

Diversity Team Meeting Minutes  
Wednesday, July 05, 2006  
10:00a-12:00p  
McKeldin 7121

Present: Hackman (note-taker), Love, Park, Patterson (facilitator), Pedersoli (timekeeper), Sarigol, Tanaka

**Review Agenda:**

Added an additional 15 minutes to Item 3 (Town Hall Meeting discussion) and reduced time for Item 4 (Announcements) by 15 minutes.

**Role Rotation:**

Johnnie distributed a revised role rotation which includes the team's new members. Linda suggested that the role of "Timekeeper" be assigned at each meeting on a volunteer basis, as it will make the rotation easier to figure out and maintain. The Team agreed to this change. Linda will undertake one more revision of the role rotation and will present it to the team at the next meeting.

Once the new rotation is in place, each member will be responsible for securing his or her own substitute if he or she is assigned to take notes or facilitate and is unable to attend the meeting.

Other membership-related news: Katalin has announced that she will most likely withdraw from the team at the end of the year; Dean Lowry has mentioned the possibility of term limits for certain staff groups including the Diversity Team.

**Town Hall Meeting:**

The Team had a lively and productive session of planning for the upcoming Town Hall Meeting. Discussion centered on three main points:

**Flyers:** Karen Patterson distributed a draft flyer asking for staff comments and suggestions on the state of diversity in the Libraries and ideas for the Town Hall Meeting. The Team made a few minor edits to the document, and agreed to distribute black and white copies by hand to all library staff. Tim created a distribution list based on the staff directory (attached as Appendix A) for team members to follow; Karen will make the recommended changes and print copies of the flyer. Flyers will be delivered to Team members to fold and distribute to their divisions **by July 20**. The invitation asks staff to mail or email comments to Lisa Wheeler or the Diversity Team reflector **by August 15**. Karen will send a reminder email to the All Staff list on or about August 1. Yeri suggested placing drop boxes for completed forms in various division offices; the Team felt that one collection point (i.e., Lisa) was best but a drop box is a good idea if one can be arranged in or outside of Lisa's office in PASD. Tim will also create color flyers based on the invitation, to be posted in the staff lounge and in various division offices.

There will be a special planning session for the Town Hall Meeting on Tuesday, August 29, from 10:00am to 12:00pm in McKeldin 7121. At this meeting we will discuss the comments received from library staff and use them to identify the most important discussion topics.

**Speakers / Panelists:** Johnnie will be taking the Town Hall Meeting plans to LEC in September or October for comment. Several Team members again stressed the importance of participation by some member of the administration so that staff members know their concerns are a) being heard and b) will potentially be addressed by the administration. Johnnie felt that Jane Williams is the most likely candidate to attend, and will meet with her to discuss the Team's plans. Johnnie will also contact the UM Office of Human Relations Programs (OHRP) to let them know that we are planning an event for November 2 and may be calling on them for help with facilitation.

**OCDA Report:** Ken reported on an OCDA information-gathering session he attended in which the 3 most important topics identified by the staff were: 1) unclear lines of decision-making; 2) ambiguous climate for team-based work; and 3) "leadership and followership." These concerns are related primarily to issues of organizational structure, not necessarily diversity. The Team agreed to invite Sue Baughman to the September meeting to help us separate out the organizational issues and focus on the diversity issues. Johnnie will extend the invitation to Sue. The Team reviewed the OCDA Summary Findings once again, specifically the comments related to statistical differences in participant responses along the lines of gender, ethnicity and division. These differences invite closer analysis as they may be indicators of diversity-related tensions lurking below the surface.

### **Announcements / Round Robin**

**Johnnie** reported on some pending changes related to the Goodwill Committee. These changes will be discussed at the August Team meeting.

The Goodwill Committee's Welcome Luncheon is scheduled for September 28.

The Team's LGBT presentation is scheduled for the same day as a meeting of LFA, but the two events should not conflict.

The Consortium on Race, Gender & Ethnicity has changed its October campus event to a Symposium. Johnnie is planning to present a session on assessment of diversity and the OCDA process at University of Virginia in September, and will likely repeat the presentation for the symposium.

In November, Staff Learning and Development will offer 2 workshops on communication, one on cross-cultural communication for supervisors and a second on learning styles with Pat Wagner as facilitator.

**Yeri** has finished her *Library Matters* article on cultural barriers to communication. She will submit it for the next issue.

**Heleni** reported briefly on her trip to ALA Annual in New Orleans.

**Linda** is planning to submit a brief article to *Library Matters* thanking past Brown Bag facilitators.

Alan Mattlage's Brown Bag session on libraries in Ghana is scheduled for July 13.

### **Review of Agenda for August 2 Meeting**

### **Meeting Evaluation**

### **Adjourn**

**Appendix A:  
Town Hall Meeting Flyer Distribution List**

Tim & Heleni (73):	Humanities (6) User Education (6) Gifts in Kind (2) Public Services/Collection Mgmt Adaptive Technology (1) ITD, incl. Copy Shop (36)	Life Sciences (4) Government Documents (8) Digital Collections (3) Directors' Office (3) Collection Management (4)
Karen (46):	Social Sciences (9) Access Services (3) Late Night/Security (3)	Periodicals (3) Info & Research Svcs (6) Circ, ILL & Reserves (22)
Bonnie (24):	Art & Architecture Libraries (9) Performing Arts Library (15, not incl. Maxwell Brown)	
Johnnie & Lisa (27):	Personnel & Budget (7) Facilities & Services (4, not incl. Roy Alvarez or Rebecca Wilson) Staff Development (2) Dean's Office (6)	PASD Director's Office (3) Management Information Systems (2) Development Office (3)
Tom & Linda (48):	EPSL (13) Non-Print Media (9) Broadcasting Archives (5) Random folks in Hornbake: Rebecca Wilson (PASD), Roy Alvarez (Facilities)	Chemistry Library (3) Rare Books/ NTL (6) Archives & Manuscripts (9) Maxwell Brown (IPAM),
Ken & Yeri (75):	East Asia / Prange Collection (10) Technical Services, including: Acquisitions (15), Adaptive Cataloging/Database Management (12), Director's Office (3), Original Cataloging (25), and Preservation (10)	
Katalin (5):	Shady Grove (5)	