

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

15 February 2022, 9:30 – 11:00 a.m. ZOOM

Present: Denise (Notes), Shawn, Brian, Lina, Maram, and Courtney

Guests: Christy Sich, David Heap

Regrets: Leslie, Matt

Approval of Agenda:

Approval of Notes:

Business Arising from Previous Meeting:

1. **Annual Report and Review Committee (Shawn & Leslie) - Progress is being made and some changes to the Professional Practice language have been suggested. The issue has been discussed at SLT.**

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

Previous meeting: 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) - Case officer has been assigned.**
3. **Revising the ARR Template such that it easily opens in Adobe – Brian continues to work on this.**

Previous ACTIONS:

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

4. **Members Transferring to Different Teams (Shawn)**

Previous ACTION: Shawn will send an email to Chief Librarian requesting whether a process exists and if not, how to explore this. - Completed. No response from Catherine Steeves yet. Courtney, Emily and Christy will meet at the end of February.

5. **UWOFA-LA session focused on the L/A Forum to empower Members to raise issues and facilitate healthy dialogue (Shawn, Courtney, Matt) - Lina also mentioned the idea of offering the “Crucial Conversations” workshops if that would help empower Members.**

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

Standing Agenda Items:

6. **User Experience and Student Engagement (Matt): No report**
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 (Cindy):
- 12. Senate Report: (Roxanne): Roxanne continues to share Senate Agendas with Members
- 13. [Joint Committee](#) Report (Brian): *Upcoming meetings have been scheduled. Issues under consideration are ARR Form, ARR Feedback Process, ARR Criteria Review*
- 14. Board of Directors (Shawn & Courtney): Dissatisfaction at Western's unilateral decision to drop COVID-19 Mask Mandates.
- 15. Communications Officer (Maram): Forward any ideas for L/A stories to Maram
- 16. Librarians & Archivists Forum (All): Discussion of the role of this committee in furthering communication and facilitating the bringing forward of issues was discussed. Discussion will continue.

New Business:

- 17. UWOFA-LA Mobilization (David Heap & Christy Sich) - David Heap outlined the role of the new Mobilization Committee. David and Christy are working with UWOFA Communications on messaging that will be shared with this Committee. We were asked to consider how this LASC Committee could contribute.

Next Meeting: Wednesday, March 15th.

Matthew Barry (next)
Denise Horoky (skip)
Leslie Thomas
Courtney Waugh