SustainRT Steering Committee and Committee Chairs

Meeting Minutes

October 20, 2022, 1:00 EST

In Attendance

- Chair, Tina Chan
- Committee Members and Chairs: Christina Mayberry, Angele DeNeve, Erika Jenns, Heather Heckman, Jen Ferriss, Jennifer Embree, Lisa Kropp, Marcy Bailey, Mandi Goodsett, Sarah Tribelhorn, Jenn Washburn
- Round Table Members and Guests: Jenn Dawes

Committee Chairs Meeting

1. ALA executive board update (Sara)
2. Committee chair reports (committee chairs)
   a. Awards (Kelsey Flynn and Jenn Washburn)
      i. Date of most recent meeting: 9/29/22
      ii. We are working on updating the awards pages and nomination forms.
      iii. The stipend name was changed to New Voices in Sustainability, and we have decided to continue identifying this award as an ALA conference stipend.
      iv. We will restructure the timeline for the stipend to ensure that the winner receives the full amount at the conference.
      v. Last year's stipend winner (finally) received their funds.
   b. Education and Programming (Heather Heckman)
      i. Date of most recent meeting: 10/13/22
      ii. Nominate Jenny Garmon as co-chair
      iii. Our LibLearnX proposal was accepted; our ALA Annual proposals are in
      iv. First webinar is next week!
         1. Organizing a Sustainability Swap at Your Library
         2. October 26, 1pm EST
         3. Zoom (recorded)
         4. Speakers: Ben Richards, Brandon Walker, Diane Kolosionek, Mandi Goodsett, and Donna Stewart from Cleveland State University's Michael Schwartz Library
         5. Description: Buy Nothing groups, online resale platforms, and second-hand shops have all helped to reduce waste and give items a new life, and they have been increasing in popularity. How can libraries contribute to this growing trend? Join us to learn how one library organized a sustainability swap for staff to share

unwanted items and find new homes for them, as well as learn about the value of reducing and reusing before recycling. This idea could be adapted for an event with patrons rather than just staff, an event focusing on specific kinds of items (like clothing, plants, or books), or even an asynchronous swap program.

    v. Next webinar is 11/18–Charity election granting program

    vi. Other webinars:
1. January, Sustainability Advocacy 101
2. April, Resilient Activist

    vii. We are also inviting Resilient Activist to be a speaker at ALA (non-juried program)

c. Membership (Katherine Witzig)
    i. Date of most recent meeting: 9/29/22
    ii. We met briefly to set pairs for the Mentorship Program applicants (13 total–1 ineligible, 6 mentors / 6 mentees) and confirm welcome communication and upcoming monthly prompts.
    iii. Emails to pairs and the 1 ineligible applicant were sent on October 3. Pairs will be using the month of October to acquaint themselves with their partner and prompts will start in November.

d. Public Advocacy and Awareness (Sarah Tribelhorn and Erika Jenns)
    i. Date of most recent meeting: 10/13/22
    ii. Reviewed progress of meeting Strategic Plan Goals
    iii. Follow up with Steering Committee regarding carbon offsets
    iv. Planning on tracking the ESG investments and updating every six months
    v. Developing master spreadsheet of contacts for ALA Divisions; ALA conferences; vendors/exhibitors
    vi. Follow up with contacts on adopting Resolution on the Importance of Sustainable Libraries; Sustainability Pledge for conferences; and Swag Rubric for selecting more sustainable SWAG
    vii. Discussed what curricular support could look like for sustainability in libraries in MLIS programs
1. Tina suggested reaching out to the accreditation office.

e. Publicity and Outreach (Beth South and Lauren Bissonette)
    i. Date of most recent meeting: 10/6/22
    ii. The Fall Newsletter is out! We've had 34 views so far and two new subscribers.
    iii. Advertising the Sustainability Swap and the SustainRT Election openings
    iv. We're still wanting to highlight our committees so, if you haven't done so, please fill out the committee spotlight questionnaire.
    v. We are still waiting on an update on the progress of our blog move. I last heard from Danielle Ponton a few weeks ago that the IT team sent this request to the vendor outside the organization and Danielle is waiting for the task to be accomplished. So, still a work in progress.

      vi.   As always, contact [Beth](#), [Lauren](#), or the [Outreach form](#) if you have anything you want to share.

    f.   Sustainability Resources (Angele DeNeve and Jen Ripka)

      i.   Date of most recent meeting: 10/12/22

      ii.   Set a standing meeting time.

      iii.   Review of our strategic goals and useful tips for specific research.

      iv.   Provided a walk-through of our resource folder.

      v.   Discussed task assignments for the next month.

      vi.   Stressed the importance of researching books published in 2022 for annual booklist

      vii.   Next meeting: November 9th

3. Carbon offset and conference fees (Jen F.)
   a. The ALA Conference Committee met this past week, Matt and Uta presented the proposal to become carbon neutral and the council voted to become carbon neutral by 2025.
   b. The new proposal seeks to achieve that goal by rolling the cost of carbon offset fees into conference fees but it has not been presented to the board.
4. Round Table Coordinating Assembly update (Lisa)
5. SustainRT bylaws update (Lisa)
   a. We will not be able to vote on our bylaws until ALA votes on theirs. Our bylaws will be compliant with the changes that ALA recommends for bylaws of round tables.
   b. The voting process begins around the time of ALA LLX.
6. ALA Council Committee on Sustainability update (Tina)
   a. Discussed writing a report of their work for ALA LLX and ways of incorporating sustainability in other areas.
7. Virtual membership/steering committee meeting, January 19, 2023 at 1:00 EST (Tina)
   a. Membership meeting includes 30-45 minutes for committee updates, followed by steering committee meeting.
   b. Membership committee can follow-up with attendees to encourage SustainRT membership. Use registration form to collect contact information.
8. ALA EDI Assembly & SustainRT EDI Initiatives (Jen E.)
   a. Asked for liaisons to provide updates and news around EDI from their areas.
   b. Jenn W. suggested awards, Tina suggested the booklist and Angele agreed that the cultural competency and webinar speaker resources in Zotero would be aligned with EDI initiatives
   c. Jen E. will include updates from these meetings in the committee reports. .

Steering Committee Session

Quorum: yes, 6 in attendance.

1. Approve minutes from September 15, 2022 meeting (Jenn W.) Lisa moves and Marcy 2nd, minutes approved.
2. Treasurer's update (Marcy)

a. We have our budget through May. We will not know the majority of our expenses until June and July. We should be in good shape.
   b. We did have a meeting with ALA staff (Danielle) regarding the delay in dispersing the awards. ALA has engaged a new vendor for financial reports. The previous vendor caused some of the delays that we experienced with funds being dispersed and reports being provided.
   c. Our dues are 58% ahead of the projections, this affirms that SustainRT is one of the fastest growing groups.
3. 2023 elections/nominating committee update (Lisa)
   a. Lisa sent out a call for nominations on ALA Connect and social media.
   b. Nominations due to ALA no later than December 31, 2022
   c. Sending a call for volunteer members for the nominating committee to ALA Connect. Need 1-2 board or committee members to volunteer
4. New business
   a. This year there are two positions, next year we will have five open positions.
   b. Vote for a one-year term for secretary position (2024-25) to balance the number of positions in a committee year (Tina)
      i. Approved by vote, non opposed.
   c. The most recent email sent out by Tina asked for volunteers for reviewing proposals. Jenn W. accepted and Tina will respond soon.
5. Adjourn meeting at 1:49 EST.