?
    d. Will begin with overview content for each subgroup then move onto importing projects and other content
        i. Need to discuss better ways to discuss terminal projects/efforts (how to organize the wiki)
7. Project updates + timelines (see below):
8. Discussion on inclusivity at virtual events (forum updates)
    a. Additional thanks and acknowledgement of the group's contributions

9. Anyone need an invitation to the shared drive?

Current projects:

Advocacy, recruitment, + leadership programming

a. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Carli Spina, Jasmine Clark, Lisa Schiff
b. The group is trying to develop a toolkit, or collections of templates, language and policy samples, checklists of points to consider and remember when working on recruitment, and more that libraries and archives could use as a reference point for how they manage advocacy, recruitment, and leadership in an active DEI-focused environment. The work will be available on the DLF wiki to start.
c. Recruitment documentation being added to wiki; looking into a panel presentation in conjunction with the release of this toolkit is feasible. Currently working to identify panelists.
d. Updates
    i. Group is working on resources - refining public resources on wiki, still in progress
    ii. Sub-group summary contributed to Equity and Inclusion Committee for upcoming Forum video and blog post.

Inclusivity @ the DLF Forum

c. GROUP: Sheila Rabun (former chair, sheila.rabun@lyrasis.org), Lauren Havens
    i. Confirm new chair - Carrie Pirmann (I am willing to co-chair), Sarah Goldstein: I can't commit to co-chairing, but I would be happy to join/help this group!
d. UPDATES/RESOURCES
    iii. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    iv. Subgroups
        1. Creating Accessible (+ Interactive) Presentations webinar
            a. Group: D. Krahmer, Stephanie Rosen, Alex Wermer-Colan, Amy Vecchione, Lydia Tang, Sarah Goldstein
            b. Status:
                i. Updated 2020 document (2017 webinar)
                ii. Updated Wiki page (2020 webinar)
        2. Code of Conduct review subgroup
            a. Group: Carrie Pirmann, Adele Fitzgerald, Grace Morris, Rita Johnston
            b. Status:
                i. Updated 2020 document (current CoC)
        3. Inclusivity resources & guides subgroup
            a. Group: Rachel Jacobson, D. Krahmer, Tisha Mentnech, Scout Calvert

        b. Status: : need clarification, could be a wiki page of all resources needed for attending the Forum - big collection of links and further information - D will create a google doc to get us going
    4. Platform / tech recommendations subgroup
        a. Group: Nathan Tallman, Lydia Tang, Nicole Scalessa, Amy Drayer
        b. Status:
            i. Standing by, waiting for Aliya
    5. Active bystander orientation webinar subgroup
        a. Group: Scout Calvert + crew from last year!
        b. Status: The original team is on board with doing a discussion session at a good time in October or November. We would ask people to view last year's web meeting and bring questions/scenarios to discuss at this one. We could also create a few prompts to help people warm up to discussion. Scout will contact Aliya with some good times/dates and we will get it done!
        c. Meeting 10/20/2020!
        d. How to be an active bystander online - can help frame discussion
v. October projects
    1. Help with processing captions and transcripts - recordings
        a. Meeting with DAWG group on 10/23 at 1pm ET, Zoom link: https://temple.zoom.us/j/91877252796
    2. Help in Slack - info forthcoming
        a. Twitter volunteer?
        b. Need more specifics for Slack asks
    3. Community Committee projects: https://docs.google.com/spreadsheets/d/1JpgKFlj8ZKhpO7YiSZ0JybGTn7-z-SlQFovF5wUGJmY/edit#gid=0
        a. Take a look and comment / sign up if you'd like!

Working groups at the Forum

1. Status of video and blog for group (does Gayle need help?)
    a. Video is 3-5 minutes
    b. Blog has no work requirement
    c. Were due 10/12/2020

September 2020 Meeting

Attending:

- Debbie Krahmer (D or Debbie/no pronouns), Colgate University
- Gayle Schechter (she/her), CLIR/DLF
- Carrie Pirmann (she/her), Bucknell University
- Aliya Reich (she/her), CLIR+DLF
- Mark Shelstad, Colorado State University
- Rachel Jacobson, The Phillips Collection, Washington D.C. (she/her)
- Melissa Wisner, (Melissa), North Carolina State University
- Sarah Goldstein (she/her), Mount Holyoke College
- Lisa Schiff (she/her), California Digital Library, University of California, Office of the President
- Jasmine Clark, (She/They), Temple University
- Scout Calvert (she/her or hen/hen), MSU Libraries + Harvey Meelk (sleeping)
- Martin Halbert (he/his) National Science Foundation + UNCG
- Amanda Lehman (she/her)
- Dan Noonan (he/him) The Ohio State University (showed up late and having conncetivity issues)

Regrets:

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10. Introductions - name, pronouns, institution
11. Working on the Wiki for DLF-CEI Committee for Equity and Inclusion
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
    b. Reading list is up on wiki; need to develop a workflow for updates, maintenance
12. Project updates + timelines (see below):
13. Discussion on inclusivity at virtual events (forum updates)
14. Anyone need an invitation to the shared drive?

