

Milner Library IDEA Committee Bylaws

Version 1.0; Approved by Library Council on 6/23/2021

PREAMBLE

Illinois State University was built on and continues to benefit from lands taken from multiple Indigenous Nations. These lands were the traditional birthright of Indigenous Peoples who were forcibly removed and dispossessed of their property, heritage, and often lives by settlers. Normal, Illinois sits on territory once occupied by the Peoria, Kaskaskia, Piankashaw, Wea, Miami, Mascoutin, Odawa, Sauk, Mesquaki, Kickapoo, Potawatomi, and Ojibwe Nations. As employees of a settler institution, we recognize that we have a responsibility to continue to learn, teach, and understand Indigenous histories and present-day realities as they pertain to these Nations as well as to confront the ongoing violence of settler colonialism through activism and reparations. We also honor those Indigenous peoples who we may have excluded in this statement due to erasure and historical inaccuracy.

This land acknowledgement was developed based on statements by members of the ISU Native American Studies program; the Department of History; the Department of Sociology; Women's, Gender, and Sexuality Studies; and the Multicultural Center.

1 NAME

This committee shall henceforth be known as the Milner Library Inclusion, Diversity, Equity, and Access (IDEA) Committee.

2 VALUES STATEMENT

The Milner Library IDEA Committee is dedicated to social justice. While we celebrate the fact that infinite diversity exists in infinite combinations within us all, our primary charge is to work towards equity and inclusion for the most marginalized among us. We recognize that libraries are not neutral spaces, both because their white supremacist origins continue to be reflected in the racial makeup of our staff, and because our choices in collecting, deaccessioning, providing programming, and designing spaces are inherently values-driven. It is the IDEA Committee's remit to critically examine these roots and beliefs in order to holistically support our patrons, community, and colleagues. In the words of Elie Wiesel, "neutrality helps the oppressor, never the victim."

We furthermore ascribe to the following philosophies and frameworks in our practices:

- Accessibility
- Anti-racism
- Community-centered decision making
- Empathetic listening and engagement

- Feminism
- Intergenerationality
- Internationalization
- Intersectionality
- Religious freedom
- Reparative justice
- Queer and trans liberation

All IDEA Committee members are expected to abide by this Values Statement.

3 RESPONSIBILITIES AND DUTIES

The IDEA Committee shall consider among its responsibilities the following:

3.1 GENERAL DUTIES

- Advocate for and work towards inclusive, diverse, equitable, and accessible environments for all, especially those who are most marginalized in our culture and community.
- Conduct research and develop best practices to enhance inclusion, diversity, equity, and access at Milner Library.
- Deconstruct systems in the Milner Library culture that result in inequitable treatment of marginalized communities and work to rebuild an environment that encourages inclusion, diversity, equity, and inclusion.

3.2 EVALUATION AND ASSESSMENT

- Evaluate Milner Library policies and procedures in accordance with those of Illinois State University in support of increased inclusion, diversity, equity, and access.
- Conduct Multicultural Organization Development scans and generate formal recommendations for spaces and collections on a regular basis.
- Continually review the criteria by which we conduct assessments.

3.3 COMMUNICATION

- Broadly communicate issues of inclusion, diversity, equity, and access both internally and with other campus and community entities in order to facilitate engagement with them.
- Advertise and encourage participation in professional development opportunities and educational services in the realm of inclusion, diversity, equity, and access.

3.4 PLANNING AND COORDINATION

- Coordinate with campus and community entities to provide Milner Library staff and patrons with professional development opportunities that focus on inclusion, diversity, equity, and access.

- Share in the process of developing Milner Library’s strategic plan and departmental annual goals in order to integrate inclusion, diversity, equity, and access into all aspects of library services and long-range planning.
- Aid in the design and promotion of new services, activities, and information resources with a focus on inclusion, diversity, equity, and access.
- Assist with planning changes in the design and use of Milner Library spaces in order to advance inclusion, diversity, equity, and access.

4 MEMBERSHIP

4.1 ELIGIBILITY

The IDEA Committee shall consist of 6-8 voting members. All Milner Library employees are eligible to become members of the Committee.

4.2 STUDENT EMPLOYEE MEMBER

One seat on the Committee is reserved for a student employee. This member:

- Cannot serve as chair, vice-chair, or records keeper.
- Will be paid their normal hourly rate for any committee-related activities (up to 4 hours per month).

5 ELECTION OF MEMBERS

5.1 ELECTION PROCEDURE

Elections will be conducted by the Milner Library Council Elections Subcommittee. Terms of office shall begin at the start of the first meeting held on or after August 16.

5.2 TERM LENGTH

Elected individuals will serve staggered two-year terms. Members can serve two consecutive terms and will be eligible for re-election one year after the expiration of the second term. If a member is unable to complete a full term, a special election may be held for a replacement to complete the allotted term.

5.3 OFFICERS

Officers will be elected by the IDEA Committee members from within the existing Committee membership. Officers must be elected every year. A quorum of members must be present in order to conduct elections or any other vote-based business. If an officer cannot complete a term, the IDEA Committee will elect a replacement from amongst themselves.

6 OFFICERS' DUTIES

6.1 CHAIR AND VICE-CHAIR

- Prepare and distribute schedule of meetings.
- Prepare and publicize calls for agenda items for meetings at least 5 working days before the date of the meetings.
- Prepare and publicize final agendas for meetings at least 3 working days before the meeting.
- Facilitate meetings.
- Call special meetings if needed.
- Communicate with and advise Milner Library Council and administration regarding issues of inclusion, diversity, equity, and access.
- Distribute appropriate documents.

6.2 RECORDS KEEPER

- Records minutes of meetings.
- Submits minutes to Milner Library's shared network.
- At the conclusion of each fiscal year, provides copies of all minutes and other records to University Archives.

7 MEETINGS

7.1 MEETING PERIODICITY

The IDEA Committee shall meet at least monthly on a regular schedule. Committee leadership may call for additional meetings. Any subcommittees or working groups shall meet as necessary.

7.2 QUORUM

A simple majority of the membership shall constitute a quorum.

7.3 PARTICIPATION BY NON-MEMBERS

IDEA Committee meetings are open to all Milner Library employees. Agendas will be shared in advance of each meeting and minutes will be recorded and made available on the shared network. Any employee of Milner Library may communicate to the chair or vice-chair matters to be brought before the IDEA Committee in advance of the next meeting.

7.4 PARTICIPATION EQUITY

The entire Committee will be responsible for making sure that everyone's voices are heard in accordance with the W.A.I.T. system (Why Am I Talking: Is it your turn to talk?; Does what you have to say need to be said?; Has it been said already?; Are you grandstanding?)

8 CALENDAR

The IDEA Committee operates on a 12-month basis. Annual business, including election of new members, will take place during the summer according to the timeline below.

- First meeting on or after June 1 — IDEA Committee chair contacts Library Council about vacancies caused by expiring terms of service, as well as any desired changes in the Committee's charge or responsibilities.
- First meeting on or after July 1 – Library Council announces the call for volunteers to run for the vacant seats.
- First meeting on or after July 16 — IDEA Committee chair and vice chair submit annual report to membership for review.
- First meeting on or after August 1 – New members are announced, vote is held to approve the annual report, and outgoing chair distributes letters of thanks to those who have assisted the Committee during the preceding fiscal year (July-June).
- First meeting on or after August 16 — New members are seated and officers are elected.

9 REVIEW AND AMENDMENT OF BYLAWS

The Milner Library IDEA Committee shall review these bylaws at least every three years. Proposed changes shall be submitted to the Milner Library Council for approval. If Council favors the changes, the revised document shall be adopted.