

# BCLA Project Advisory Group (PAG)

## Meeting Minutes

### October 25, 2022

Present: Adeline Huynh (The Commons), Aditi Gupta, Christian Isbister, Courtney Miller, Dalia Levy, Emily Guerrero, Josh Chan, Kathleen Yang (The Commons), Laurie Angus, Rina Hadziev (BCLA Executive Director), Sarah Tarcea, Todd Mundle (BCLA President), Tracey Therrien (BCLA Incoming President)

Regrets: Abi Ward, Sajni Lacey

1. Land acknowledgement/statement
2. Introduction and Check-In
  - Sharing exercise in pairs: [story of your name](#)
3. Review Trauma Informed Meeting guidelines
  - Will revisit some part of these every meeting to keep it living
  - Additions that The Commons will work on and bring back:
    - Intention is important, but not as important as impact
    - Ensuring we create space for recognition and repair to any trauma that happens in this group
4. Review Terms of Reference
  - No changes from the group.
  - Reminder this is a living document and can be revisited or updated at any time.
5. Review Updated Project Overview to be shared publicly
  - This is a document to be shared with the library community to provide a sense of timeline and scope.
  - Discussion of starting and ending the survey to accommodate and enable as many responses as needed - start as early as possible and end in January.
  - How are key stakeholders determined? Based on experience, The Commons finds that it is best to determine these after survey results are in, and it is possible to see where additional voices and representation are needed. Feedback that “stakeholders” is not the best word choice and will be updated (suggestions: knowledge holders, target audience, key participants).
6. Review of minutes

- Minutes of meeting will be sent out with agenda for subsequent meeting
- Minutes will be posted as draft for timeliness, can be corrected at any time
- Names will only be included for attendance info, and actions to be done by specific The Commons or BCLA staff.

7. Survey development process for the current state assessment

- Draft questions will be sent out to the group. They are drawn from staff and membership surveys in other sectors but will need to be further adapted to reflect this situation. Group experience is valuable in doing this.
- Focus is anti-racism, but there are questions and content focusing on equity and accessibility more broadly as well
- Questions need to be intentional and move us toward the goal of improving BCLA and making it an anti-racist organization
- Demographic section
  - Research shows this is important
  - Feedback on both language and why things are being asked are welcome
  - Currently lots of demographic questions, this is the full range, we can then narrow it down
- Climate and culture section
- Member experience section
  - Note “member” is inclusive of all library community, not just BCLA members
- Membership process & membership in BCLA section
  - Some of it is aspirational - how could it be more valuable
- Governance section
  - Board and Executive Director focus
  - May have a lot of “I don’t know” but is important for accountability
- Human Resources section
  - Staff and Board
  - Tricky because it is a small team

8. Invitation for anyone to do territory acknowledgements for future meetings. If you would like to, please contact [Kathleen](#) from The Commons.