

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, December 8, 2021, 6:30 pm

Online – Zoom Web Call

Attendees: Samantha Adebisi (Notetaker), Nicole Facey, Charmain Brown, Stephen Linton, Carwyn Holland, Bernadette Hood-Caesar (left at 8pm)

Guest: Akeem Maginley (PPL Board Member)

Library Staff: Sabrina Yung

Absent: --

1. Land Acknowledgement

- **Sabrina reflection:** We have not discussed how the other ABRWG's own Land Acknowledgement would be developed and shared by the group.
- **Group response:** Charmain and Stephen will be sharing a few Land Acknowledgement examples with the group, and group will decide which one they will use for the new year.

2. Conflict of Interest Declaration (Standing Agenda Item)

- No conflicts of interest declared. Group agrees to go forward.

3. Review last meeting minutes

- Nicole will catch up with the minutes and share with the group. If there is anything to edit the group will edit and approval will be done at the next meeting.

4. Revisit and Determine 2022 Work Plan (40 minutes)

- **Action:** To complete the 2022 Work Plan chart. Determine Work Plan priorities and timelines for 2022.

Sabrina update:

- *Our list of 2021 recommendations will be going forward with to the Library Board.*
- *Jackie reviewed the recommendations and has no concerns or questions.*
- *Reminding everyone to build in space to follow up on the collaboration around Client Experience and People and Culture recommendations that the group is putting forward.*
- Group members responses to Work Plan priorities and timelines (**Final Work Plan will need to be provided to the Library Board and Library staff**)

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- **Carwyn:** First I believe that it is time that the Library makes a statement on recognizing the [UN's International Decade for People of African Descent](#) through a proclamation, which shows leadership.
 - Carwyn offered to provide a draft proclamation proposal rationale. The working group will review this draft in January and work towards submitting a formal proclamation request to the City of Pickering. The group may also propose related February events which will connect with Black History Month.
 - **Stephen:** We have to start thinking about interconnectivity, looking at all these topics on what other groups are doing (Anti-Black Racism Task Force) and how we can work with them to avoid reinventing the wheel. I also believe that the City of Pickering should do an event and create a proclamation on behalf of the Library and this should be done on Black History Month. I think that we can defer the survey to the Youth Committee so they can look at it from a youth lens and then the working group can review it. Also, I think that looking at the draft proposal for a DEI Officer is important because it support the work of sustainability. Yes, enhancing the Library collection will be great.
 - **Sam:** There are a lot of events happening around Black History Month, and it might take time to create an event for February, so I am thinking the Library may consider creating a calendar that shares events that will be happening across the city. The Library can also give a free ticket for events that involve a fee. I believe to do this work we should look at the draft proposal for a DEI Office first so that we have someone who understand the work we're doing with the library. **Sustainability of Enhancement of Collection:** Lack of visible representation is a concern in the black communities. Saying something is available and not being able to see where or how its available is two different things. It's not just about having books that reflect the black community, but highlighting these books that connects to current situations and displaying them in a way that is attracting youth to use them. I believe that the city should do a proclamation first and then the library follows.
 - **Charmin:** There is some time with the declaration (2024) I believe this is something that needs to be done by the city and the library can do events or initiative to support it. I am not sure how it benefits the library on a long term. Also, part of our work is sustainability, not just doing the events, but what happened next after those events is what we need to think about. The issue of the survey is not the questions, but, how do we reach that group that we looking for? So, the library can do something in collaboration with the school board to link the survey with the schoolboard. Revisiting the survey will take a year. It will be wise to have two maximum priority for the year.
 - **Sabrina:** The Library does not issue formal proclamations. This typically comes from the municipality. <https://www.pickering.ca/en/city-hall/proclamations.aspx>. We as a group can come forward with a suggestion as to what would acknowledgement look like? What can we do to bring awareness to the [UN's International Decade for People of African Descent](#) and what that would look

like? The intention here is not on this group hosting events but rather looking at the learning and development for staff, so that staff incorporate these important topics and/or insights into the way they facilitate and plan events.

