

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

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

Present: Leslie Thomas, Brian McMillan (notes), Shawn Hendrikx, Matt Barry

Regrets: Lina, Courtney, Denise Horoky, Cindy

Approval of Agenda: *Approved*

Approval of Notes: *Approved*

Business Arising from Previous Meeting:

1. Annual Report and Review Committee (Shawn & Leslie)

[Members will find the Criteria document on the LASC web page.](#)

The committee members have met once. Marisa Tippett will act as chair. A survey will be shared with Members to complete early in the new year.

Catherine shared the Performance Categorizations to UWOFA-LA for 2021-2022.

ACTION: Matt will email Lina to do an analysis of the latest performance categorizations to see if the skew in the ARR rankings continued in 2021-2022.

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

Cindy provided an update via email.

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

Previous ACTION: Brian will follow up with OFR through JC after negotiations.

- 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) 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.

ACTION: Brian will raise this issue with Jeff Tennant in anticipation of resumed Joint Committee meetings in 2023.

4. Library Assistant Work for Librarians and Archivists

Previous 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.

The Steward advised the Member to contact the UWOFA Office directly. We will wait for Lina to report back before planning next steps for the Stewards Committee.

5. Planned Activities and Contributions and the WL Strategic Plan

Previous 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.

Summary of discussion: It is reasonable for WL Administration to set operational goals and for Members to be expected to focus their planned activities and contributions on the realization of these goals. At the same time, as in #4 above, Librarians and Archivists should be able to plan their workload with tasks that are appropriate for their positions. Some Members have expressed concern that funding or adequate support sometimes does not follow the statement of Strategic or Operational Goals established by the Administration, which forces the Members to set aside personal planned activities and contributions (aligned with stated Strategic or Operational Goals) in order to perform work that is better suited to a Library Assistant position. How is this work then recognized in Member's annual reports, reviews, and subsequent rankings? In some ways, it is a question of quality of work vs. quantity of work. There is a sense that Members in this situation are not recognized for doing a lot of essential work suitable for a Library Assistant when there is no one else available to perform the work.

The committee decided that this is a larger issue that should be dealt with at CBC in CA negotiations.

Standing Agenda Items:

- 6. User Experience and Student Engagement (Matt):** *Matt raised a Member's request to determine whether the latest performance categorizations skew in the same direction as in previous years. (See #1 above.)*
- 7. Teaching and Learning (Denise):** *No report*
- 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):** *No report. ACTION: Shawn will review minutes of the previous Senate meeting to note any reaction/feedback on Western Libraries Annual Report.*
- 13. Joint Committee Report (Brian):** *Joint Committee has not met since the end of the previous Faculty Collective Agreement. New dates for meetings are in the process of finalization. No report.*

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

- 14. Board of Directors (Shawn & Courtney):** *No report*
- 15. Communications Officer (Maram):** *No report*

New Business:

- 16. Members Transferring to Different Teams (Shawn)**

Having been under ORI for 4+ years, some Members may wish to explore other areas of librarianship. Is there a process for changing units? If not, can we develop a process that is transparent and equitable?

ACTION: Shawn will draft a message for this committee to review to send to SLT.

- 17. CBC information and feedback session Friday, January 13, 9:15 - 11am**

ACTION: Stewards, please encourage your Members to attend this session.

Next Meeting: Wednesday, January 18th.

Matthew Barry
Denise Horoky
Leslie Thomas
Courtney Waugh (next)