

COUNCIL COMMITTEE REPORT FORM

TO: ALA Council

DATE: June 9, 2022

RE: ODLOS Advisory Committee

ACTION REQUESTED/INFORMATION/REPORT:

Action requested from Councilors is to cast their vote to:

- 1) Changes to Committee Structure for the Office for Diversity, Literacy and Outreach Services Advisory Committee (**Appendix 1**)

INFORMATION ITEMS TO REPORT:

- 2) COO Workgroup#1 (**Appendix 2**)
- 3) COO Workgroup#2 (**Appendix 3**)
- 4) COO Workgroup#3 (**Appendix 4**)
- 5) Committee Change Proposals (google doc below)

https://docs.google.com/spreadsheets/d/1n5xG3B-iY81lzPcFqngS2kLDw_FSibCS1hJ7h31RNoY/htmlview

ACTION REQUESTED BY: 2021-2022 Committee on Organization

CONTACT PERSON: Jim Neal, jneal0@columbia.edu, Chair of the Committee on Organization

BACKGROUND: (see attached)

APPENDIX 1:

**Committee On Organization
Action Request Form**

Date: 3/27/2022

Re: Changes to Committee Structure for the Office for Diversity, Literacy and Outreach Services Advisory Committee

Action Request (See types of requests in COO Guidelines; Note: Informational only requests does not need COO approval, however, action request form is needed for documentation):

Establish (e.g. *new MIG or Roundtable*)

Discontinue (e.g. *end of MIG or Roundtable*)

Renew (e.g. *renewal of MIG*)

Name Change (e.g. *changing name of Round Table*; Note: Informational Only)

Define/Change/Clarify (e.g. *function, committee structure, etc.*)

Request to Move (e.g. *moving from MIG to Round Table*)

Committee/Units Affected/Contact Name/Email:

**Office for Diversity, Literacy and Outreach Services Advisory Committee Equity,
Diversity, and Inclusion Assembly**

Contacts: Jennifer Shimada, Chair, Jennifer.shimada@gmail.com; Kevin Strowder, Staff Liaison, kstrowder@ala.org

Background: Provide any background information on program/issue under consideration, including why is this action necessary.

Summary: The Office for Diversity, Literacy, and Outreach Services (ODLOS) Advisory Committee would benefit from greater capacity, and more continuity in leadership from year to year.

Need for Capacity: In 2020, the ODLOS Advisory Committee began facilitating the Equity, Diversity, and Inclusion (EDI) Assembly, which meets four times a year and consists of over 100 members (some of whom represent other groups within ALA working on initiatives related to equity, diversity, and inclusion). This has greatly increased the workload of the ODLOS Advisory Committee.

In 2021-2022, the ODLOS Advisory Committee chair was not able to find enough volunteers within the ODLOS Advisory Committee for the Jean Coleman Lecture Taskforce. Further, because the chair was not able to find volunteers within the ODLOS Advisory Committee to run the EDI Assembly, she created a makeshift, unofficial workgroup of volunteers within the EDI Assembly to plan assembly meetings. This unofficial workgroup is not sustainable long term.

Most members of the ODLOS Advisory Committee are leaders of stakeholder committees and organizations, such as REFORMA, AILA, and SRRT. These leaders already have significant responsibilities to the organizations and committees that they represent. While their participation in the ODLOS Advisory Committee serves a vital role in maintaining collaboration and coordination with those groups, these members have limited capacity to participate in task forces and working groups. Further, other members of the ODLOS Advisory Committee are ex-officio members because they chair other related ALA committees. These members are not permitted to volunteer for task forces.

While pandemic burnout likely also contributed to the reduced capacity of committee members in 2021-2022, the addition of the EDI Assembly represents a significant increase to the ODLOS Advisory Committee's responsibilities. To make this more sustainable, the Committee proposes the addition of a second committee chair and three additional members-at-large.

Need for Continuity: Currently, the ODLOS Advisory Committee has one committee chair who serves a one-year term. Even if the committee chair has previously served as a member-at-large for the committee, they may have limited knowledge of how the committee has been run or how to chair an ALA committee. While the ALA staff liaison can advise new chairs, the learning curve is steep, and ALA staff are often less involved in the day-to-day running of the committee. As the EDI Assembly meets quarterly, the first meeting is in October, which means that planning for the meeting should start by August. This does not give new committee chairs much time to get oriented before needing to plan a large gathering.

