

1. EDI Working Group

- a. Continue to offer two 10-minute orientation sessions embedded in Board meetings annually. Topics from the assessment report:
 - i. The importance of board diversity
 - ii. Organizational power dynamics (board/staff)
 - iii. Demographics of our chartered service area
- b. Review the organization's history relevant to its work to advance diversity, inclusion and equity so new board members understand the board's commitment and journey towards becoming inclusive and equitable
- c. Develop short and long-term goals towards diversity, inclusion and equity and regularly assess progress.

2. Staff

- a. All
 - i. Create and maintain a work environment that is respectful and accepting of diversity by setting clear expectations for expected behaviors and clear methods for reporting inappropriate behaviors.
 - ii. Model a positive attitude regarding cultural diversity in actions and words by communicating that diversity is an asset from which all staff and constituencies benefit.
- b. Supervisors
 - i. Ensure that diversity conversations are a regular part of staff meetings and that supervisors include diversity discussions in communications with staff.
 - ii. Provide opportunities for staff to participate in diversity training and diversity-related events by seeking out or creating opportunities for employees to receive training on diversity-related issues on a regular basis.
- c. Administration/Business Office
 - i. Inform all staff about what the organization is doing in connection with and in service to its organizational values of diversity, equity and inclusion. Review those objectives regularly with all staff.
 - ii. Review the employee manual to identify ways to make it more inclusive of benefits that could include paid time off, health insurance for domestic partners and their children, bereavement policies that include same-sex partners and extended family, paid/unpaid maternity leave for mothers and their partners, including those who adopt, and health care coverage that includes benefits for transgender employees, including hormone replacement therapy, gender confirmation surgery and medical leave.
 - iii. Create a list of religious/spiritual/cultural days to ensure board/meetings/events are not scheduled on these days
 - iv. In alignment with legal hiring practices, include the organization's commitment to diversity and inclusion in the job description and job announcement, as well as incorporate specific questions relevant to diversity and inclusion during the interview process and annual performance review
 - v. Review all organizational written forms and ensure they are gender inclusive.
 - vi. Regularly assess our staff's composition to ensure that our organization is inclusive of the population that you serve.

- vii. Sign up for newsletters from local, regional, or national organizations that disseminate research on diversity and inclusion within nonprofit organizations.
- d. Library Sustainability
 - i. Use diverse images including multiple generations and racial backgrounds, same-sex couples, transgender people, people with disabilities, etc. in our newsletter and on social media.
 - ii. Make a list of media outlets targeting diverse populations in the Hudson Valley and add them to our media list to receive press releases for the organization
 - iii. Research best practices to ensure our continuing education offerings, both in person and online, are accessible
- e. Tech Ops
 - i. Research a solution to ensure our website accessible to people who don't speak English.
 - ii. Ensure our web site meets accessibility standards

3. Personnel & Planning Committee

- a. Review personnel policy for addressing staff complaints of discrimination. Ensure that the nondiscrimination clause is inclusive of race and ethnicity, sexual orientation, gender identity, class, age, religion, disability, pregnancy status, marital status, etc.
- b. Add "sexual orientation" and "gender identity and expression" to the organization's equal employment opportunity, nondiscrimination, and anti-harassment policies if they are not yet included. Identify any other characteristics of difference that the board may want to include that are not federally protected categories such as "immigration status" or "HIV status."
- c. Develop and adopt an anti-bullying policy.

4. Board Development Committee

- a. Audit board orientation process to ensure it is inclusive of diverse board members
- b. Staff luncheon – how best to create a program that enables the staff to learn more about what the board does
- c. Create a board mentorship program (intersection with conversations started by the chair of the N&E Committee)

5. Nominations & Elections Committee

- a. Audit policies/procedures to ensure that board recruitment is inclusive of diverse board members
- b. Continue to identify creative ways to recruit individuals from target populations that will foster meaningful, authentic relationships and avoid tokenism

6. Facilities Committee

- a. Pursue plan to use the ADA checklist to evaluate our facilities

7. Bylaws, Policy, and Procedures Committee

- a. Audit rules/procedures to ensure board operations are inclusive of diverse board members
- b. Review/create policy for addressing complaints of discrimination within the board. Ensure that the nondiscrimination clause is inclusive of race and ethnicity, sexual orientation, gender identity, class, age, religion, disability, pregnancy status, marital status, etc.