

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

19 October 2022, 9:30 – 11:00 a.m. ZOOM

Present: Shawn Hendrikx (Chair); Matt Barry (Notes) ; Courtney Waugh; Lina Rodriguez; Brian McMillan; Denise Horoky; Cindy Cossar-Jones (part)

Regrets: Leslie Thomas; Maram Hijazi

Approval of Agenda: Approved

Approval of Notes: Last-minute adjustments made for brevity, otherwise approved

Business Arising from Previous Meeting:

1. **Joint Committee Request to Review the Annual Report and Review criteria (Brian)**
Request is being brought to Joint Committee this week.
2. **Member interest in Nominations, Appointments, and P&CA Committees (Courtney):**
Action has been raised preliminarily, nothing else to report at this time.

Previous ACTION: Courtney will bring this issue to the attention of the Collective Bargaining Committee.

3. **Proposed “on-call” Duties for Library Directors and the User Services/UX Head (Cindy/Lina)**
UWOFA continues to have concerns about changes to the User Services model.

Standing Agenda Items:

4. **User Experience and Student Engagement (Matt):**
member concerns about crossing picket lines in case of faculty strike: as strike gets closer, an FAQ will be sent to members. In short though, we’re not on strike, and will be expected to keep working.
5. **Teaching and Learning (Denise):**
A librarian is moving to a different team & not being replaced. Robust discussion around workload. Some confusion around interpreting CA terms on individual workload. T&L will be meeting to further discuss this and would benefit from Steward support.
Lina: CA Workload Clause 4 to 4.3 – there's a process for dealing with excessive workload that can be initiated by the members with unit manager.
Discussion around positions that haven't been replaced and reason for not replacing vacant positions: General response has been lack of funding.
Action: bring workload issue back to all teams to discuss – are there any current vacancies that reduce our compliment that aren't due to a member shifting internally? Note: CBC will also be bringing a survey to members about bargaining goals – Stewards who are on CBC will raise compliment issues.
6. **Research and Scholarly Communications and FIMS (Courtney):**
Catherine sent a message indicating that it's a shared responsibility to tell people not to eat in the library – member was concerned about messaging / ongoing increases in expected workload. Doesn't seem practical to try to stop individuals from eating without a coordinated approach. Given plans to increase seats and add a food venue to Weldon, will there be an increase in cleaning staff to help maintain the cleanliness of newly renovated spaces? USLG is looking into this, but LASC will continue to monitor the situation.

7. Collections Management, Discovery and Access (Shawn):

Questions from member:

- a. If I were to go for Continuing Appointment early, is there a timeline for when the submission is due? Is it the same month for anyone (i.e. by March 1st, for example) or is it dependent on when that person started? **Response:** Clause 8 to 8.1.2 in PMCA article – member at Assistant or higher can request early consideration to be started no earlier than 1 year from the beginning of the prohibitory appointment. No specific deadline.
- b. The Promotion and Continuing Appointment Committee membership includes a librarian who is one of my DDM colleagues, is this a conflict of interest? I'm not sure what constitutes a conflict of interest. Would the alternate be put in their place if so? **Response:** Not a conflict unless you're very close collaborators compared to the rest of your team. If a specific member has serious concerns about conflict of interest, they should discuss it with Catherine at the time.
- c. Looking at the notes I see a mention of discounted corporate memberships for Western employees. I didn't know about this. Is this something that is already active, or something UWOFA is looking into? **Response:** Place to go to find out about employee perks is HR, not UWOFA. Also note that members of UWOFA are also members of CAUT, which provides home/car insurance discounts.

Links:

CAUT: <https://www.caut.ca/membership/affinity-programs>,

UWOFA: https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html
(note: this can be used for both personal and business travel, and can include up to 2 passengers)

Alumni: <https://alumni.westernu.ca/purple-perks/preferred-rates/life-health-insurance/>

8. Archives and Special Collections (Leslie):

Nothing to report

9. Members Services Officer & Professional Officer's Report:

Shawn submitted request to have responsibilities document added to Steward page, but hasn't been done yet. Will follow up next week.

10. Senate Report: (Roxanne):

Roxanne provided summary to UWOFOLA list of Senate meeting on 15th --- vaccination and masking stuff has since been made public via Present Email. Also discussion on DAWD (declared absences without documentation) - faculty are opposed and working towards solution.

Previous ACTION: Shawn will save the Senate Observer responsibilities document on the Stewards page. Shawn will double check with Maram about an appropriate spot on the UWOFA site.

11. Joint Committee Report (Brian):

deferred – no Joint Committee meeting due to negotiations

Previous ACTION: Brian will draft role description for Joint Committee members. Brian has created this draft – will send to LASC via email.

12. Board of Directors (Shawn & Courtney):

nothing useful to share here – most discussion is around negotiations.

13. Communications Officer (Maram):

Maram is on vacation

New Business:

14. Revising the ARR Template such that it easily opens in Adobe

There was a request to investigate this.

“Might LASC take the lead on revising the ARR template such that it easily opens in Adobe? It is clunky to use, "save as", etc. I find it frustrating as a Member; however, it is more cumbersome as a supervisor which requires me to do this many times as I work through my supervisor's assessments each year. I would imagine that SLT members would also find this helpful for completing their ARR work.”

Response: Given that these are OFR documents, it would make sense to take these complaints to OFR for review. Note – this was already discussed in JC and OFR is aware of the issue. Brian will follow up with OFR through JC after negotiations --- possibly switch to Word document like the one UWOFAs uses.

Next Meeting: Wednesday, November 16

Notes Rotation:

Matthew Barry
Denise Horoky (next)
Brian McMillan
Leslie Thomas
Courtney Waugh