1. Update from Diversity Committee
   a. Review the Spring 2021 semester evaluation for the diversity initiative at LAI
      i. Timeline
         1. Summer 2019: Beginning of Diversity Committee
         2. Fall 2019: Vision and Mission Statement
         3. Spring 2020: Pandemic
         4. Fall 2020: Restructuring and Goals for 2021
         5. Spring 2021: New Initiatives
      ii. Feedback
         1. Survey purpose: to discern if initiative is feasible and sustainable.
            a. Survey team was a group of GSEHD masters students that collected data via written documents, individual interviews, and a survey of randomly selected LAI staff and librarians.
            b. Survey team worked with individuals across different areas and levels within the organization.
         2. SWOT Analysis:
            a. Strengths: Good leadership and commitment from SLT (organizational goal); enthusiasm from individuals throughout the organization in working towards diversity in their own learning and development.
            b. Weaknesses: Misalignment in vision and goals—different focuses between those in management/leadership (task-oriented goals with tangible outcomes) and some of those in staff and librarian positions (interested in behavior change, outlook, culture more generally).
            c. Opportunities: Learning and development.
            d. Threats: Budget.
      iii. Recommendations
         1. Short Term
            a. Continue the diversity initiative (all)
               i. The initiative will succeed with vision/goal alignment.
            b. Include a DEI practitioner (executive)
               i. Subject matter experts aid the initiative.
         2. Long Term
            a. Reimagine library culture (all)
               i. Continuously evaluate culture while giving and receiving feedback.
            b. Transparency and ethics (executive/all)

                    i.   Leaders vs. followers.
        iv.   Roadblocks
             1. Investment: Budget uncertainty
             2. Pandemic: Environment uncertainty
        v.   Next Steps
             1. Continuing reading groups into Summer and Fall 2021
             2. Recognize and appreciate our colleagues
             3. Remember to take time for reflection and respect
             4. Recharge for a dynamic academic year

b. Discussion
    i.   In the interest of achieving greater clarity on the misalignment piece: it sounds as though some of the task-oriented things do not get us where we want to go over the long term. Does that sound correct?
        1. The misalignment does not mean that our initiatives so far have not been useful. Rather, it means that there are two different areas of focus; manager focus tends to look at DEI goals as a means to achieve the end of a more inclusive organization (if we have this amount of quantifiable effort done in these ways, we can check the box) whereas others tend to look at DEI as behavior and process in service of culture change. The evaluators are saying that the two areas should be aligned and working together as opposed to separately.
    ii.   Did surveyed individuals report that some things are transactional and some are transformational, or that we need more transformational and less transactional?
        1. There was a desire for more focus on the everyday actualization of a policy/process into behavior.
        2. There is some element of trying to build the plane while flying and soliciting feedback from the flight. Moving forward, some of the existing initiatives can form a foundation while we look for new ways to upskill (especially leveraging existing expertise in LAI).
    iii.   Do we have a sense that there is DEI expertise available on campus, or a path toward expert facilitation for LAI?
        1. We do have the ODECE as a community partner, and I am sure that there are others across campus. The ODECE would be my first stop in looking for expertise.
        2. We have also worked with faculty in GSEHD and others. However, this leads to questions of sustainability—will we have the budget for speaker stipends, for example?

2. Discussion of Proposed HR Designations for LAI Employees
   a. Goal: Establish a shared understanding/approach to these designations.
   b. Timeline

       i.   Targeting completion by end of week, but we do not have a hard and fast deadline as of yet.

c. Designations and Descriptions*

       i.   **Essential Onsite Work**: Individuals in these positions perform essential core safety and operational functions and typically need to be on campus even when access to campus is restricted.

      ii.   **On-campus Work**: Job functions that must be completed or are most effectively completed at an on-campus location. Employees have an assigned workspace at an on-campus site. This role provides student services & support, research,…receptionists, greeters.

     iii.   **100% Remote Work**: Job functions that can be performed effectively entirely off campus with the exception of campus-based meetings/events-business needs. Employees typically will not have a personal workspace assigned at an on-campus site. Telecommuting agreement in place.

     iv.   **Hybrid Work**: Job functions that can be performed effectively in a combination of on – and off campus locations. Employees typically have a personal or shared workspace assigned or available to them at an on-site location. Telecommuting agreement in place.

d. What are the criteria for telling certain employees that they cannot work remotely?

       i.   We may need a separate snow chain / environmental hazard team / phone tree for certain contingencies.

      ii.   If we expect to be able to call them and they expect to be able to get into the building, their designation does need to align with that.

     iii.   There are some functions that need to be on campus. There are also some managers that need to be on campus, at least some of the time, to effectively manage.

e. We are returning to an operating posture where students and faculty are back, and if the community we serve expects to be able to have a research consultation face-to-face, we need to meet the needs of our community.

       i.   While there are some cases in which it is helpful to meet online, we need to plan for onsite meetings—e.g. for a given department to always have someone onsite.

      ii.   The GW Space & Events Task Force has noted that continuing to do anything that was specifically a just-in-time arrangement during the pandemic might indirectly signal that we are not fully open. We need to be mindful about striking that balance.

     iii.   Librarian managers have been instructed to prepare for multiple points of access in response to student/faculty needs and requests, but there is more we will learn here as we move through the fall semester about those preferences, possible limitations of our spaces (e.g. around not having enough virtual consultation spaces in Gelman), and the need to be

flexible possibly within a single day, depending on the activity and who is involved.

        iv.   It may take a good semester of data-gathering to figure out what our community needs and position ourselves accordingly.

f. Discussion to be continued.

*Subject to change