



Library Equity, Inclusion, and Diversity Staff (LEIDS) Committee Terms of Reference

Purpose

Ajax Public Library pledges to hear and embrace all members of our community. Undertaking equity, diversity, and inclusion work enables the Library to foster an inclusive culture that values and leverages the unique strengths of all individuals, regardless of backgrounds, abilities, or identities.

Background

The Library's Anti-Black Racism Committee (LABRC) was established in July 2020, with membership including both full and part time Library staff. To ensure the Library, as a public institution, focuses on the tenets of equity, diversity, and inclusion for all, LABRC was expanded in May 2021 to serve as the Library's Equity, Inclusion, and Diversity Staff Committee (LEIDS). The work of LABRC continues within the LEIDS Committee with ongoing efforts to engage with and be representative of our community, partners, and customers.

Scope

LEIDS has identified these areas of service to review. During these reviews, members will recommend opportunities for change and/or enhancement and deliver on:

- **Staff Education** to counter and identify misconceptions, prejudice and biases, and enhance customer service.
- Expand **Collections and Community Engagement** to address equity, diversity, and inclusion to improve inclusivity and representation and to host programs which engage customers in this dialogue.
- Review and revise **Policies and Procedures** to develop a corporate culture addressing equity and inclusion to encourage staff diversity and to combat systemic racism at the Library.

LEIDS Objectives 2024-2027

Planning

- Develop a three-to-five-year plan to define all initiatives related to Equity, Diversity, and Inclusion and communicate achievements (Strategic Master Plan: Action #5).
- Create workplan and identify activities: February-May 2024.
- Annually review the plan and revise as needed to ensure relevancy and timeliness: June 2024-December 2027.

Implementation

- Membership drive to refresh Committee: January-February 2024.
- Provide feedback on a statement for Equity, Diversity, and Inclusion for approval by the Ajax Library Board and make publicity available to Library Administration (Strategic Master Plan: Action #4).
- Becoming an employer partner with the Canadian Centre for Diversity and Inclusion to increase training opportunities to enhance organizational competencies in EDI (Strategic Master Plan: Action #3) and propose a rollout plan to supervisors/staff to ensure resources/training are utilized.

Evaluation

- Review initiatives on an annual basis and make recommendations to Library Administration in year-end report.
- Celebrate success; annually make accomplishments available publicly on the Library website (Strategic Master Plan: Action #1).

As issues of diversity, equity, and inclusion arise within the Library, its community, and/or the world at large, they will be discussed by LEIDS and considered for integration into its work plan.

Authority

LEIDS will recommend objectives and key performance indicators to Library Administration for consideration to establish a work plan, execute approved plans, and provide feedback throughout the process based on performance.

Membership

LEIDS will have nine (9) members including a Library Administration appointed Chair, a committee nominated Vice Chair (rotating), and a recording secretary. LEIDS seeks representation across the organization.

At the conclusion of each three (3) year work plan cycle, a membership campaign involving application to the Manager of Corporate Services will occur to select new members. Should vacancies arise, the Chair will consult with the Manager of Corporate Services to assign members to the Committee.

Meetings and Minutes

Meetings will be held monthly, in person or via the use of technology.

Decisions will be made by membership consensus. If consensus cannot be achieved, the Chair's vote will be final and the dissenting position recorded beside the recommendation in the minutes. Once a decision is made, all members are expected to support the decision and the associated course of action.

Agendas will be formulated by the Chair, or Vice-Chair in the absence of Chair, with input from all task force members based on actions and next steps items identified in the previous minutes.

Meeting minutes will be recorded and distributed to members one (1) week before the next meeting to allow time for preparation. Members are expected to read the minutes, complete assigned actions, and prepare an update for the next meeting.

Minutes will be posted in for all Library staff to view once they have been approved at the subsequent meeting.

Conflicts of Interest

When issues arise which involve a personal connection, members will declare a conflict of interest and step aside from the discussion.

Roles and Responsibilities

The LEIDS Chair is responsible for:

- Arranging meetings and agenda plus ensuring the minutes are completed in a timely manner.
- Reporting directly to Library Administration and the Library Leadership Members (including CLEO) on a monthly basis.
- Submitting monthly update reports including objective and performance indicators for Board Report inclusion
- Assisting members with monthly update preparation to be sent to Library staff to keep them informed of the LEIDS progress and initiatives plus provide opportunities for feedback.
- Provide guidance to members should an issue remain unresolved by bringing it forward to Library Administration for direction.

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In the absence of the Chair, the Vice Chair will assume these responsibilities.

Members are responsible for:

- Active participation through the raising of Library issues of equity, diversity, and inclusion for consideration by LEIDS.
- Attending all meetings.
- Reporting to Chair should absences occur.
- Completing actionable items within the assigned timeframes and updating the Chair should further time and/or resources be required.
- Speaking to the Chair in confidence should issues arise that prevent them from fully participating on the Committee.

Resources and Budget

In addition to the members representing various facets of Library operation, LEIDS has access to the knowledge and current experiences of all Library staff including standing Advisory Councils/Committees, current customers, and community partners. As staff in a municipal and public service environment, members can connect with Town Council, Departments, and staff including the Town Diversity & Inclusion Committee and Coordinator, the Town's Anti Racism Task Force, community agencies/groups, and Town residents.

LEIDS members have access to Library equipment and IT staff to support any means necessary to achieve the objectives.

Funds are available to support part-time staff for additional hours to attend meetings and/or to work on LEIDS initiatives; supervisors will ensure LEIDS members are able to fulfill their commitments to LEIDS.

Project recommendations will include budget requests where appropriate.

Annual Review of Terms of Reference

The Terms of Reference will be reviewed annually by the Library's Equity, Inclusion, and Diversity Staff Committee to ensure alignment with the Library's priorities. Any changes will require approval of the Chief Librarian & Executive Officer.