Current projects:

Advocacy, recruitment, + leadership programming

a. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Carli Spina, Jasmine Clark
b. The group is trying to develop a toolkit, or collections of templates, language and policy samples, checklists of points to consider and remember when working on recruitment, and more that libraries and archives could use as a reference point for how they manage advocacy, recruitment, and leadership in an active DEI-focused environment. The work will be available on the DLF wiki to start.
c. Recruitment documentation being added to wiki; looking into whether a panel at Forum or separately in conjunction with the release of this toolkit is feasible. Currently working to identify panelists.
d. Updates
    i. Group is working on resources - refining public resources on wiki, still in progress

Inclusivity @ the DLF Forum

e. GROUP: Sheila Rabun (former chair, sheila.rabun@lyrasis.org), Lauren Havens
    i. Confirm new chair(?) - Carrie Pirmann (I am willing to co-chair), Sarah Goldstein: I can't commit to co-chairing, but I would be happy to join/help this group!
f. UPDATES/RESOURCES
    ii. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    iii. Subgroups
        1. Creating Accessible (+ Interactive) Presentations webinar
            a. Group: D. Krahmer, Stephanie Rosen, Alex Wermer-Colan, Amy Vecchione, Lydia Tang, Sarah Goldstein
            b. Status:
                i. Updated 2020 document (2017 webinar)
                ii. Updated the guidelines and have a general outline for the script
                iii. By end of this week, have full script and powerpoint ready to go
                iv. Looking at pre-recorded rather than live webinar, then can upload to DLF website and use as a model for people to see accessible presentation (captions, ppt slides, etc.)
                v. Guidelines are open above for feedback! Please send by Friday 9/11
                vi. Plan to have completed by end of next week
        2. Code of Conduct review subgroup
            a. Group: Carrie Pirmann, Adele Fitzgerald, Grace Morris, Rita Johnston
            b. Status:
                i. Updated 2020 document (current CoC)
                ii. Met to talk over changes
                iii. Worked to flesh out for online event
                iv. Will be making new CoC intro video hopefully
                v. Aliya is working on actions from CLIR - what exactly does the process of reporting look like?
                    1. Anonymous reporting? Qualtrix
                    2. Do we need a reporting form? DH conference reporting guidelines: https://dh2020.hcommons.org/conference-code-of-conduct/ - list of questions to answer so people can send info as clearly as possible

vi. Concerns about pressure / responsibility on moderators - Look at ADHO as example (see link above)
vii. Be clear about expectations of moderators (will they take reports? If not, who?)
viii. https://files.frameshiftconsulting.com/books/cocguide.pdf

3. Inclusivity resources & guides subgroup
    a. Group: Rachel Jacobson, D. Krahmer, Tisha Mentnech, Scout Calvert
    b. Status: : need clarification, could be a wiki page of all resources needed for attending the Forum - big collection of links and further information - D will create a google doc to get us going
4. Platform / tech recommendations subgroup
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        i. Standing by, waiting for Aliya
5. Active bystander orientation webinar subgroup
    a. Group: Scout Calvert + crew from last year!
    b. Status: The original team is on board with doing a discussion session at a good time in October or November. We would ask people to view last year's web meeting and bring questions/scenarios to discuss at this one. We could also create a few prompts to help people warm up to discussion. Scout will contact Aliya with some good times/dates and we will get it done!
    c. How to be an active bystander online - can help frame discussion

Working groups at the Forum

2. Videos as a means to get folks introduced to WGs
3. Gayle is taking the lead for video and blog for CEI - see if anyone wants to assist?
4. In place of the quick introductions at plenaries at in-person DLF
5. Will email more info

August 2020 Meeting

Attending:

- Debbie Krahmer (no pronouns, D or Debbie, Colgate University)
- Carrie Pirmann (She/hers)
- Annie Peterson (she/her)

- Gayle Schechter
- Aliya Reich
- Rachel Jacobson (digital assets librarian at The Phillips Collection)
- Lisa Schiff
- Sarah Goldstein (she/her)
- Dan Noonan (he/him; digital preservation librarian @ Ohio State)
- Mario Ramirez

Regrets:

- MWisner
- Jasmine Clark

15. Introductions - name, pronouns, institution
16. Working on the Wiki for DLF-CEI Committee for Equity and Inclusion
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
    b. Reading list is up on wiki; need to develop a workflow for updates, maintenance
17. Project updates + timelines (see below):
18. Discussion on inclusivity at virtual events
19. Anyone need an invitation to the shared drive?

Current projects:

Advocacy, recruitment, + leadership programming

a. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Carli Spina, Jasmine Clark
b. The group is trying to develop a toolkit, or collections of templates, language and policy samples, checklists of points to consider and remember when working on recruitment, and more that libraries and archives could use as a reference point for how they manage advocacy, recruitment, and leadership in an active DEI-focused environment. The work will be available on the DLF wiki to start.
c. Recruitment documentation being added to wiki; looking into whether a panel at Forum or separately in conjunction with the release of this toolkit is feasible. Currently working to identify panelists.
d. Updates
    i. Group is working on resources - refining public resources on wiki, still in progress
    ii. Going back and forth about suggested edits
    iii. Next meeting is set but we're not sure when it's happening

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Inclusivity @ the DLF Forum

g. GROUP: Sheila Rabun (former chair, sheila.rabun@lyrasis.org), Lauren Havens
    i. Confirm new chair(?) - Carrie Pirmann (I am willing to co-chair), Sarah Goldstein: I can't commit to co-chairing, but I would be happy to join/help this group!

h. UPDATES/RESOURCES
    iv. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    v. DLF Needs - four projects - discussing today + emailing to google group + digital accessibility group (D to reach out) + digipres committees (Dan to reach out)
        1. Reprisal of Creating Accessible (+ Interactive) Presentations webinar from 2017 (http://forum2019.diglib.org/creating-accessible-presentations/)
            a. Rough timeline
                i. September 11 for content to be finalized
                ii. If live webinar, should happen during the week of Sept 21.
                iii. If pre-recording, should be done by September 18 so recording can be included in acceptance email to presenters on 9/21
            b. **Interested folks**: D. Krahmer
                i. Interest from Digital Access group:
                    1. Gabe Galson (can't commit the time)
                    2. Hannah Sistrunk (can't commit the time right now)
                    3. Alex WC (willing to help with giving feedback)
                    4. Amy Vecchione (interested but unsure if can commit the time to do it)
        2. Code of Conduct review (https://www.diglib.org/about/code-of-conduct/)
            a. Addendum for virtual event
            b. Short video intro to COC + additions
            c. Interested folks: Carrie Pirmann
        3. Some kind of inclusivity-minded expectations-setting resource for folks attending a virtual event
            a. Inclusive language guide
                i. A Progressive's Style Guide: https://s3.amazonaws.com/s3.sumofus.org/images/SUMOFUS_PROGRESSIVE-STYLEGUIDE.pdf
                ii. https://wiki.diglib.org/Reading_/_Resource_List_Subgroup#Inclusion_.28.26_Diversity.29
                iii. One pager and video
            b. Other resources needed?
                i. IGD Discussion Guidelines (for inclusive dialogue)
            c. Interested folks: Rachel Jacobson, D. Krahmer
        4. Platform / tech recommendations
            a. Captioning pre-recorded videos

b. Intro to Slack for new users
c. Other

e. New forum CFP is live - please promote! Closes 8/17

Notes:

