

# Meeting Minutes

## **Anti-Black Racism Working Group**

Wednesday, October 18, 2023, 6:30 pm

In Person – Central Library Auditorium

**Attendees:** Romina Diaz-Matus (via Zoom), Samantha Adebisi (via Zoom), Charmain Brown, Shaibu Gariba, Marsha Hinds Myrie (via Zoom), Nicole Facey (via Zoom), Stephen Linton (via Zoom), Titi Katibi (via Zoom)

**Library Staff:** Shobha Oza, Sabrina Yung, Clara Addo-Bekoe

**Absent:** Teronie Donaldson, Bernadette Hood-Caesar

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1. Land Acknowledgement and Ancestral Acknowledgement
  - Read by SY and CB.
2. Conflict of Interest Declaration (Standing Agenda Item)
  - SL read a sample/alternative Conflict of Interest Declaration script adopted from the: “We are committed to fostering an environment of transparency, integrity, and accountability in our efforts to combat anti-Black racism within this working group. To ensure the effectiveness and trustworthiness of this meeting, we kindly request that members take this time to declare any potential conflicts of interest.”
  - No conflicts of interest were declared.
3. Review Meeting Minutes (Standing Agenda Item)
  - June, July, August, and September minutes were reviewed.
  - No edits or omissions were brought forward.
  - Minutes were approved.
4. Regroup and Restoration Continued
  - As determined during the August meeting, this meeting will focus on reviewing the Terms of Reference (TOR) with the intention of identifying shared understanding on scope and finalizing any further revisions needed.
  - CAB has joined the group again today as facilitator. This will also allow SY and SO to fully participate in the discussions as well.
  - Regarding the question of whether to add the Youth Survey results into the TOR, SG suggests including results from the teen consultation survey as an appendix rather than having the details in the TOR. The group agreed. In future, during the annual review of TOR, the ABRWG can determine if the appendices need to be revised/updated.
  - Section 4.2 - Fourth point was shortened to be more concise. Additionally, clarification was requested regarding what happens when a decision needs to be

made in an urgent fashion and cannot wait for the next scheduled monthly meeting. Added 'Special meetings can be called outside of the monthly meeting cycle to discuss urgent issues. Quorum would still need to be met for any decisions to be made.' (SY to further work on wording).

- Clarity was requested regarding documentation of discussions and process regarding potential or proposed decisions, that may take place outside of the monthly meeting space. It was acknowledged that discussions can occur in sub-committee meetings and/or ad hoc unforeseen discussions between some ABRWG members and other interest groups/community members. As discussed, it was clarified that all sub-committee discussions need to be documented and shared with the group using formal minutes and any proposed decisions must be brought back to the full group in a monthly meeting for review and consensus (with quorum). Decisions cannot be made on behalf of the ABRWG in isolation amongst sub-committees or in ad hoc discussions outside of the monthly meeting. Notes capturing this decision will be added to the TOR.
- Section 4.5 - Added 'Review attendance and facilitate the necessary conversations when attendance and active participation terms are not met.'
- Section 5.2 - Discussion about the roles of the ABRWG. The group decided to keep Chair, Vice Chair, and Notetaker roles. Removed 'check in every 3 months' for executive roles and approved review at the November annual review meeting.
- Clarity was requested regarding 'active participation' and what 'being present' during meetings meant to the group collectively. The resulting expectations were decided – ABRWG members will:
  - Attend 80% of monthly meetings in a calendar year. The Library Liaison will reach out to members experiencing low attendance and identify to the Chair/Vice-Chair where a member is projected not to meet the minimum calendar year requirement.
  - For virtual meetings (or if attending an in-person meeting virtually), make every effort to be visible on camera where possible.
  - Ensure they are up to date on minutes and previous discussions, prior to attending a meeting, and arrive at the meeting prepared to discuss the scheduled items.
  - Advise the Library Liaison in advance if absence anticipated.
  - Participate in meetings in accordance with the Pickering Public Library Code of Conduct.
- Clarity was requested regarding the terms or period of commitment per member. Members discussed the possible options (one year, two years, etc.). The group decided: one (calendar) year commitment with an annual November check in alongside the annual November declaration of still meeting eligibility criteria.
- Consideration was requested regarding adding a Code of Conduct. It was suggested that a sub-committee could be made to create the ABRWG specific Code of Conduct. Another suggestion acknowledged that the library already has client and volunteer Code of Conduct policies in place. The group decided the TOR should reference the Code of Conduct that exists.
- MHM requested that the minutes reflect MHM expressed an abstention and is abstaining from agreeing to some areas of the revised TOR. MHM notes it is unclear, how do we do our work in our community? How do we do our work in connection with other groups with similar missions? What is the structure around

working with PABRT? What is the structure around how we operate with the community at large? RDM suggested the group could create a sub-committee to define a structure with how the ABRWG interacts with community and PABRT. This requires further discussion. It was agreed the TOR revisions will proceed.

- SY to add additional numbering/lettering for sub-sections, for easier reference.
- All changes identified to this point are confirmed as final. SY will apply all discussed changes to the TOR document and proceed to post it the revised copy on the ABRWG landing page.

5. Public Library Association Presentation 2024

- Pickering Public Library staff were selected and invited by the Public Library Association (PLA) to present about the ABRWG at the April 2024 PLA Conference, taking place in Columbus, Ohio. More details to come.

6. Returning to Regular Business in November and 2024 Work Plan

- As we return to regular business with the November meeting and given there are annual self-evaluations and end of year work planning tasks to complete, it was agreed that part two of the collections and events marketing discussion will be further postponed until the new year. Library staff involved will be advised and rescheduled.
- SY will work on drafting a new 2024 Work Plan to reflect some of the business items that were deferred from the past few months.
- The November meeting will be online. The meeting will prioritize reviewing the self-evaluation tool (reflecting last year's identified changes as well as the TOR conversation). Additionally, the group will determine a new Chair and Vice Chair.