

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING NOTES

16 DEC 2020, 9:30 – 11:00 a.m.

ZOOM

Present: Roxanne Isard, Anne Quirk, Matthew Barry, Courtney Waugh, Christina Zoricic, Brian McMillan (recorder), Lina Rodriguez, Cindy Cossar-Jones

Regrets: Denise Horoky

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. Co-op session on Collective Agreements (Roxanne):

Session went very well. Denise, and Roxanne led the session, Shawn Hendrikx participated. There was a good discussion overall with the co-op students, who raised several questions about Librarians vs. Library Assistants (union affiliations), academic activity, their power to negotiate salaries, and the roles of stewards.

2. Library Forum - pre Forum meeting (all):

Matt asked for a committee member to identify the preparatory reading to be shared with the Membership before the pre-Forum meeting: It is likely one of the two recent articles by Eva Revitt and Sean Luyk: <https://journals.sfu.ca/cjhe/index.php/cjhe/article/view/188211> OR <https://doi.org/10.33137/cjal-rcbu.v1.24307>

Date: Should we schedule the date for the pre-forum meeting with the first Forum meeting.

ACTION: Roxanne will let Catherine know that UWOFALA would like to have a first Forum meeting in Winter 2021 term and that the issue will be raised in a future Joint Committee meeting.

Logistics to prepare for the first meeting need to be considered: Courtney will contact Kristin Hoffmann about being a temporary co-chair. By the end of the meeting, Kristin had responded that she is willing to step in to this position again until a process is established for electing a co-chair.

To assist facilitators with the pre-Forum discussion, stewards committee will develop a list of concrete examples of collegial governance, drawing on Western examples (Lina has a few suggestions) as well as what other institutions' Library Councils/Forums do.

Discussion leaders/Facilitators during the Pre-Forum meeting will be members of the LA Stewards.

For future discussion/clarification: What are future roles of stewards in a Forum? Taking on more responsibility would have repercussions for workload. Any new responsibilities would have to be added to the LA Stewards Committee Terms of Reference.

Lina brought forward information on **crucial conversations training** for UWOFALA membership: One company that led successful training (based on Lina's previous experience) is [VitalSmarts](#). The training can empower individuals as well as the bargaining unit as a whole. Training is now available online (via

Adobe Connect) for a maximum of 30 participants. The course is 10 hours in total over 5 days (preferably 2 hours/day in 1 work week, Monday to Friday, but it could possibly take place over 2 weeks). The company would be able to run 2 training sessions. Lina will attend a demo training on Friday morning. Others can join if interested.

ACTION: Lina will send LA stewards a link to the VitalSmarts demo training scheduled for Friday, Dec. 18th.

ACTION: Lina will forward promotional information provided by the company to the committee members.

ACTION: LA Stewards should send questions for Lina to raise at Friday's demo training.

Cost: \$250 US/person + Facilitator fee: \$11,000.00 US. Trainer is here in London and has good availability for February and March.

Concerns were raised about how online training could provide adequate support for participants who might be triggered by issues discussed in the workshop. Another concern is the amount of time required: 10 hours online is a lot! Could we delay this until a time when we can meet in person? Perhaps it's not a good time to do this given the stress of COVID as well.

The general consensus was not to engage in training until workshops can be held in person.

Standing Agenda Items:

3. Stewards' Reports:

User Experience and Student Engagement (Matt):

- (1) One member curious about union discussing the privacy issues of proctoring software. Lina, Brian confirmed that it has been raised by UWOFA.

ACTION: Matt will inform the Member who asked and let Brian know if more information about UWOFA's actions on this matter is needed.

- (2) Diversity in hiring: Western Libraries' DEI Committee is considering proposing a co-op position limited to BIPOC applicants. What are the logistics of setting this up? Conversation ranged broadly over frustration with current appointments procedures, uncertainty in how to address diversity in balance with other qualifications outlined in job postings, how to overcome systemic racism in hiring processes, Western Libraries' commitment to Equity representatives on various committees including appointments. The DEI Committee's question for the LA Stewards Committee is "What can the union do to move Membership concerns over lack of diversity forward within the context of the Collective Agreement, joint responsibility with SLT, and actions taken campus-wide (e.g., [Equity and Human Rights Services](#) and the [President's naming of two anti-racism advisors](#))? Discussion halted for the sake of time to be continued at the next meeting in January.