- Group proposal to the city to do a proclamation and DEI Officer needs to be discussed in the January meeting
- Group need to do a deeper dive on the event planning process.
- Who are we engaging?
- Thoughts process on being more inclusive and mindful for the sense of belonging for your Black Youth and community as a whole
- Where there are gaps
- What events we will do to create that positive experience
- Events ideas can be shared with the library event teams
- Carwyn will be working on a proclamation draft and the group will finalize the proclamation in January and the group will do a final look in February before submitting.
- **Akeem:** The board can push these things, you want to make recommendation action that senior management can implement. The library needs to know what are the gaps to address, not necessary that the Anti-Black working group do the work. Note, a proclamation request needs to be in at least 3 weeks prior to the desire date.
- **Carwyn's Question:** What activity or events the library has planned for Black History Month
- **Sabrina:** The events team is working on it and I will get back to the group once I have more details.

5. Board Meeting Preparation (10 minutes)

Action: Designate a member for delegation at the January Board meeting to present the 2021 Recommendations and 2022 Work Plan to the Board.

- Stephen (as new Chair) will be the group's delegate at the January Board meeting. He will be present to speak to the 2021 Recommendations and 2022 Work Plan (which will be provided to the Board in advance of the meeting). Board meeting date: on January 27.
- Charmain will be his back up if Stephen is not able to attend.
- Sabrina to arrange a meeting link to be sent to Stephen and Charmain.
- All ABRWG invited to attend and can register themselves through the registration link provided on <https://pickeringlibrary.ca/board/>.

6. One-Year Evaluation Process (30 minutes)

Action: Decide method for self-assessment (and produce). Decide timeline for ABRWG members to complete self-assessment defined.

- Per the ABRWG TOR on accountability, group agreed that a survey will be good in doing a self-assessment.
- Sabrina will share some sample surveys with group.
- Group will follow up with decision in January.
- Akeem shared the Library board was having a similar conversation about developing one for the Library Board as well.

7. Youth Sub-Committee Update:

- Committee met with Library staff to discuss ways to increase youth voices at the table. They looked at best ways to identify younger people to be part of the youth group. Examples in collaborating with youth who are looking to do their community hours. Also, to work closer with the schools to get better contact with the students.
- Looking at opportunities for younger people to be apart of the youth advisory
- Discussion on using different forum like social media, Instagram and YouTube in conducting surveys to hear the voices of younger people.
- Committee to identify questions from the last survey to see if youth language is being used.
- Looking at events that the working group can collaborate with the City of Pickering's Anti-Black Racism Task Force (PABRT) that are appealing and will attract youth to the library services.

8. Chair Vacancy and New membership recruitment consideration: (20minutes)

- Sabrina requested direction from the group regarding the vacant role of Chair. The group nominated Stephen to move from Vice Chair to Chair. Stephen accepted the new role as Chair. The group discussed and advised that the Vice Chair position will be vacant until new members join, so as to open that opportunity to the incoming members as well.
- Samantha and Nicole will continue to take minutes of meetings.
- As per TOR, the ABRWG should have 8-10 members. Currently the ABRWG is below that desired number. The library would like to conduct public call out for new members in the new year to which the group agrees too.
- Sabrina requested direction from the group, regarding how they want to proceed with the recruitment in the new year. Group agreed to use the same process for recruiting new members which involves an open call and a designated community panel will facilitate interviews.
- Akeem suggested that ABRWG members are welcome to be involved in the recruitment. We could explore having members involved with interviews if there is interest (to further clarify what that involvement could be).
- Library will share posting for new members on all their existing channels and ABRWG members will be encouraged to forward to their networks.
- Carwyn advised the group that he has decided to leave the ABWRG due to moving and other commitments. Group members thanked Carwyn for his contribution to the group and wish him all the best in his future endeavors.

Below is a re-cap of the 2022 Work Plan:

Meeting Date	Topic of Focus	Deliverables
January 12, 2022	<p>International Decade for People of African Descent: Proclamation Request to the City of Pickering.</p> <p>ABRWG Self-Evaluation 2021</p> <p>New Membership</p>	<p>Finalize proclamation proposal (as put forth/drafted in December). Target issuance date – first Monday of March. Determine submission process and assign task.</p> <p>ABRWG to review shared examples of surveys and determine a final survey for the group.</p> <p>Finalized survey to be sent after the meeting. Members will complete the survey prior to the February meeting and review the results together at the February meeting.</p> <p>Review draft framework for new membership process. Approve for implementation.</p>
February 9, 2022	<p>New Membership</p> <p>2024 UN Declaration Follow Up</p> <p>ABRWG Proposal for DEI 'Officer' Role at the Library</p> <p>ABRWG Self-Evaluation 2021</p>	<p>Review new membership process/timelines and status.</p> <p>Proclamation proposal follow up (if additional time needed).</p> <p>Draft a work plan (consider all proposal components and needs).</p> <p>Draft proposal for DEI 'Officer' (role title to be further determined through this work).</p> <p>Review survey results and determine revisions (if needed) to the Terms of Reference. If changes are determined, prepare a proposed changes report for</p>