- A lot of uncertainty around schedules going into the fall, tough for committee to make any firm commitments of time right now
- #1 biggest priority is recreating Accessible Presentations webinar (or pre-recorded video)
    - Focus on accessible presentations
    - Tips for interactivity within virtual session format
    - Geared towards accepted presenters, but for all affiliated events (DHC & DigiPres)
    - Could be helpful for use outside of Forum
    - Can be done by CLIR/DLF staff is group does not have capacity
- CoC review, virtual component could be more explicit
    - Clear up any ambiguity present currently
    - May be nice to create a short video about updates made, if time available
    - Can be handled internally, but prefer to have community involvement and feedback
- Aim to open access to as many people as possible, want to eliminate as many barriers whether platform-specific or otherwise
- Set expectations around inclusive language/dialogue
- Would like to see DLF-CEI take lead on creating inclusive language guide, resources of tools for community
    - https://sites.lsa.umich.edu/inclusive-teaching/inclusive-classrooms/discussion-guidelines
    - Sample “day” of participating in events?
- CoC and inclusive language guide are similar in purpose, function, perhaps combining?

July 2020 Meeting

Attending:

- Gayle Schechter, CLIR/DLF (she/her)
- Melissa Wisner (Whiz-ner) (North Carolina State University Libraries)
- Debbie Krahmer (no pronouns, just Debbie or D. Colgate University)
- Mark Shelstad (need to leave for another meeting at 12:30)
- Karina Wratschko (she/her; Philadelphia Museum of Art)
- Jasmine Clark (she/they/no preferenceTemple University)
- Sarah Goldstein, Mount Holyoke College (she/her)
- Rachel Jacobson (she/her; The Phillips Collection, Washington, DC)
- Lisa Schiff (she/her; California Digital Library, University of California)
- Meagan Doyle (she/her; Bowdoin College)
- Aliya Reich, CLIR/DLF, she/her
- Shira Peltzman, UCLA Library (she/her)
- Brain Dietz, NC State (he/him)

- Chelsea Denault, Michigan Digital Preservation Network (she/her)

Regrets:

- Carrie Pirmann (running a faculty workshop all afternoon - sorry to miss you all!)
- Maura Seale

Agenda items:

20. Introductions - name, pronouns, institution
21. Working on the Wiki for DLF-CEI Committee for Equity and Inclusion
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
    b. Reading list is up on wiki; need to develop a workflow for updates, maintenance
22. Project updates + timelines (see below):
23. Discussion on inclusivity at virtual events
    a. What inclusivity concerns must we keep in mind for a virtual event?
    b. What are some examples of good ways to address inclusivity concerns in virtual events?
    c. What hasn't worked?
    d. Other thoughts / comments / suggestions?
24. Anyone need an invitation to the shared drive?
25. Any news, events, resources, ideas to share?
    a. Next meeting: August 11, 2:30pm EST

Current projects:

Advocacy, recruitment, + leadership programming

b. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Carli Spina, Jasmine Clark
c. The group is trying to develop a toolkit, or collections of templates, language and policy samples, checklists of points to consider and remember when working on recruitment, and more that libraries and archives could use as a reference point for how they manage advocacy, recruitment, and leadership in an active DEI-focused environment. The work will be available on the DLF wiki to start.
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Inclusivity @ the DLF Forum

i. GROUP: Sheila Rabun (former chair, sheila.rabun@lyrasis.org), Lauren Havens
    i. Confirm new chair(?) - Carrie Pirmann (I am willing to co-chair), Sarah Goldstein: I can't commit to co-chairing, but I would be happy to join/help this group!
j. UPDATES/RESOURCES

i. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing

e. July meeting updates:
   i. Aliya is drafting a new CFP geared for virtual Forum, still determining format and schedule of virtual event
   ii. Primary focus of this year's event will be building community while dispersed, community that has attended past Forums as well as community that we have not been able to reach in the past, aim to be as inclusive in every sense of the word as possible
   iii. Example format employed by this year's Web Accessibility Summit: pre-recorded presentations accompanied by live chat via Slack
      1. Mattermost is an open source alternative to Slack: https://mattermost.com/pricing/
      2. Discord is another similar platform to Slack
   iv. While Forum has always been an inclusive and welcoming event by nature, we can do more to create spaces and opportunities for BIPOC-identified community members to feel both welcomed and comfortable
   v. Use pre-recorded sessions, provide shared document where folks can add questions as they're watching presentation, doc functions as shared notes doc also. If anyone isn't able to attend "live" session, they can go back and see which questions were asked while watching recording later.
   vi. Still use moderator with asynchronously recorded sessions, to keep an eye on chat & live notes doc
   vii. Auto captions if they are available (even if not 100% accurate) are very helpful
   viii. CFP suggestion: include what format requirements there are for presentation, and also provide a list of recommended/optional additions, Jasmine has used this method for course instruction in the past
      1. Pre-recording sessions will require earlier deadline
   ix. Having a shared document available to pose questions is very helpful to ease social anxiety and similar concerns
   x. Pre-recorded presentations "forces" presenters to have all their materials ready in advance, slides are ready to share ahead of time, etc.
   xi. With pre-recorded presentation, can use live Zoom sessions for Q&A
   xii. Pre-recording sessions allows more time (and saves money!) for captions and transcripts to be available immediately. ASL interpretation is also easier in a pre-recorded format as opposed to live.
   xiii. Digital Accessibility group uses otter.ai for captions/transcripts, shared editing capabilities
      1. Otter.ai exports into multiple formats (Word, .srt, etc.)
   xiv. Use of a platform like otter.ai brings a lot more awareness regarding accessibility concerns to general population, increases accountability