The addition of a second chair to the committee would help with not only capacity but continuity. The ODLOS Advisory Committee proposes that the two chairs serve two-year, staggered terms. This would allow an existing chair to share knowledge with a new chair each year.

Proposal: Provide detailed information on proposed action requested.

The following changes are proposed to the Office for Diversity, Literacy, and Outreach Services (ODLOS) Advisory Committee to increase capacity and allow for greater continuity:

- **Addition of another committee chair** (who, along with the first committee chair, serves as ex officio chair of the Equity, Diversity, and Inclusion Assembly)
- **Extension of terms for committee chairs from 1 year to 2 years;** the two co-chairs should have staggered committee terms
- **Addition of three more members-at-large** (one of whom would be the second chair), for a total of six members-at-large

Equity, Diversity, and Inclusion: Provide brief information on how your group, including this proposed action supports ALA's values on EDI (<http://www.ala.org/advocacy/diversity>).

The Office for Diversity, Literacy, and Outreach Services (ODLOS) Advisory Committee and the Equity, Diversity, and Inclusion (EDI) Assembly serve vital roles in advancing ALA's strategic direction for equity, diversity, and inclusion. The ODLOS Advisory Committee's charge is to "provide advise and support to the ODLOS", and serves as "a two way forum to communicate member needs to ODLOS and for the Office to share information with member groups." Member groups of the ODLOS Advisory Committee include the ALA ethnic caucuses and key committees such as SRRT and RRT.

Further, the ODLOS Advisory Committee facilitates the EDI Assembly. The EDI Assembly provides a forum for "all groups within ALA and ALA-affiliated organizations working on initiatives related to equity, diversity, and inclusion to discuss their activities, identify opportunities for collaboration and coordination, and explore new initiatives related to the association's strategic direction for equity, diversity, and inclusion." Many groups and individuals within ALA – beyond the ethnic caucuses and committees represented in the ODLOS Advisory Committee – are working on initiatives related to EDI, and the EDI Assembly provides a forum for these groups to collaborate and discuss.

The proposed changes to the ODLOS Advisory Committee will give this committee the capacity and continuity needed to ensure that it can more effectively support ALA's values on EDI.

Submit form and accompanying document(s) to: Marsha P. Burgess (mburgess@ala.org) and Sheryl Reyes (sreyes@ala.org), ALA COO Staff Liaison

Committee on Organization (COO) report:

Interest Groups

COO was asked to discuss the process for the disbanding of interest groups. This was prompted by several interest groups that were formerly part of the ASGCLA division which was shut down several years ago with approval of Council. COO determined that neither COO nor Council was involved in the creation of these interest groups, and therefore should not be involved in their dissolution. However, if an interest group is going to be phased out, important to check for intersections with other ALA groups before dissolution.

ALA Awards

The Committee on Organization was asked to investigate the ALA structure for awards. COO is ready to carry out this assignment but feels that this should be carefully coordinated with a financial review and an ALA staff committee review.

Information Technology Advisory Committee (ITAC)

The Committee on Organization received a proposal to establish a co-chair structure for the Information Technology Advisory Committee. After discussing the status and work of the Committee, and the plans to carry out a fuller review of ITAC, COO voted not to approve the proposal but await a more complete plan of action for the Committee's restructuring.

Transforming ALA Governance (TAG) Proposed Committees

The Committee on Organization was asked to carry out a review of the proposed committees for a new Board, and a review of all ALA and Council committees. COO formed three working groups: one to look at the proposed Board committees, a second to look at the overall committee structure if the new Board committees are approved, and a third to look at the overall committee structure if the new Board committees are not approved. COO also received from TAG a proposal to consider the creation of several new committees to facilitate the work of a new Council. The three working group reports, the TAG proposal, and a very helpful spreadsheet integrating these various aspects prepared by COO member Harriet Wintermute are attached. With actions by Council on structure and governance, work can proceed on formulating a committee's proposal.

