

## LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING NOTES

21 September 2022, 9:30 – 11:00 a.m. ZOOM

**Present:** Shawn Hendriks (Chair), Brian McMillan (notes), Lina Rodriguez, Leslie Thomas, Courtney Waugh

**Regrets:** Matt Barry, Cindy Cossar-Jones, Maram Hijazi, Denise Horoky

**Approval of Agenda:** Approved

**Approval of Notes:** Approved

### Business Arising from Previous Meeting:

#### 1. PAI Scores - Criteria & Supporting Documentation

- <https://staff.lib.uwo.ca/files/univlib/Approved%202015-16Criteria%20and%20Supporting%20Evidence.pdf>

Brian has brought the request to review the Annual Report and Review criteria (see Clause 5) to the attention of the other UWOFA members of Joint Committee. No JC meeting has been called yet, but Jeff Tennant has confirmed that a meeting can be called to address issues touching on Librarians & Archivists while Faculty are engaged in negotiations.

#### 2. Member interest in Nominations, Appointments, and P&CA Committees:

From previous notes:

- General agreement that it makes sense for P&CA to require continuing appointment to serve.
- Appointments Committee is less clear. Currently members who do not have continuing appointment can participate in Selection Committees but not the core Appointments Committee. One member has expressed concern about allowing Members without continuing appointment to participate in core Appointments Committee.
- Discussion about this as an equity issue and the need to have diverse perspectives in decision making related to recruitment and retention.
- Allowing members without continuing appointment would also alleviate the service burden for those with continuing status and increase competition for service which could be healthy.

**ACTION:** Courtney will bring issue forward with UWOFA-LA Collective Bargaining Committee for consideration.

#### 3. Questions about SLT Structure

**Previous ACTION:** Shawn will follow up with SLT and ask about the latest Organizational Chart dated June 2022.

Shawn spoke with Catherine: The role of Deputy Chief Librarian is a permanent position. Jennifer will remain in this position even when she steps back into the ACL-User Services/UX role. Based on news from the last Management Committee meeting, Western Libraries has received approval to fill the Director of Administration position (formerly (?) held by Roland K.) The Organizational Chart will be updated later this fall.

#### 4. Vacation Reports

From previous notes: WL Business Office unable to provide update to Members when they reach threshold for more vacation days. Members welcome to reach out to Kathleen Wilson-Ward if they have questions or wish to confirm their entitlement.

Shawn confirmed that vacation allotment changes on the anniversary date of one's first day working at Western, not with the start of the calendar year.

Through discussion, the LA Committee decided Members should be responsible for checking their own vacation days (visible via MitreFinch).

**ACTION:** Shawn will send a reminder to Members of their vacation days and roll-over limit from year to year. Any questions: contact Kathleen Wilson.

#### Standing Agenda Items:

5. **User Experience and Student Engagement (Matt):** No report
6. **Teaching and Learning (Denise):** No report
7. **Research and Scholarly Communications and FIMS (Courtney):** No report
8. **Collections Management, Discovery and Access (Shawn):** No report
9. **Archives and Special Collections (Leslie):** No report
10. **Members Services Officer & Professional Officer's Report:** 3 inquiries received since the last meeting:
  - a. Professional leave and deadlines for application. Resolved.
  - b. Discounted corporate memberships for Western employees (e.g., at GoodLife). Not resolved.
  - c. New proposed user services model was discussed.

#### a. Senate Report: (Roxanne):

Courtney has cleaned up the draft and shared with LASC and Roxanne.

Where should the document related to Senate Observer be saved? Under documents on Stewards page. There may be a spot on the UWOFA site (<https://www.uwofa.ca/governance/committees/> → "UWOFA observers on Senate").

**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.

#### b. Joint Committee Report (Brian):

**ACTION:** Brian will draft role description for Joint Committee members.

#### c. Board of Directors (Shawn & Brian):

Discussion of ongoing faculty negotiations.

Human Rights Office and Western has developed an OWL module on Anti-Racism and shared it with the UWOFA Board as part of its consultation process. Will the training be made mandatory for Members?

Faculty will hold a strike vote next week. Information sessions will be held before the vote.

- d. **Communications Officer (Maram):** No report

**New Business:**

- e. **Proposal for UWOFA-LA Teams Site:** Proposed by Member for Stewards' consideration. Is it worth creating a Teams site for more informal conversation, where issues could be raised and discussed? Questions raised in discussion: Who can see posts (in general, security issues with Teams)? Who would have to moderate it? (Chief Steward?) Is this a make-work project (Official announcements would have to be posted in Teams and sent via email. A Teams site would likely turn out to be a "hang out" space. Would people tend to miss announcements? Through discussion, the LA Committee reached a consensus that a UWOFA-LA Teams space isn't necessary.

**Next Meeting: Wednesday, October 19**

**Notes Rotation:**

<b>Matthew Barry (next)</b>
Denise Horoky
Brian McMillan
Leslie Thomas
Courtney Waugh