xv. Pre-recording sessions makes things a lot more relaxed for presenters during session

xvi. Pre-recording presentations allows presenters to build in “interaction points” during presentation i.e. 5 minute break to discuss on Slack

xvii. Jasmine: Goal of any live Zoom time as Q&A only

xviii. Along with CFP could put out call for volunteers to edit transcripts, moderators, moderator trainers, etc.; way to get folks involved who may not want to do a presentation but still want to help with conference

xix. From Sarah: I just remembered that the Islandora Fdn is doing a series of online sessions: https://islandora.ca/events/islandora-online-2020/i8-schedule with some breakouts with activities, like crosswords

xx.

xxi. BIPOC-specific inclusivity

1. BIPOC-exclusive sessions / happy hour / social times
2. You may also consider using progressive stacking for questions (https://en.wikipedia.org/wiki/Progressive_stack) - sorry if this has been brought up in past meetings
3. Intersection of disability and BIPOC identities, disproportionate experiences & labor for POC
    a. “Do more with less” disproportionately impacts marginalized groups
    b. Forced to advocate twice as hard
    c. Need to acknowledge the difference in experience, bring to a top-level structural level
4. Anti-black racism is very different than racism against marginalized groups overall
5. Analysis of what Forum is, what the known gaps are, what can CLIR/DLF realistically and ethically do to address these gaps
6. Where can DLF engage, and what is appropriate for us to engage in? Cannot do it all at once
7. “Anti-racism” current “buzz word” but many people cannot actually define it
8. May need to meet again before August meeting?

June 2020 Meeting

Attending:

- Gayle Schechter (she/hers)
- Debbie Krahmer (no pronouns-just Debbie or D)
- Carrie Pirmann (she/her)
- Maura Seale (she/her)

- Aliya Reich (she/her
- Lisa Schiff (she/her)
- Dan Noonan (he/him)
- Mark Shelstad
- Sarah Goldstein (she/her)

Regrets:

- Melissa Wisner (meeting conflict on re-opening at work)

Agenda items:

26. Introductions - name, pronouns, institution
27. Working on the Wiki for DLF-CEI Committee for Equity and Inclusion
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
28. Project updates + timelines (see below):
29. Discussion on inclusivity at virtual events
    a. What inclusivity concerns must we keep in mind for a virtual event?
    b. What are some examples of good ways to address inclusivity concerns in virtual events?
    c. What hasn't worked?
    d. Other thoughts / comments / suggestions?
30. Anyone need an invitation to the shared drive?
31. Any news, events, resources, ideas to share?
    a. Next meeting: July 14, 2:30pm EST

Current projects:

Advocacy, recruitment, + leadership programming

b. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Carli Spina, Jasmine Clark
c. Update: Looking for 2-3 add'l members (with acknowledgement that many won't have a good idea of what they can commit to until September), commitment of 10-12 hours/month over next 6 months (now-November)
d. The group is trying to develop a toolkit, or collections of templates, language and policy samples, checklists of points to consider and remember when working on recruitment, and more that libraries and archives could use as a reference point for how they manage advocacy, recruitment, and leadership in an active DEI-focused environment. The work will be available on the DLF wiki to start.

Inclusivity @ the DLF Forum

k. GROUP: Sheila Rabun (former chair, sheila.rabun@lyrasis.org), Lauren Havens
    i. Confirm new chair(?) - Carrie Pirmann (I am willing to co-chair), Sarah Goldstein: I can't commit to co-chairing, but I would be happy to join/help this group!
l. UPDATES/RESOURCES

i. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing

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Reading / resource list:

a. GROUP: Cynthia Hudson Vitale (chair), Rachel Mattson, Sheila Rabun (sheila.rabun@lyrasis.org), Carrie Pirmann, Emily McGinn, Melina Zavala, Maura Seale, Mihoko Hosoi

b. Reading/resources list (being moved into wiki): https://docs.google.com/document/d/1Zcu6d-Gbgf7VkZ43POEYeqhP8VtGV6Xb-tVr_yy0-yM/edit?usp=sharing

c. **Will use "Survey of existing inclusivity committees + initiatives across the GLAM landscape" to inform work for 2021**

a. Monthly reminder that anyone can contribute information as you come across it. **DEI initiatives list:** https://docs.google.com/document/d/1rzPWUVkgMCdjuBYaVP6BieE_DQZnhSAQvnW0NySzYTU/edit

Meeting notes:

- Wiki
  - Anyone who wants to edit the wiki can - just email us at info@diglib.org if you need access.
  - Dan will help with that - adding Active Bystander Orientation from 2019, also reading/resource list, DEI initiatives list
- Project updates
  - Advocacy etc group
    - Working on a toolkit
    - Looking for some extra folks to help - email Melissa directly if you want to help. Info in shared drive if you need it.
    - Looking at a July release date for this at one point - hopefully still on track
  - Inclusivity at the Forum group
    - Carrie was willing to co-chair with Sarah on this. Confirmed that they're both still up for that - yay!
    - If you need access to the shared drive let Gayle know
  - Reading/resource list group
    - Working on adding this to the wiki
- Discussion on inclusivity at virtual events
  - Received a lot of feedback from Forum planning survey, but few addressed inclusivity and access
  - What inclusivity concerns must we keep in mind for a virtual event?
    - Captioning
    - From Digital Accessibility WG wiki: https://wiki.diglib.org/Zoom_Accessibility