Committee on Organization Committee:

James "Jim" Neal, Chair
Emily Elizabeth Clasper
Ms. Kim DeNero-Ackroyd
Ms. Megan Diane Garrett
Peter D. Hepburn
Alesia M.
McManus Derek
Mosley Kevin
Reynolds Mary
Rzeczynski

Dr. Romelia Salinas
Emily Lucinda Wagner
Brad L. Warren
Harriet Wintermute
Serhat Acar (Committee Associate)
Susan Lazzari (Committee Associate)
Christina Rodriques (Board Liaison)
Marsha Burgess, ALA Council Secretariat
and Staff Liaison

Work Group 1

May 5,
2022

Charge: Review the new proposed new Executive Board committees. Propose any changes you see appropriate.

Work Group 1 looked at the six committees proposed in 2020-2021 ALA CD#46.1, the Forward Together Resolutions Working Group Resolutions Overview & Final Report. In doing so, they drew attention to questions or concerns about each of the committees, as written in the resolutions, and about all of the committees as a whole.

In reviewing the set of committees, Work Group 1 wondered where and how membership and membership meetings fit into the 6-committee structure. Another significant gap was conferences – none of the six committees seemed to have responsibility for this area. To add these aspects of the association to any of the six committees would likely overload them, so the Work Group believes that additional committees are probably needed.

In addition, the Work Group discussed concerns with the terms for each of the committees. Most of the committees allow for only two non-consecutive two-year terms. In view of how two-thirds of the membership of the committees is driven by member voting, this seems to take away from the membership some ability to elect those whom they might want to serve. Moreover, there was concern about what to do in the case where there may be insufficient candidates – could an existing member or a past member who has served more than twice not be invited to fill that gap? Ultimately, the association risks losing the valuable experience and knowledge possessed by members who have served two terms should they be barred from being re-elected or appointed, and those same members are at risk of being penalized and marginalized when their engagement should be continue to be encouraged. The Work Group had more to say about committee structure for specific committees as well.

Committee 1: Association Policy

The Work Group was concerned about the charge of the Association Policy Committee to identify and recommend individuals for honorary membership in the association. It felt like it was lumped in here and might more properly belong with another committee (Nominating, perhaps?) or in a new committee.

The Work Group discussed the fifteen-person structure, and there was some discussion of whether fifteen is too large a number for a committee to operate effectively. The Work Group discussed having all of the committees have parallel structures and terms, but did not agree that fifteen was the ideal number.

There were no further substantive comments made regarding this committee.

Committee 2: Finance and Audit

In relation to the charge of the Finance and Audit Committee, the Work Group wondered whether there would be a connection to the Development Office and the current Philanthropic Advisory Group.

The Work Group debated whether the Treasurer, who would chair the committee, was also intended to serve as the Board liaison to the committee, and if the Treasurer is counted as one of the fifteen members. As for the terms of service, the current Budget Analysis and Review Committee appointments are for four-year terms. The Work Group discussed whether, instead of having two-year terms in parallel with the other five committees, the new Finance and Audit Committee should also have longer terms to allow for member growth and learning.

There were no further substantive comments made regarding this committee.

Committee 3: Leadership Development

The Work Group looked at the charge of the Leadership Development Committee with its focus on ensuring members from underrepresented backgrounds have opportunities to serve within the association and will have strong staff support to ensure continuity and priority, and wondered what this meant in relation to awards and programs such as the Lois Ann Gregory- Wood Fellows Program.

The Work Group debated whether the Past-President, who would chair the committee, was also intended to serve as the Board liaison to the committee, and if the Past-President is counted as one of the fifteen members.

In looking at how the resolution allocated existing committees to Leadership Development, the Work Group noted the presence of the Election Committee. What they wondered, though, is where the function of the Election Committee was held. There was no mention of certifying elections in the charge, nor was there for any other committee, for that matter. This led to the discussion of delegating functions to subcommittees and whether committees such as Leadership Development had the power to appoint work groups or subcommittees of ALA members who are not actually appointed to the committee itself.

There were no further substantive comments made regarding this committee.

