

**BCLA Project Advisory Group (PAG) Meeting Minutes
September 27, 2022**

1. Introductions and Check-in
 - a. Name pronoun, library, which food or condiment are you from your fridge right now

2. BC Library Association
 - a. The Executive Director and President introduced themselves and talked about the ongoing work that had been completed behind the scenes for the last year.
 - b. The board is committed to this work and is leading this essential work. The resolution to begin came from members a couple years back
 - c. There were some missteps when the work started a year ago and actions were taken too quickly. But now through this measured and thoughtful process, we are having it be a regular part of the conversation

3. The Commons Consulting Presentation
 - a. Our approach and Values
 - i. The work is guided by relational approaches, which in practice looks like:
 - People centred where we recognize the complexity of the work and people
 - includes psychological safety and an understanding of the distinct impacts this work has on our minds, hearts, bodies
 - open communication and we ensure the work includes involvement and engagement with the people and communities directly impacted by our work
 - We take a whole systems approach to examine issues through social, cultural, political and organizational context. We don't assume that we can apply what we think are best practices without understanding the current context and nuances.

 - b. Project Timeline Overview
 - i. This project will be completed in a phased approach, Phase 1 is to conduct a current state assessment to obtain the community's perspective of BCLA, it's an opportunity to get a sense of the direction members would like BCLA to take and get a sense of the sector in BC.
 - ii. The current state assessment will include a document scan, conversations with key stakeholders and a survey.
 - iii. The project is scheduled to wrap by April 2023, but these timelines are a guide, this work will take as long as it takes.

- c. Role of the Project Advisory
 - i. How we will be working together: it's not a hierarchy, we are all working together
 - 1. The Commons Consulting (TCC) will
 - a. Manage the project (TCC/PS)
 - b. Develop engagement strategies (TCC/PS/PAG)
 - c. Communicate key information to Change Makers (TCC/PS/PG)
 - 2. The Project Sponsor (PS) is BCLA. The PS and the PAG are changemakers and community champions who will:
 - a. Guide the project
 - b. Champion project values
 - c. Communicate key information membership & communities
 - d. Promote membership & communities involvement
 - 3. We are all facilitators and have a part engaging with the wider BC libraries community
4. Tensions in EDI centered work
 - a. We don't want to be extractive, we want to be relational and engage in mutuality
 - b. Best practices and wise practices – recognizing the uniqueness of each contributor, we don't make assumptions that what works here it'll work somewhere else
 - c. Perfection and compassion: we don't want to cause harm, but we are going to make mistakes and we need to be able to make mistakes because we aren't perfect and perfection is a trait of supremacy
 - d. Instead of working in urgency, we want to work in intentionality
5. Terms of Reference
 - a. The Terms of Reference is a living document, we can make changes as we go along in the process.
 - b. We want something that we can refer back so we're clear on our roles, how we're working together
 - c. Discussion on items currently missing from the current draft, items to be added include:
 - i. Updates to confidentiality
 - 1. All PAG matters can be public unless otherwise determined by the group. Individual anecdotes or attributions are to be kept confidential.
 - ii. Add an opinions disclaimer to confirm that individual members are not representing the views of the individual libraries they are affiliated with. Members were not selected to represent the libraries they work for.

- iii. Include the process for how membership was determined
 - d. The PAG decided that the TOR should be publicly available on the BCLA website and will be reviewed at every other meeting to ensure that the TOR is relevant and resonates with the PAG. The PAG also decided to list names of PAG members for transparency and to give credit and acknowledgement for the individuals contributing to this work. Questions regarding the project's process can be sent to the Executive Director and/or The Commons Consulting.
6. Membership Updates, Transparency, Accountability
- a. How should we update members on the progress of the project and the work of the PAG?
 - b. The PAG would like to keep members updated throughout the project as key milestones arise through email updates (likely sent monthly or bi-monthly) to ensure members are aware of the project timeline, key dates, upcoming activities and how to participate.