- What are some examples of good ways to address inclusivity concerns in virtual events?
- What hasn't worked?
- Other thoughts / comments / suggestions?
    - Setting ground rules ahead of time: will there be a moderator? What are mechanisms we can implement to make sure people aren't speaking too much, to encourage participation? (Intergroup Dialogue [pdf] is a good example of running the ground rules discussions)
    - Way to make sure people who are new to Forum/virtual meetings are comfortable sharing/participating/asking for help
    - Create additional resources for moderators in this setting, checklist for moderators?
        - In terms of having multiple monitors/facilitators, you should have someone who is the chat wrangler in addition to moderator and tech and accessibility help.
    - Being mindful regarding time zone differences, easy to cause confusion and then folks might miss a session; but also in the overall schedule, some sessions earlier or later than usual? Will everything be recorded?
    - Library Publishing Forum - Debriefing session - open to planning committee, worked well & didn't work well, paid a lot of attention to inclusivity and all of its forms.
        - Some folks thought they needed fewer supporting folks bc online, but needed more - facilitator, tech support, etc. Ended up needing more than they expected, more people focused on technology.
        - Had presenters record ahead of time (released/screened at particular time), make slides ahead of time, then conversation after the fact. Made sure the time was kept to, could put in captioning ahead of time in that scenario, lots of accessibility measures ahead of time. Lots of guidelines about how to ask questions, may have used the "raised hands" option in Zoom
        - Also did "arounds," to emulate in-person meeting - Google doc organized ahead of time, could be around professional interests & social interests. Meet people that way. Talk in a more casual format.
        - Educopia
    - Played video during meeting, Q&A afterwards.
        - Help mitigate tech problems - screenshare, slides not advancing
    - BPE: saw some hiccups they had. Did not seem to have special accommodations for accessibility. Reach out to Carol Kussman & ramping up conference to pivot to virtual
    - Revisit guidelines for accessible presentations
    - Be mindful of Twitter & sharing Zoom links publicly - bc of Zoom bombing. Figuring out a way to connect people quicly that won't put links / meetings at risk

        - I also wondered about having DLF staff available on zooms sort of like they are available at the in-person DLF, so you know who to talk to or if you need help?So online you can “drop in” in a similar way
            - Would Slack work well for this?
                - Yes! Slack also has a way to do video or audio calls in-app
                - Need to investigate Slack for accessibility overall
                    - Slack is screen-reader accessible, even on mobile. The issue is that you have to be on desktop to send “good” html links (in mobile you’re stuck with the http://…. Rather than having a live text link). -Debbie.
                    - I haven’t tested it extensively with keyboard navigation, however. I haven’t heard any major problems.
        - Tips for accessible presentations - reviewed that - Debbie would like to help with updated webinar! Yay!
        - Zoom breakout rooms
            - Speed networking / world cafe type session
        - LPF protected zoom links really well
        - Other platforms?
            - Webex?
                - webex doesn't work on chromebook
                - Only works in mobile app
                - Interface is confusing
            - GoToMeeting
                - Requires participants to install software
            - Google Hangouts
            - Heysummit.com
                - Is being used by the Web Accessibility Summit in June.
            - UberConference
                - :(
            - BlueJeans
                - Awful. Not accessible
        - Issues with mixing & matching platforms - what kinds of devices folks are using. Some platforms are not available on all devices (individuals may have to switch between devices to access all parts if they have to switch between multiple platforms)
            - Zoom is better with screen readers on mobile
            - WebEx - leery
            - GoToMeeting - maybe, but forced install might be problematic, don’t know if it works on mobile
    - May be worthwhile to regularly devote time at future CEI meetings to discussing accessibility software, differing platforms
    - Feel free to email info@diglib.org if you come across any potential platforms/software that we should take a look at.

- There's an app that lets you share a way to get an instant survey/question with your session - like a classroom clicker. Engagement from presenter. Way to stop, ask a question, get a response & use response as source of engagement and future discussions.
    - Poll Everywhere
    - Slack and Zoom (webinar) also have polls

May 2020 Meeting

Attending:

- Jasmine Clark
- Gayle Schechter
- Carrie Pirmann
- Debbie Krahmer
- Dan Nooonan
- Aliya Reich
- Sarah Goldstein
- Scout Calvert

Regrets:

- Mark Shelstad, Colorado State University

Agenda items:

32. Introductions
33. Reorienting the group
    a. Preparing for the forum
    b. Advocacy, recruitment, and leadership programming
34. Working on the Wiki for DLF-CEICommittee for Equity and Inclusion
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
35. Project updates + timelines

    Advocacy, recruitment, + leadership programming
    a. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Carli Spina, Jasmine Clark
    b. Update: Looking for 2-3 add'l members (with acknowledgement that many won't have a good idea of what they can commit to until September), commitment of 10-12 hours/month over next 6 months (now-November)
    c. Preparing toolkit with language that can be reused for recruitment, advocacy and leadership programs
    d. Looking through checklists for human resources, how to prepare for interview, policy examples

e. Ready to share recruitment section of toolkit by July 1; hiring may be on hold for many orgs right now, but currently can work on re-writing job descriptions, etc. where toolkit would be useful - could be helpful for recruiting volunteers to assist with creating other areas of toolkit
f. Format: collection of artifacts/items/documents, meant to be modifiable, modular; centralized location with real-world examples on how to handle these issues locally, templates, examples, definitions (researched & vetted)

Inclusivity @ the DLF Forum

m. GROUP: Sheila Rabun (chair, sheila.rabun@lyrasis.org), Lauren Havens
    i. Need new chair - Carrie Pirmann (I am willing to co-chair), Sarah Goldstein: I can't commit to co-chairing, but I would be happy to join/help this group!
    ii.
n. UPDATES/RESOURCES
    i. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    ii. 2020 DLF website - https://forum2020.diglib.org
    iii. Will turn attention to accessible presentation webinar
    iv. Collaboration with Digital Accessibility Group
g. Also thinking about the ways this group can help plan for potential changes to the forum
Bystander Orientation
    a. GROUP: Scout Calvert (chair), Melissa Wisner, Hannah Scates Kettler, Sarah Goldstein, Jasmine Clark (jasmine.l.clark@temple.edud), Margaret Smithglass, Sheila Rabun
        i. Not sure if we will put in a live session proposal on Bystander training for 2020, and/or working lunch considering limitations on professional funding and other challenges.

