

Library and Archives Council Planning Meeting
October 28, 2008
9:00-11:30 a.m., Windermere Manor
Meeting Notes

Facilitator: Andrew Fuller, Learning and Development, Human Resources
Participants: Tom Adam, Fred Antwi-Nsiah, Tom Belton, Kim Cornell, John Costella, Cary Daniel, Monica Fazekas, David Fiander, Joyce Garnett, Marni Harrington, Adrian Ho, Kristin Hoffmann, Jen Holland, Mary Ann Jameson, Robin Keirstead, Wendy Kennedy, John Lutman, Patrick Mahon, Elizabeth Marshall, Karen Marshall, Christena McKillop, Marisa Mitchell, Eeva Munoz, Nicole Nolan, Harriet Rykse, John Sadler, Christy Sich, Dan Sich, Catherine Wilkins, Walter Zimmerman

1. Today's Purpose

- identify topics to discuss at Council
- confirm a plan to hold 2-3 meetings between November 2008 and April 2009
- discuss how to refine the Terms of Reference ("post April")

2. Context for Today's Meeting

Successful teams/organizations focus on their work Achievements (What they do) and also on their Relationships or How they work together.

The planning work to date for this group has largely focused on the Terms of Reference or How this group will operate. While a Terms of Reference will help clarify the functioning of this group, it is challenging to confirm all that is needed in a Terms of Reference in this early stage. This is a brand new group and Councils at other Universities do not provide a model suitable for Western's unique structure and membership.

This meeting is to focus on getting started on the content, or the "What" of Council's work. After a few Council meetings focused on content issues, what is needed in a Terms of Reference will be clearer. Work on developing a Terms of Reference should continue at that time.

3. "Warm Up" Dialogue

Participants were asked to have short paired conversations on the following topics:

1. *One aspect of my work that I enjoy...*
2. *One achievement of the fall term that I am proud of...*
3. *The purpose of this Council is, I believe...*
4. *I see the purpose of this Council is not to discuss ... (topics)*
5. *A stakeholder who will benefit from/be affected by this Council's work is....*
6. *For today to be successful we should commit to...*

4. Debrief of Key "Warm Up" Questions

Agreements for a Productive Meeting

The following guidelines were established for this meeting:

- stay on topic
- share your thinking in this meeting
- do lots of listening – to understand others' points of view
- pick 2 or 3 things for near term for Council to work on

Thinking about Our Stakeholders

Who are the potential stakeholders who will benefit from, or be affected by the work of a Libraries and Archives Council? Note: Actual stakeholders will become clearer as we progress with our work.

- Librarians
- Archivists

Units/Faculties with Librarians and Archivists:

- Western Libraries
- FIMS
- Arts and Humanities
- Social Science
- C.L.F.M. (Canadian Library of Family Medicine)

- Western Libraries Administration
- All other Faculties
- Western

- Library Administrative Staff
- Researchers
- Western Students
- Donors/Alumni
- Vendors

- Library Consortia
- Professional Organizations
- Other University Libraries

What do we think Our Stakeholders Expect of Us?

- That we are active – we do/achieve/and follow-up
- Communicate – 2 way
- Advocate for our professions
- Influence – directions within Western and beyond

Council Purpose

What do we see as the purpose of this group?

- A forum to consider large academic issues
- A forum for communication between Administration and Librarians/Archivists
- A place to receive and discuss info, e.g., from Senate; from Administration and be able to respond; or to consider trends in Higher Education or our Professions and determine how we should influence
- A group that is proactive/innovative/will start new things
- A place to build community among its members
- Influence directions of the University
- A forum to increase the profile/recognition of Librarian and Archivist work

Council's Purpose is Not

What do we see as topics this group would not discuss as there are other more appropriate forums?

- budget allocations
- grievance/union business
- training in a local area
- need to use Union-Management Committee for collective agreement topics
- we are not able to mandate operational policy in all units – we can only influence

Note: Following this discussion, there was a suggestion to refine Section 1 of the present draft Terms of Reference to reflect both “academic and professional matters” and also to incorporate that council be a group that “influences trends and directions”. This feedback should be brought forward when completing the Terms of Reference work.

5. Potential Council Topics

Given our purpose, our membership, our stakeholders, what are issues/topics we would like to discuss this year? (each table was asked to identify and present two topics, participants then were given 2 votes each to indicate their preference)

Topic Groupings	Number of Votes
Copyright Reform Copyright in Instruction	13
Research Support Network Professional Development co-ordination and oversight eg. LARSN, IL	13
OPEN ACCESS Scholarly Communication Trends <ul style="list-style-type: none">• Open access• Licensing/Copyright/IP Institutional Repository	7
E-Issues/Resources e.g. E-Research, Data Curation, Cyber Infrastructure e.g. Research Collections (future of print/digital)	7
Undergraduate Program Reviews	6
Promotion of Librarian/Archivist Role/Image to Western Community	6
Interdisciplinary e.g. Government Publications	3
Information Literacy Courses – graduate and undergraduate	3

6. Getting Started with Council Meetings

The following is the plan for this year:

Program Committee:

A small group of volunteers will act as a Program Committee for this academic year.

Members are: ***Karen Marshall, Cary Daniel, Adrian Ho, Jen Holland, Tom Belton.***

Deliverables:

The program committee is asked to plan and host 2 or 3 council meetings (approx. 1.5 hours long) between November 2008 and April 2009. This includes actions such as: (not a complete list)

- set time and place
- plan the agenda – use topic list identified in #5 above to guide the design, arrange for someone to present the agenda item, etc.
- invite members; send agenda
- chair the meeting
- document and distribute meeting notes

The program committee is free to decide how it wishes to share these duties amongst its small team for this year.

Support:

Administrative Support: Martine Jezek, Western Libraries. Martine is available to help the program committee conduct its work through logistical support.

Sponsors:

Kristin Hoffmann, UWOFA –LA and Joyce Garnett, University Librarian

Kristin and Joyce are available to help the Program Committee get started.

7. Follow-up: Developing a Terms of Reference

Following the April 2009 meeting, the Sponsors and Program Committee are asked to meet to propose next steps for developing a Terms of Reference for Council – using the insights and experience gained from this trial year.

Andrew Fuller, Learning and Development, is available as needed to help with this work.