

SustainRT Steering Committee and Committee Chairs

Meeting Minutes

September 15, 2022, 1:00 EST

In Attendance

- Chair, Tina Chan
- Committee Members and Chairs: Marcy Bailey, Heather Heckman, Sarah Tribelhorn, Jen Ripka, Lisa Kropp, Mandi Goodsett, Lauren Bissonette, Erika Jenns, Kelsey Flynn, Jenn Washburn, Angele DeNeve, Jennifer Embree, Jen Ferris
- RoundTable Members and Guests: Tera Ray, Sara Dallas, Julia Cuddahy, Jenn Dawes

Committee Chairs Meeting

1. ALA executive board update (Sara D.)
 - a. Please look at the draft bylaws and participate in the discussions that will be happening at ALA LLX ahead of the member vote. Everyone should be aware and provide their feedback to the organization.
2. Website update (Christina, not in attendance), none.
3. SustainRT spreadsheet of helpful links (in the SustainRT Main Folder, then Misc Documents) (Tina C.)
4. **Committee Chair Reports**
 - a. Awards (Kelsey F. and Jenn W.)
 - i. Date of most recent meeting: 9/9/22
 - ii. Tera Ray has joined the committee and she attended the most recent meeting.
 - iii. Still need reimbursement checks for the 2022 Diversity in Sustainability stipend.
 1. Meeting to discuss this process next week.
 - iv. Web pages updated- need to put dates
 1. Posted dates and timeline are pending the reimbursement meeting.
 - v. Citation for Wellness in the Workplace, Nov.14 - Feb.15, award announcement will be moved to April so that winners can plan to join us at ALA Annual. This timeline is impacted by the conference stipend timeline.
 - vi. Diversity in Sustainability (New Voices in Sustainability) conference stipend, Nov.1 - Feb.1 (?) The award announcement depends on the timeline for funds and the recipient.
 - b. Education and Programming (Heather H.)
 - i. Date of most recent meeting: 9/7/22

- ii. We need to decide whether we can fund Jewell Parker-Rhodes for our non-juried submission
 - 1. Alternative: Resilient Activist (~\$500)
- iii. We are not planning to move ahead with a Reading Group at this time—just don't have the capacity for it
- iv. Webinars:
 - 1. Stuff swap (October)
 - 2. Charity election grants (November)
 - 3. Sustainability programming 101 (January-ish)
 - 4. Resilient Activist (April)
- v. Question: any progress on Strategic Plan Action #3: "Division and section conferences with professional development will include programming or tracks for sustainable thinking in libraries"?
 - 1. Public Advocacy and Awareness has reached out to some divisions about engaging with sustainability topics in their programming.
- vi. ALA juried submission programs' deadline is tomorrow. Two program presenters were contacted and will be submitting programs.
- c. Membership (Katherine W.)
 - i. Date of most recent meeting: Upcoming: 9/13/2022
 - ii. Upcoming: SustainRT Mentorship Program applications close September 23, 2022, and the program will start in October. Our meeting on 9/13/22 will be spent brainstorming monthly engagement topics for this program.
- d. Public Advocacy and Awareness (Sarah T. and Erika J.)
 - i. Date of most recent meeting: 9/8/2022
 - ii. Reviewed committee duties outlined in charge
 - iii. Reviewed SSRT Strategic Plan objectives and evaluated progress
 - iv. Plan to work with Publicity & Outreach again to promote/implement the rubric created last year.
 - v. Question for the group: How can we recognize/acknowledge vendors with sustainable practices? Can we send the rubric with their booth reservation confirmation? Can we evaluate vendors and acknowledge their sustainable choices - perhaps with a green star/leaf next to their vendor listing?
 - 1. There are staff within ALA that coordinate with vendors.
 - 2. We should try to get the rubric into the vendor packet.
 - 3. Sara D. will contact the board to ask about protocol for providing information to vendors.
- e. Publicity and Outreach (Lauren B.)
 - i. Date of most recent meeting: 9/8/22
 - ii. Discussed the Fall Newsletter and what content to share out
 - 1. Did we have any graduates apply for the Membership scholarship?