Timeline for next year:

a. After forum ends:
    i. Wrap up and analyze work of previous year
    ii. Perform a heavier recruitment push
    iii. Set action plans using survey (in next section)
    iv. Begin any project based work in April/May

Reading / resource list:

d. GROUP: Cynthia Hudson Vitale (chair), Rachel Mattson, Sheila Rabun (sheila.rabun@lyrasis.org), Carrie Pirmann, Emily McGinn, Melina Zavala, Maura Seale, Mihoko Hosoi

e. Reading/resources list (being moved into wiki): https://docs.google.com/document/d/1Zcu6d-Gbgf7VkZ43POEYeqhP8VtGV6Xb-tVr_yy0-yM/edit?usp=sharing
f. **Will use "Survey of existing inclusivity committees + initiatives across the GLAM landscape" to inform work for 2021**
    b. Monthly reminder that anyone can contribute information as you come across it. **DEI initiatives list:** https://docs.google.com/document/d/1rzPWUVkgMCdjuBYaVP6BieE_DQZnhSAQvnW0NySzYTU/edit

36. Anyone need an invitation to the shared drive?
37. Any news, events, resources, ideas to share?
    a. Next meeting: (Needs to be scheduled) June 9, 2:30pm EST
38. DLF CFP

April 2020 Meeting

Attending:

- Jasmine Clark
- Maura Seale
- Mark Shelstad (will need to leave at top of the hour)
- Dan Noonan (OSU & DigiPres 2020)
- Gayle Schechter (CLIR+DLF)
- Amanda Lehman

Regrets:

- Melissa Wisner (emergency meeting at work same time)
- Sarah Goldstein
- Carrie Pirmann (conflicting office hours with students)
- Sheila Rabun
- Aliya Reich

Agenda items:

39. Working on the Wiki for DLF-CEI
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
40. Project updates + timelines
    Advocacy, recruitment, + leadership programming
    a. GROUP: Melissa Wisner (chair, wisnermel@gmail.com), Lauren Havens, Jasmine Clark, Sheila Rabun, Annie Bélanger, Carli Spina

b. Meeting Update:
    i. No updates from this team for April 14, next meeting Wed May 6, 2020 12pm eastern

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Inclusivity @ the DLF Forum

o. GROUP: Sheila Rabun (chair, sheila.rabun@lyrasis.org), Lauren Havens
p. UPDATES/RESOURCES
    ii. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    iii. 2020 DLF website - https://forum2020.diglib.org
    iv. Jasmine will put out a call for action to digital accessibility group for forum task force on Friday, March 13th.
    v. Revisit past years' social events checklist? https://www.diglib.org/dlf-events/dlf-social-event-checklist/
    vi. Aliya to touch base with Sheila about needs for this subcommittee year to year
        1. Jasmine: the wiki is meant to do this as well, could be space for this

Bystander Orientation

b. GROUP: Scout Calvert (chair), Melissa Wisner, Hannah Scates Kettler, Sarah Goldstein, Jasmine Clark (jasmine.l.clark@temple.edud), Margaret Smithglass, Sheila Rabun
c. UPDATES / RESOURCES TO SHARE?
    i. Put in a live session proposal on Bystander training for 2020, and/or working lunch

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Reading / resource list:

g. GROUP: Cynthia Hudson Vitale (chair), Rachel Mattson, Sheila Rabun (sheila.rabun@lyrasis.org), Carrie Pirmann, Emily McGinn, Melina Zavala, Maura Seale, Mihoko Hosoi
h. Reading/resources list: https://docs.google.com/document/d/1Zcu6d-Gbgf7VkZ43POEYeqhP8VtGV6Xb-tVr_yy0-yM/edit?usp=sharing
i. UPDATES / RESOURCES TO SHARE?
    i. Meeting update (link to notes?)
    ii. Most recent meeting was: Monday, Dec. 16, 2019 at 3:30 Eastern https://psu.zoom.us/my/cvitale
j. Sheila will reach out to Cynthia about next steps
    i. Discuss how to organize readings and create public facing content

Survey of existing inclusivity committees + initiatives across the GLAM landscape

c. Monthly reminder that anyone can contribute information as you come across it.
DEI initiatives list:
https://docs.google.com/document/d/1rzPWUVkgMCdjuBYaVP6BieE_DQZnhSAQvnW0NySzYTU/edit

41. Anyone need an invitation to the shared drive?
42. Any news, events, resources, ideas to share?
    a. Next meeting: (Needs to be scheduled) May 12, 2:30pm EST
43. DLF CFP

March 2020 Meeting

Attending:

- Jasmine Clark
- Sarah Goldstein
- Dan Noonan
- Gayle Schechter
- Mark Shelstad
- Lauren Havens
- Aliya Reich
- Sheila Rabun

Regrets:

-

Agenda items:

44. Working on the Wiki for DLF-CEI
    a. For example of what this will go towards: https://wiki.diglib.org/Digital_Accessibility_Group
45. Project updates + timelines

    Advocacy, recruitment, + leadership programming
    a. GROUP: Melissa Wisner (chair), Lauren Havens, Jasmine Clark, Sheila Rabun, Annie Bélanger, Carli Spina
    b. March Meeting Update:
        i. Working on toolkit for inclusive recruitment and retention
        ii. Also discussing cultural assessment
    c. Meeting chair/co-chair update
        i. Melissa is formally chair, looking for another person to help take on organizing