Committee 4: Nominating

In discussing the charge of the Nominating Committee, the Work Group returned to the matter of certifying elections and wondered if this committee might more appropriately map to that function. Another question about the charge came about with the last sentence which states that “This committee is intended to be highly inclusive and provide more members the opportunity to participate.” The Work Group wondered what the intention was – to enable more opportunities to serve on committees or to cycle through committee members to ensure a different composition year after year. This led into discussion of the Nominating Committee structure.

The Work Group wondered why the Nominating Committee couldn't have a structure parallel to the other five committees. The one-year, one-time only structure instead mirrors the current Nominating Committee, but without a rationale. Our discussion brought up the usefulness of having continuity of staggered, two-year memberships on the committee. In addition and in relation to structure, the Work Group debated whether the President-Elect, who would chair the committee, was also intended to serve as the Board liaison to the committee, and if the President-Elect is counted as one of the fifteen members.

In looking at how the resolution allocated existing committees to Nominating, the Work Group noted the presence of the Awards and Scholarship and Study Grants Committees. However, the charge of the group doesn't account for the work of these two current committees. This tied back to the discussion of the Leadership Development Committee and how it might relate to various programs as well. The Work Group noted how much work goes into the various awards and programs, and generally agreed that this work is too substantial to be added in with Nominating. This was an instance where the Work Group felt there was likely a need for more than the six proposed committees.

There were no further substantive comments made regarding this committee.

Committee 5: Professional Values

The Work Group looked at the charge of the Professional Values Committee and focused on professionalism. Discussion then centered on conduct and misconduct, and whether this committee would be responsible for establishing guidelines and even administering disciplinary action when appropriate.

The Work Group otherwise looked at the existing committees that have been allocated to the Professional Values Committee. For two in particular, Diversity and Intellectual Freedom, there was debate over whether they should be subsumed within Professional Values or stand alone. On the one hand, it was noted that the allocation infuses these two values throughout a cross-section of work in the association. On the other hand, it was argued that each of them is sufficiently important to warrant their own committees. The Work Group didn't arrive at a recommendation or conclusion but felt that COO may wish to consider the situation. The Work Group also considered whether the allocation of the Committee on Rural, Native, and Tribal Libraries of All Kinds, the Committee on the Status of Women in Libraries, and the Sustainability Committee made sense in the context of Professional Values, but again did not arrive at a conclusion.

There were no further substantive comments made regarding this committee.

Committee 6: Public Policy and Advocacy

The Work Group looked at the charge of the Public Policy and Advocacy Committee and found it needed some further detail or focus – the committee focuses on issues and topics of importance to libraries, but that is not specific to this committee.

In looking at the structure for the Public Policy and Advocacy Committee, the Work Group noted how it was parallel to a couple of other committees in that there was not a member of the Executive Board as chair. The discussion then centered on whether all six committees should or should not have a chair from the Executive Board. The Work Group did not express a preference, but did agree that there should be consistency from one committee to another.

There were no further substantive comments made regarding this committee.

Appendix 3

Update: COO Working Group #2

May 1, 2022

Members: Kim DeNero-Ackroyd, Alesia McManus, Kevin Reynolds, Brad Warren

Charge: Review and propose changes for all ALA and Council committees with the creation of the new Executive Board committees. Retention, modification, integration, elimination, etc.

Working Group #2 has met twice to discuss our charge and we have begun to develop some recommendations based on our interpretation of the charge. It is important to note that, with a few exceptions, we accepted the composition of the proposed Board committees as a given rather than attempt to rethink completely the work that went into those proposals.

Thus, with that as our operating assumption, we mapped out all committees to the best of our understanding, then spent the balance of our time together primarily discussing the ALA, Council and Executive Board committees whose work does not seem to be included, or explicitly named, in the proposals that we examined. In short, our initial recommendations can be summed up in the following points:

