



# MEMO

**Prepared for:** Library Board President and Trustees  
**Staff Contact:** Jennifer Rickard  
**Meeting:** Library Board - 02 Feb 2021  
**Subject:** Social Justice Advisory Group

## **BACKGROUND INFORMATION:**

Last September, Julie Irwin presented about the community Social Justice Advisory Group that had been developed in light of current events earlier in the year. Throughout the fall, the group met monthly to discuss concerns, gather feedback and increase awareness.

During their January meeting, Julie presented draft bylaws for the group to review. The bylaws provide direction and clarity for the Social Justice Advisory Group. Upon approval from the group, the Social Justice Advisory Group Bylaws are attached for the Board to review as well.

The Social Justice Advisory Group will provide recommendations and support for library events focused on equality and diversity. During their last meeting they discussed programing and funding opportunities for this year and I am confident that many new events will come from their passion, energy and creativity.

## **ATTACHMENTS:**

[Social Justice Advisory Group Bylaws \[Jan 2021\]](#)

# Social Justice Advisory Group Bylaws

## ARTICLE I: NAME

This organization shall be named the Friday Memorial Library Social Justice Advisory Group.

## ARTICLE II: MISSION

The mission of the Friday Memorial Library Social Justice Advisory Group is to engage community members through education and conversations about diversity, equity, and inclusion. By using the power of stories, the group aims to broaden perspectives, defuse fears, and build trust so that our community provides a strong, vibrant, and welcoming space for current and future generations. Friday Memorial Library acknowledges its duty in promoting citizenship and literacy and believes that creating a welcoming environment is essential in sustaining a healthy and thriving community.

## ARTICLE III: MEMBERSHIP

### SECTION 3.1: ADVISOR

The Social Justice Advisory Group shall be coordinated by a library staff member who will serve as the Social Justice Advisory Group Advisor and supervise all meetings, events, and special projects. The Advisor will provide guidance in planning these activities and reserves the right to reject or revise any ideas due to space or budget limitations or other concerns.

### SECTION 3.2: NUMBER OF MEMBERS

The Social Justice Advisory Group shall consist of fifteen (15) members.

### SECTION 3.3: ELIGIBILITY

The Social Justice Advisory Group membership is open to youth and adults in the New Richmond area. By June 30, 2021, the Social Justice Advisory Group will have grown its youth membership, members 18 years of age or younger, to at least 20% of the total membership.

### SECTION 3.4: PROGRAMMING REQUIREMENT

All Social Justice Advisory Group members will be responsible for assisting with the development of diversity, equity, and inclusion (DEI) programming at Friday Memorial Library. This assistance includes but is not limited to planning, promoting, and attending events.

### SECTION 3.5: COMMUNITY ENGAGEMENT

Social Justice Advisory Group members are strongly encouraged to represent the library and share the advisory group's mission out in the community.

### SECTION 3.6: ATTENDANCE

All members should regularly attend Social Justice Advisory Group meetings.

## **ARTICLE IV: MEETINGS**

### **SECTION 4.1: TIME AND DATE**

Regular meetings will be held every third Thursday of the month at 5:00pm during the months of January through December.

### **SECTION 4.2: SPECIAL MEETINGS**

Special meetings may be called by the Advisor to complete tasks as needed.

### **SECTION 4.3: AGENDA**

The advisor will be responsible for drafting the monthly agendas. Items may be placed on the agenda by the Advisor or any member of the Group. Items included on the agenda must be submitted to the Advisor no later than the Monday prior to the meeting. All agendas will be sent out via email the Tuesday before the scheduled meeting.

### **SECTION 5.4: VOTING**

Each member shall vote on agenda items that require a vote. Agenda items must be approved by a majority of the members present at the meeting.

### **SECTION 4.5: MINUTES**

Written minutes shall be made of all open sessions of Group meetings. Minutes will be available via email on the Tuesday following a meeting.

## **ARTICLE V: SUBCOMMITTEES**

When deemed necessary by a majority of the Group, Subcommittees may be formed for specific projects related to Group activities. Subcommittees that include non-members may only be formed with prior consent of the Advisor.

## **ARTICLE VI: BYLAW AMENDMENTS**

These Bylaws may be amended by majority vote of the members at any regular meeting of the Group.

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Approved and adopted at a meeting of the Friday Memorial Library Social Justice Advisory Group on January, 21, 2021.