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Inclusivity @ the DLF Forum

q. GROUP: Sheila Rabun (chair), Lauren Havens

r. UPDATES/RESOURCES

ii. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing

iii. Making a brief video in addition to written call for proposals for forum - done

iv. Will update the webinar for how to make presentations accessible (work with accessibility group)

v. 2020 DLF website - https://forum2020.diglib.org

vi. Jasmine will put out a call for action to digital accessibility group for forum task force on Friday, March 13th.

vii. Revisit past years' social events checklist? https://www.diglib.org/dlf-events/dlf-social-event-checklist/

viii. Aliya to touch base with Sheila about needs for this subcommittee year to year

1. Jasmine: the wiki is meant to do this as well, could be space for this

Bystander Orientation

d. GROUP: Scout Calvert (chair), Melissa Wisner, Hannah Scates Kettler, Sarah Goldstein, Jasmine Clark, Margaret Smithglass, Sheila Rabun

e. UPDATES / RESOURCES TO SHARE?

i. Put in a live session proposal on Bystander training for 2020, and/or working lunch

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Reading / resource list:

k. GROUP: Cynthia Hudson Vitale (chair), Rachel Mattson, Sheila Rabun, Carrie Pirmann, Emily McGinn, Melina Zavala, Maura Seale, Mihoko Hosoi

l. Reading/resources list: https://docs.google.com/document/d/1Zcu6d-Gbgf7VkZ43POEYeqhP8VtGV6Xb-tVr_yy0-yM/edit?usp=sharing

m. UPDATES / RESOURCES TO SHARE?

i. Meeting update (link to notes?)

ii. Most recent meeting was: Monday, Dec. 16, 2019 at 3:30 Eastern https://psu.zoom.us/my/cvitale

n. Sheila will reach out to Cynthia about next steps

i. Discuss how to organize readings and create public facing content

Survey of existing inclusivity committees + initiatives across the GLAM landscape

d. Monthly reminder that anyone can contribute information as you come across it. **DEI initiatives list:** https://docs.google.com/document/d/1rzPWUVkgMCdjuBYaVP6BieE_DQZnhSAQvnW0NySzYTU/edit

46. Anyone need an invitation to the shared drive?
47. Any news, events, resources, ideas to share?
    a. Next meeting: (Needs to be scheduled) April 14, 2:30pm EST
48. DLF CFP is live! WOOOO!!!

February 2020 Meeting

Attending:

- Jasmine Clark
- Melissa Wisner
- Carrie Pirmann
- Gayle Schechter
- Sarah Goldstein
- Aliya Reich

Regrets:

-

Agenda items:

49. Project updates + timelines

    Advocacy, recruitment, + leadership programming

    a. GROUP: Melissa Wisner (chair), Lauren Havens, Jasmine Clark, Sheila Rabun, Annie Bélanger, Carli Spina
    b. February Meeting Update:
        i. Group is posed to work for 6 months, January-June 2020 on developing a practical toolkit and set of checklists to aid Libraries in reviewing and reflecting on their practices of recruiting, hiring/onboarding, retention, leadership development and advocacy for employees with the goal of updating any practices that have become outdated and do not support diversity, equity, and inclusion as Libraries understand these principles today. **Next meeting scheduled Wednesday March 4, 12-1pm Eastern** via Zoom https://ncsu.zoom.us/j/824292219
    c. Please email Melissa at wisnermel@gmail.com with any questions.
    d. Are there notes that people can access?-Yes, -shared google drive with DLF
    e. Confirm meeting schedule-1st Wednesday of the month from 12pm-1pm Eastern viz Zoom; meeting schedule January-June 2020

Inclusivity @ the DLF Forum

s. GROUP: Sheila Rabun (chair), Lauren Havens
t. UPDATES/RESOURCES
    i. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    ii. Making a brief video in addition to written call for proposals for forum
    iii. Will update the webinar for how to make presentations accessible (work with accessibility group)
    iv. 2020 DLF website - https://forum2020.diglib.org
    v. Jasmine will put out a call for action to digital accessibility group for forum task force.

Bystander Orientation

f. GROUP: Scout Calvert (chair), Melissa Wisner, Hannah Scates Kettler, Sarah Goldstein, Jasmine Clark, Margaret Smithglass, Sheila Rabun
    i. Need new chair: Sheila is chair of inclusivity group, and will de facto take over bystander orientation
g. UPDATES / RESOURCES TO SHARE?
    i. Put in a live session proposal on Bystander training for 2020, and/or working lunch

h. Will now be housed under Inclusivity at the Forum
i. Will ensure that process is documented and properly housed in drive folder for continuity

Reading / resource list:

o. GROUP: Cynthia Hudson Vitale (chair), Rachel Mattson, Sheila Rabun, Carrie Pirmann, Emily McGinn, Melina Zavala, Maura Seale, Mihoko Hosoi
p. Reading/resources list: https://docs.google.com/document/d/1Zcu6d-Gbgf7VkZ43POEYeqhP8VtGV6Xb-tVr_yy0-yM/edit?usp=sharing
q. Met last week
r. UPDATES / RESOURCES TO SHARE?
    i. Meeting update (link to notes?)
    ii. Survey is out, deadline is Dec. 13: https://docs.google.com/forms/d/1hGFSedBBX1s5tKCS4EEgElB1Jv95woPm8jfDyRWa-OY/edit#responses
    iii. Most recent meeting was: Monday, Dec. 16, 2019 at 3:30 Eastern https://psu.zoom.us/my/cvitale
s. Sheila will reach out to Cynthia about next steps
    i. Discuss how to organize readings and create public facing content

Survey of existing inclusivity committees + initiatives across the GLAM landscape

e. Monthly reminder that anyone can contribute information as you come across it.
DEI initiatives list:
https://docs.google.com/document/d/1rzPWUVkgMCdjuBYaVP6BieE_DQZnhSAQvnW0NySzYTU/edit
f. How does this tie into the Advocacy group?
g. Overlaps with readings/resources

50. Anyone need an invitation to the shared drive?
51. Compiling a public reading list and updating/expanding the wiki
    a. Zotero was brought up as an idea for compiling a reading list, but it's not accessible
    b. Will be in position to share things out soon; plan for new year.
52. Any news, events, resources, ideas to share?
    a. Next meeting: (Needs to be scheduled) March 10, 2:30pm EST
53. CFP for forum will be released March 3rd

January 2020 Meeting

Attending:

- Jasmine Clark
- Aliya Reich
- Gayle Schechter
- Lauren Havens
- Sheila Rabun
- Gail Betz
- Teague Schneiter

Regrets:

- Sarah Goldstein: these fell off my GCal, grrrr and I'm booked for another meeting! I've got them back on and will plan to be at the next one, apologies!
- Melina: went over a meeting that I had just before…..