1. Accept the proposed Board committees with the following suggested adjustments:
 - a. Incorporate the work of Information Technology Advisory Committee into the proposed Association Policy Committee
 - b. Incorporate the work of the Code of Conduct Committee into the proposed Association Policy Committee
 - c. Incorporate the work of Information Technology Policy Advisory Committee into the proposed Public Policy and Advocacy Committee
 - d. Incorporate the work of the Public Awareness Committee into the proposed Public Policy and Advocacy Committee
 - e. Do not incorporate the work of the *American Libraries* Advisory Committee into the Professional Values Committee
2. Keep the following existing Executive Board Committees:
 - a. Endowment Trustees (we assumed this would be the case, but missed an explicit mention of it)
 - b. Board Effectiveness (could be replaced by the proposed “ORB” as we understand it)
 - c. Executive Committee
3. Consider two categories of Council Committees: those that have to do directly with Council business and those that offer a supportive role to Council. Presently, we see the following:
 - a. Business: Resolutions Committee (there is a question as to whether this committee will still be necessary if Council no longer makes policy)
 - b. Business: Agenda Planning Committee (proposed by [TAG](#))
 - c. Support: Council Orientation Committee

4. Consider developing a category of committees that we are currently referring to as “ALA Office Advisory Groups.” These would encompass the work of most of the committees not covered by the proposed Board Committees and would include the following, each of which would be tied closely to the work of at least one ALA Office:
 - a. Conference Committee
 - b. Committee on Accreditation
 - c. Diversity, Literacy, Outreach Services Advisory Committee
 - d. Human Resource Development & Recruitment Advisory Committee
 - e. International Relations Committee
 - f. Membership Committee
 - g. Publishing Committee (would also include the work of the *American Libraries* Advisory Committee)

A visual representation of our recommendations can be seen in Appendix A and Appendix B, below. We would like to underscore that we believe our recommendations will be enhanced by conversation and comparison with the other two COO working groups, and we look forward to a fulsome discussion.