		the Board and determine communication plan.
March 9, 2022	<p><i>(Anticipated)</i> – Welcome New Members!</p> <p>ABRWG Proposal for DEI ‘Officer’ Role at the Library</p> <p>2021 Recommendations Check-In (All Streams)</p>	<p>Meet and greet with incoming members.</p> <p>Introduce task of determining Vice-Chair. Group to decide at April meeting.</p> <p>Revise draft proposal.</p> <p>Review status of 2021 recommendations. Create any action plans required.</p>
April 13, 2022	<p>Sustainability and Enhancement of the Collection (Focusing on books that reflect the Black experience)</p> <p>Vice-Chair Determination</p>	<p>Meet with the Collections Team for preliminary knowledge exchange (Library processes for: general selection, weeding, local authors, book donations, etc)</p> <p>New Vice-Chair determined.</p>
May 11, 2022	<p>Sustainability and Enhancement of the Collection (Focusing on books that reflect the Black experience)</p>	<p>Working Group only follow up discussion, post-staff presentation/discussion in April.</p> <p>Draft questions and follow up action (for staff, if needed).</p>
June 8, 2022	<p>Client Experience Recommendations Follow Up Work</p> <p>ABRWG Proposal for DEI ‘Officer’ Role at the Library</p>	<p>Client Experience leadership to provide progress update.</p> <p>ABRWG feedback and recommendation adjustments.</p> <p>Finalize proposal and prepare for submission to Board and CEO.</p> <p>Determine communication plan.</p>

July 13, 2022	Sustainability and Enhancement of the Collection (Focusing on books that reflect the Black experience)	Meet with the Collections Team for feedback discussion, additional knowledge exchange (if required). Collaborate to draft a list of Collections related recommendations/action items.
August 10, 2022	Events (Strategic planning from an anti-racism/anti-oppression lens)	Meet with Events Team for preliminary knowledge exchange (Library processes for: general planning processes, determining topics, engaging local authors, seeking our subject matter experts/community facilitators/guest presenters, budget and staffing capacities, planning cycles, etc)
September 14, 2022	People and Culture Recommendations Follow Up Work Events (Strategic planning from an anti-racism/anti-oppression lens)	Client Experience leadership to provide progress update. ABRWG feedback and recommendation adjustments. Working Group only follow up discussion, post-staff presentation/discussion in April. Draft questions and follow up action (are there additional consideration the ABRWG would like the staff to prepare for the second meeting?)
October 12, 2022	Events (Strategic planning from an anti-racism/anti-oppression lens)	Meet with the Collections Team for feedback discussion, additional knowledge exchange (if required). Collaborate to draft a list of Collections related recommendations/action items.
November 9, 2022	2022 Recommendations Review 2023 Work Plan	Review all recommendation lists developed in 2022. Review status and actions items for new year. Draft 2023 work plan.

	ABRWG Self-Evaluation 2022	Update self-evaluation survey.
December 14, 2022	<p>2023 Work Plan</p> <p>ABRWG Self-Evaluation 2022</p> <p><i>If needed</i> – New Membership</p>	<p>Finalize 2023 work plan.</p> <p>Determine communication plan.</p> <p>Review survey results and determine revisions (if needed) to the Terms of Reference. If changes are determined, prepare a proposed changes report for the Board and determine communication plan.</p> <p>Review draft framework for new membership process. Approve for implementation.</p>

Note, as discussed and determined, the ABRWG will not create a new Community Survey in 2022. Instead, as the ABRWG determined the original survey (2020) lacked a youth voice, the deeper community consultation work will be deferred to the ABRWG Youth Subcommittee. This work will be reported on at the monthly meetings, as part of the standing agenda item.