

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

18 January 2023, 9:30 – 11:00 a.m. ZOOM

Present: Brian, Cindy, Courtney (notes), Denise, Leslie, Matt, Shawn (Chair)

Regrets: Lina

Approval of Agenda: Yes

Approval of Notes: Yes

Business Arising from Previous Meeting:

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

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

ARR Committee Update:

- survey to Members will go out this week
- Committee has been granted an extension until April to complete the work

LASC requested PAI distribution by functional unit – Cindy will follow up on this as Lina is temporarily away.

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

- Meeting scheduled between UWOFA and affected Members this week

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

From previous notes:

- 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.
 - a. Members are advised to use Word to compose text and paste into the form, rather than being able to compose and save text reliably into the form.
 - b. When individuals paste large portions of text into the text boxes, you lose the ability to scroll and read the entirety of that text within the form. So you cannot return to the text in the text box to review and/or edit
 - i. When large portions of text *are* pasted into a text box, you can *inconsistently* and very briefly view the entirety of the text when you intentionally click *outside* the text box
 - ii. Large portions of text copied into a text box may not be reliably viewed by supervisor when sent to them as an email attachment
 - iii. When large portions of text are copied into a single text box, the supervisor who opens the form can *inconsistently* read the entirety of text captured in that text box

- iv. ** So for individuals with multiple objectives for a single goal, folks have been using multiple text boxes for that single goal to represent: Goal #1, Objective #1; Goal #1, Objective #2 etc.. rather than just pasting the entire Goal and all of the associated objectives into a single text box.
- c. Page breaks are also an issue for large portions of text

Previous ACTION: Brian forwarded issue to Jeff Tennant for review and reminded him about previous issues with the form. Previous recommendation was to send any technical issues directly to Connie Zirini.

Discussion:

- This is an ongoing issue (documented for at least 2 years) that requires action rather than work arounds.
- This issue has been raised with OFR and Joint Committee numerous times with no satisfactory resolution.
- Members are still frustrated, and the form plainly does not work
- A Word doc would be much easier, faculty use Word – can we just use Word please?

ACTION:

- Courtney will summarize additional issues with form and sending to Brian and LASC to share with WTS and Joint Committee.
- Brian will discuss with WTS to seek alternative recommendations and discuss with Joint Committee. This form is not working and we need a resolution.

4. 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 send an email to Chief Librarian requesting whether a process exists and if not, how to explore this.

Standing Agenda Items:

5. User Experience and Student Engagement (Matt):

6. Teaching and Learning (Denise):

7. Research and Scholarly Communications and FIMS (Courtney):

- a. Question from Member about LASC facilitating a UWOFA-LA session focused on the L/A Forum to unpack concerns and re-focus conversation on empowering Members to raise issues and facilitate healthy dialogue.
- b. Suggestion to have standing agenda item related to the L/A forum as another way of engaging members

ACTION: Courtney, Matt, Shawn will meet with L/A Forum Chair & Secretary to discuss next steps

ACTION: Shawn will add a standing agenda item re: L/A Forum to LASC agenda

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 (Cindy):**
 - a. PAI distribution report will be coming to Members soon
11. **Senate Report: (Roxanne):**

Shawn reviewed minutes of the previous Senate meeting to note any reaction/feedback on Western Libraries Annual Report. A couple of clarifications were requested but no discussion or debate.
12. **[Joint Committee](#) Report (Brian):**
13. **Board of Directors (Shawn & Courtney):**
 - a. Board met this week.
 - b. Updates on UWOFA-LA preparation for negotiations and UWOFA negotiations related to B124, Organizing for Power course.
14. **Communications Officer (Maram):**
 - a. Updating website and other messaging to focus more attention to UWOFA-LA negotiations.

New Business:

Next Meeting: Wednesday, February 15th.

Matthew Barry (next)
Denise Horoky
Leslie Thomas
Courtney Waugh