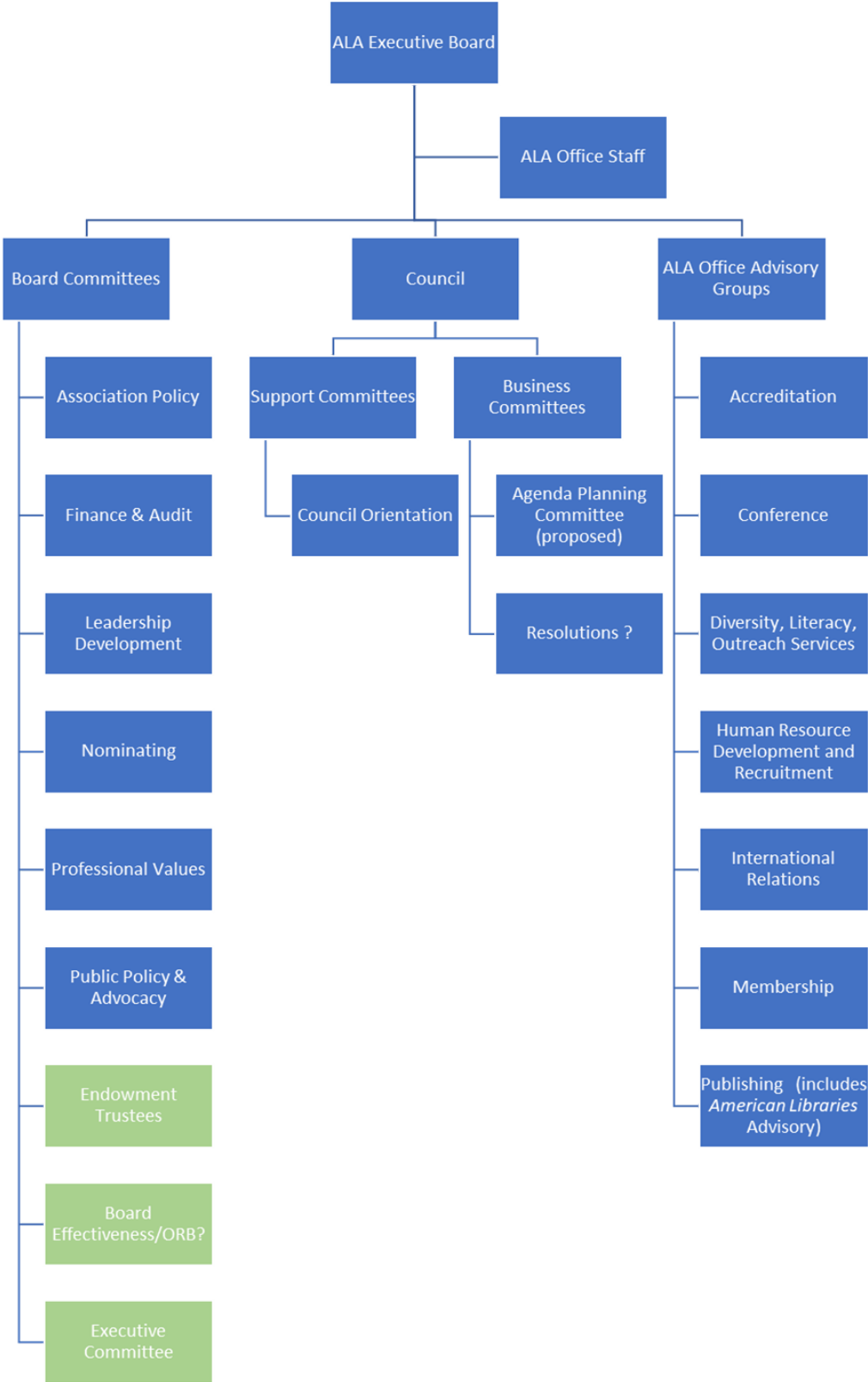
APPENDIX A: COO WORKING GROUP #2 COMMITTEE ORGANIZATION ROSTER

Board Committees		Council Committees		ALA Office Advisory Groups
Association Policy Committee	<i>incorporates:</i>	Council Business		Conference Committee
	Code of Conduct Committee		Agenda Planning Committee (proposed)	Committee on Accreditation
	Constitution and Bylaws Committee		Resolutions Committee	Diversity, Literacy, Outreach Services Advisory Committee
	Committee on Committees			Human Resource Development & Recruitment Advisory Committee
	Committee on Organization	Council Support		International Relations
	Information Technology Advisory Committee		Council Orientation Committee	Membership Committee
	Policy Monitoring Committee			Publishing Committee (includes <i>American Libraries</i> Advisory)
Finance and Audit Committee	<i>incorporates:</i>			
	Budget Analysis and Review Committee			
	Finance and Audit Committee			
Leadership Development Committee	<i>incorporates:</i>			
	Election Committee			
	Research and Statistics Committee			
	Training, Orientation & Leadership Development Committee			
Nominating Committee	<i>incorporates:</i>			
	Appointments Committee			
	Awards Committee			
	Nominating Committee			
	Scholarships & Study Grants			
Professional	<i>incorporates:</i>			

Values Committee	Committee on Diversity			
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	Committee on Professional Ethics			
	Committee on the Status of Women in Librarianship			
	Intellectual Freedom Committee			
	Rural, Native & Tribal Libraries of All Kinds			
	Sustainability Committee			
Public Policy and Advocacy Committee	<i>incorporates:</i>			
	Chapter Relations Committee			
	Committee on Education			
	Committee on Legislation			
	Committee on Library Advocacy			
	Committee on Literacy			
	Information Technology Policy Advisory Committee			
	Public Awareness Committee			
Endowment Trustees				
Board Effectiveness				
	ORB replaces this?			
Executive Committee				

APPENDIX B: COMMITTEE ORGANIZATIONAL CHART



Appendix 4

COO Forward Together Committee Restructuring Working Group 3

Charge: review and propose changes for all ALA and Council committees if the new Executive Board committees are NOT created.

Members: Emily Clasper (convener/chair), Susan Lazzari, Megan Garrett, Mary Rzepczynski

Recommendation

If the proposed changes to the ALA committee structure are not adopted, the recommendation of this working group is to retain the current structure and operations until such time as another proposal is developed. The development of this alternative proposal is out of scope for this group. Retaining current committees while alternative plans are developed will ensure that the organization can continue to function in the interim.

The working group is happy to revisit this recommendation and offer more specific recommendations for interim solutions for operations while an alternative proposal is developed based on the findings of the other two COO working groups and additional information as provided by the Forward Together Working Group. This additional information may include prospective issues with temporarily continuing operations with the current committee structure or the identification of gaps created as a result of partial adoption of the proposal.