- iii. Shared out reminders about the Mentorship program and the Steering Committee Board position
 - iv. Will be starting the ALA Connect Topic Discussion Thread, please look out for that and participate if you can. Thank you to Lisa and Mandi who both shared some great starting questions for us.
 - v. Would like to still highlight committees by filling out the committee spotlight questionnaire: <https://forms.gle/Yspqi7wDoVxNwvyF8>
 - vi. We are getting our blog moved to the SustainRT site. I'm waiting to hear back from Danielle Ponton on when ALA IT is finished. So, we hope to have our blog issues all sorted out by the end of this month.
 - vii. Contact [Beth](#), [Lauren](#), or the [Outreach form](#) if you have anything you want to share.
- f. Sustainability Resources (Angele D. and Jen R.)
 - i. Date of most recent meeting: 9/1/22
 - ii. Reviewed committee objectives.
 - iii. Explained ongoing projects to new committee members.
 - iv. Discussed the process for selecting materials for the annual book list.
- 5. Round Table Coordinating Assembly [update](#) (Lisa K.)
 - a. All 19 roundtables voted on the new structure for membership dues.
 - b. Of the five scenarios, the scenario with no cost for student memberships was the most popular.
 - c. Several scenarios had reduced rates for student and staff members. There were also Safety Net scenarios for roundtables to choose how potential negative impacts of the changes to dues fees could be addressed.
- 6. [SustainRT bylaws update](#) (Lisa K.) (possible vote taken. Bylaws need to be on Spring ballot)
 - a. The draft of SustainRT bylaws adds language to reflect the triple bottom line and changes to ALA LLX.
 - i. Comment - "winter meeting" is still the official ALA conference name for this event.
 - b. The draft removes language in the membership section that specifies membership types as that will be under the new ALA membership structure.
 - c. Suggests the board should consider a short one year term for the secretary position for next year, to make it off cycle and place it with the next Coordinator-Elect and MAL election the following year, so that we separate secretary and treasurer into different election cycles to balance the ballot.
- 7. Carbon offset and conference fees (Jen F.)
 - a. Proposal for rolling carbon offset fees into conference registration. States the resolution to achieve carbon neutrality by 2025 but few choose to voluntarily add carbon offset to their registration.
 - b. The fee would be transparent but be included in the basic registration cost.
 - c. This proposal will eventually be on the executive board agenda.
- 8. ALA Council Committee on Sustainability update (Tina C.)
 - a. Looking into what other organizations have done for models and ideas.

9. Jennifer E. has agreed to be the SustainRT liaison to EDI Assembly, they will meet in October. (Tina C.)
10. ALA bylaws draft 1, comments can be sent to Sara D. or Tina C.

Steering Committee Session

Quorum: Five in attendance

1. Name change proposal of Diversity in Sustainability stipend to New Voices in Sustainability (Kelsey F. and Jenn W.)
 - a. All approved, none opposed, proposal carried.
2. Approve minutes from August 18, 2022 meeting (Jenn W.)
 - a. Motion moved by Marcy B., Jen F., all approved.
3. Treasurer's update (Marcy)
 - a. Outstanding requests: scholarships, stipend, and reimbursement to Casey C.
 - b. Danielle was contacted in June and funds should have been sent by July.
 - c. New fiscal year, Marcy has requested a schedule for the release of statements for the year and a transactions list.
4. 2023 elections/nominating committee update (Lisa K.)
 - a. Nominations due to ALA no later than December 31, 2022
 - b. Sending the call for volunteer members for the nominating committee to ALA Connect. Need 1-2 board or committee members to volunteer
5. New business, none.
6. Adjourned at 1:59 pm EST.