Teaching and Learning (Denise): Deferred

Research and Scholarly Communications and FIMS (Courtney):

- (1) One member suggested organizing a session offering an overview of the ARR process. This will address the needs of our many new members. The facilitators could reuse the content of a

previous session. General consensus was that this was an excellent idea, but that such a session might be delayed until later in the Winter 2021 term (our first priority is the Library Forum information session)

- (2) Another Member raised the issue of scoring in ARR, e.g., how is service ranked? There is a rubric reviewed each year by the ARR committee. UWOFA-LA also provided a session discussing service. Still there is a sense that different types of service are valued differently. Cindy suggests the Member should review the criteria document and raise the issue with the Chief Librarian as per 11.4 of the "ARR" section of the Collective Agreement

Collections Management, Discovery and Access (Christina):

- (1) Faculty workshop on Tenure and Promotion: Christina recommends having a workshop for all the new librarians we have. To be discussed more in January

Archives and Special Collections (Anne):

- (1) ARR issue raised in email quoted below:

"I dropped two levels from the previous year. There isn't an explanation as to why or how the quality of my work decreased.

There also seems to be some incorrect information in the supervisor's "Rationale and Comments" section. The supervisor notes that I had "successful completion of phase one of the xxxx Project". But I completed the entire project during the review period, and I stated that specifically in my report. I'm wondering if I need to get that corrected, even if I don't dispute my scores. I'm concerned that management believes I didn't complete a major project.

I have a couple of questions:

- 1) The collective agreement says I have 4 weeks to respond in writing to the report. However, I received the report today (December 14th) and it is dated and signed by management on December 6th. Which date is the 4 weeks from? Do I need to respond before the holidays? (This is the Annual Report and Review section 11.5 and 11.5.2)
- 2) Do you know of anyone else who has asked for a correction and how they went about it?"

Similar to the RSC/FIMS issue (2) above, the committee members suggested the Member raise the issue with the Chief Librarian as per 11.4 so that the issue is captured in writing and kept in the Member's file. The committee members also suggested that the Member should have discussed the inaccuracies in the supervisor's comments before signing the ARR and submitting it to the Chief Librarian.

ACTION: Roxanne will report back to Anne the committee's discussion and suggestions.

Members Services Officer & Professional Officer's Report (Lina):

Lina received one question about Flex credits and the allocation deadline.

Senate Report: (Tom): The guidelines on the Use of Digital and Online Resources came up at Senate last Friday, and there was a question about it. I am not sure if they are of interest to librarians at large but I thought I would alert LASC to their existence in case they might be.

The item was removed from the consent agenda and there was some concern expressed about the fact that the guidelines are not a Senate responsibility. The answer to the question was that the guidelines are largely a matter of provincial government policy and fees are a Board responsibility.

The main Libraries item on the agenda was Catherine’s presentation of the WL annual report, in which she focused on the upcoming Weldon Revitalization, the implementation of Omni and answered one or two questions about the former.

Joint Committee Report (Brian McMillan)

As per previous committee discussions, all the L/A issues were dropped from Joint Committee agenda with the exception of “Request for regular updates regarding Weldon renovation plan”: Catherine Steeves reported on the recent call for tenders with a due date of Dec. 8. A decision is expected in January. She anticipates that 5th floor staff area construction will happen first, with Mezzanine and Main Floor construction anticipated during the summer. Western Libraries may choose to close Weldon for construction during the summer while keeping other locations open.

New Business: None raised

Next Meeting: Wednesday, January 20th, 2020. 9:30 a.m. (Recorder: Anne Quirk)

Notes Rotation

Anne Quirk
Courtney Waugh
Christina Zoricic
Matthew Barry
Denise Horoky
Brian McMillan