

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

16 November 2022, 9:30 – 11:00 a.m. ZOOM

Present: Denise Horoky (notes), Shawn Hendrixx (Chief Steward), Leslie Thomas, Courtney Waugh, and Matt Barry

Regrets: Cindy Cossar-Jones, Lina Rodriguez, and Brian McMillan

Approval of Agenda: Approved with additions

Approval of Notes: Approved and will be posted on the [LASC web page](#)

Business Arising from Previous Meeting:

1. **Joint Committee Request to Review the Annual Report and Review criteria** - [Members will find the Criteria document on the LASC web page.](#)

ACTION: Call for 3 UWOFA-LA Members to join ARR Committee was sent via email by Anne Quirk to our members on Friday Nov. 11th. Deadline for volunteering is today Wednesday Nov. 16th. We encourage our members to become involved in this important work.

2. **Member interest in Nominations, Appointments, and P&CA Committees (Courtney):**

Previous ACTION: Courtney will bring this issue to the attention of the Collective Bargaining Committee (CBC). Upcoming CBC meetings are scheduled for Monday Nov. 28th and Thursday Dec. 8th. This item will be removed in the next Agenda .

3. **Proposed “on-call” Duties for Library Directors and the User Services/UX Head (Cindy/Lina)**

ACTION: Deferred discussion

4. **Workload Concerns**

Discussion about the ARR process and the unevenness of the application of the Criteria was discussed. It was pointed out that the Criteria is not consistently applied from one year to the next even when the exact same work is continuing from year to the next. There is concern that the ARR's are not being thoroughly read and examined closely in order to fairly access our members.

This committee continues to discuss workload issues impacting the ability to perform our duties/responsibilities. Most Teams are understaffed. Contract staff and co-op students help in the short term but in no way should be viewed as a long-term solution to underfunding. The range of on-the-job experiences/training and mentoring of contract staff and co-op students was also raised as a workload concern. Most Teams are already prioritizing work, saying no to the addition of work for which there is no staff capacity to complete, putting temporary moratoriums on some work, and/or putting low-priority projects on hold. Some Teams are making lists of Planned Activities and then making cuts to those lists based on the ability to suitably staff the planned work. Some Teams are already discussing workload issues directly in meetings while others are having more indirect or informal conversations.

Previous 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.

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

Previous ACTION: Brian will follow up with OFR through JC after negotiations --- possibly switch to Word document like the one UWOFA uses.

Current status from Shawn's email following the previous LASC meeting:

- a) Forms won't download from the website for Chrome and Edge. Microsoft Explorer works, but this browser is no longer supported by Microsoft. LITS and WTS believe this is a simple fix.
- b) Document forces "Save As" when users wish to simply save. I downloaded the template again, and this time there doesn't seem to be an issue. Can others try the attached doc and see if it forces "Save As"? This might not be an issue anymore, but I'll need to share the latest template with Members. The Planned Activities document is the same.
- c) Deeper issues regarding filling out the ARR document. With faculty negotiations ongoing, we should hold off on working with admin to explore using Word or other solutions at a later date.

Deferred. B should no longer be an issue as long as Members download the latest template.

Standing Agenda Items:

6. **User Experience and Student Engagement (Matt):** No report
7. **Teaching and Learning (Denise):** No report but T&L members are scheduling workload meetings
8. **Research and Scholarly Communications and FIMS (Courtney):** No report
9. **Collections Management, Discovery and Access (Shawn):** No report
10. **Archives and Special Collections (Leslie):** No report
11. **Members Services Officer & Professional Officer's Report:** No report
12. **Senate Report: (Roxanne):** Info via email and no other action is required

Previous ACTION: Shawn will save the Senate Observer responsibilities document on the LASC [Stewards page](#). Completed.

13. [Joint Committee Report \(Brian\):](#)

Brian drafted role description for Joint Committee members. Members reviewed the draft and accepted this document as written.

ACTION: Shawn will post this role description for Joint Committee members on the LASC [Stewards web page](#).

14. **Board of Directors (Shawn & Courtney):**

The Board approved delaying the Librarians and Archivists Bargaining Retreat to January 2023, after Faculty negotiations. More information will be forthcoming.

15. Communications Officer (Maram):

We currently do not have any story ideas for [UWOFA's Faculty Times](#).

New Business:

16. Library Assistant Work for Librarians and Archivists – We began a discussion about work that may not be completed if funding and support of Library Assistants does not continue. There is concern that some projects may not be able to continue without a Library Assistant or that there may be perceptions that a project can be continued and/or completed while short-staffed. Clarification is needed from Lina/Cindi about member's rights in such circumstances.

ACTION: This discussion will continue at upcoming meetings, and we can look more closely into possible pertinent parts of our Collective Agreement. Members can also reach out to Lina in confidence to discuss this issue in more detail. We also encourage our members to make time to outline issues and concerns when the Collective Bargaining Committee (CBC) survey is sent to members.

17. Planned Activities and Contributions and the WL Strategic Plan – We began a discussion about the connection between the high-level institutional goals articulated in Western Libraries' new Strategic Plan and the mismatch, in some cases, with an individual's Planned Activities and Contributions document. It is possible day-to-day work does not afford enough time to work towards the identified strategic goals because of understaffing.

ACTION: Discussion around workload will continue at upcoming meetings. Again, we strongly encourage our members to make time to detail issues and concerns when the Collective Bargaining Committee (CBC) survey is sent to members.

Next Meeting: Wednesday, December 21st. Leslie will be taking notes.

Notes Rotation: Brian is removed from the Notes rotation as an ex officio member

Matthew Barry
Denise Horoky
Leslie Thomas (next)
Courtney Waugh