Agenda items:

54. Project updates + timelines
    Advocacy, recruitment, + leadership programming
    a. GROUP: Melissa Wisner (chair), Lauren Havens, Jasmine Clark, Sheila Rabun, Annie Bélanger, Carli Spina
    b. January Meeting Update:
        i. Group is posed to work for 6 months, January-June 2020 on developing a practical toolkit and set of checklists to aid Libraries in reviewing and reflecting on their practices of recruiting, hiring/onboarding, retention, leadership

development and advocacy for employees with the goal of updating any practices that have become outdated and do not support diversity, equity, and inclusion as Libraries understand these principles today. **Next meeting scheduled Wednesday February 5, 12-1pm Eastern** via Zoom https://ncsu.zoom.us/j/824292219

c. Please email Melissa at wisnermel@gmail.com with any questions.
d. Are there notes that people can access?-shared google drive with DLF
e. Confirm meeting schedule-1st Wednesday of the month from 12pm-1pm Eastern viz Zoom; meeting schedule January-June 2020

Inclusivity @ the DLF Forum

u. GROUP: Sheila Rabun (chair), Lauren Havens
v. UPDATES/RESOURCES
    i. SEE COMMITTEE NOTES and ACTIVITIES: https://docs.google.com/document/d/13mp7tmPPi4TIS7JecyU_cjS0sjRpckQp8eEKMPNzlWQ/edit?usp=sharing
    ii. Making a brief video in addition to written call for proposals for forum
    iii. Will update the webinar for how to make presentations accessible (work with accessibility group)
    iv. 2020 DLF website - https://forum2020.diglib.org
    v. Jasmine will put out a call for action to digital accessibility group for forum task force.

Bystander Orientation

j. GROUP: Scout Calvert (chair), Melissa Wisner, Hannah Scates Kettler, Sarah Goldstein, Jasmine Clark, Margaret Smithglass, Sheila Rabun
k. UPDATES / RESOURCES TO SHARE?
    ~~i. Minutes from last meeting: https://docs.google.com/document/d/1dQDopmCjdVfbYFL8jkiQKd51-v40CeQkQZYVnr34yml/edit~~
    ~~ii. Active bystander orientation blog went up here: https://www.diglib.org/active-bystander-orientation/~~
    iii. Recording and information here: https://forum2019.diglib.org/active-bystander-orientation/
    iv. Think more about gathering feedback for future sub-committee work.
        1. Maybe look into seeing if forum feedback provides information on bystander issues
        2. Draft survey for reading group here: https://docs.google.com/document/d/147xDA8BiX66bmWCr1ojQwmx3apdjye9K2ixHI25GMX8/edit
        3. Maybe tier or categorize resources and questions
    v. Put in a live session proposal on Bystander training for 2020, and/or working lunch

Reading / resource list:

t. GROUP: Cynthia Hudson Vitale (chair), Rachel Mattson, Sheila Rabun, Carrie Pirmann, Emily McGinn, Melina Zavala, Maura Seale, Mihoko Hosoi
u. Reading/resources list: https://docs.google.com/document/d/1Zcu6d-Gbgf7VkZ43POEYeqhP8VtGV6Xb-tVr_yy0-yM/edit?usp=sharing
v. Met last week
w. UPDATES / RESOURCES TO SHARE?
    i. Meeting update (link to notes?)
    ii. Survey is out, deadline is Dec. 13: https://docs.google.com/forms/d/1hGFSedBBX1s5tKCS4EEgElB1Jv95woPm8jfDyRWa-OY/edit#responses
    iii. Next meeting: Monday, Dec. 16 at 3:30 Eastern https://psu.zoom.us/my/cvitale
x. Sheila will reach out to Sheila about next steps
    i. Discuss how to organize readings and create public facing content

Survey of existing inclusivity committees + initiatives across the GLAM landscape

h. Monthly reminder that anyone can contribute information as you come across it. **DEI initiatives list:** https://docs.google.com/document/d/1rzPWUVkgMCdjuBYaVP6BieE_DQZnhSAQvnW0NySzYTU/edit
i. How does this tie into the Advocacy group?
j. Overlaps with readings/resources

55. Anyone need an invitation to the shared drive?
56. Compiling a public reading list and updating/expanding the wiki
    a. Zotero was brought up as an idea for compiling a reading list, but it's not accessible
    b. Will be in position to share things out soon; plan for new year.
57. Any news, events, resources, ideas to share?
    a. Thinking about ways to collect feedback
    b. Maybe collaborating with Lyrasis for a survey (ask Sheila for more information)
    c. Brought up the possibility of alerting the ARL group about the survey of existing inclusivity committees… Also reading list group?
58. Financially feasible options for producing transcripts of meetings (and other DLF resources)
    a. Jasmine brought up Amara and Zoom's automatic captions
    b. How many hours of captioning will there be on average?
    c. Otter.ai allows for collaborative editing, but I'm not sure about the accessibility of the interface. I am happy to discuss alternative workflows (Jasmine)
59. Next meeting: (Needs to be scheduled) Feb 11, 2:30pm EST
60. CFP for forum will be released March 3rd