

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

15 March 2023, 9:30 – 11:00 a.m. ZOOM

Present: Matt (Notes)

Guests: Christy Sich, David Heap

Regrets: Courtney Waugh, Lina Rodriguez

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. UWOFA-LA Mobilization (David Heap & Christy Sich)

- **Structured organizing conversations:** Please chat with members of your unit to get a response from everyone about attending Monday's bargaining goals meeting. Discuss the goals with them. If people can't go, it's even more important to have this conversation. David and other board members will attend as well. Board members also reaching out to their faculty members to invite them to attend as well.
- Plan to run a **self-survey** like the one run by Teacher's Union of LA (highlighted in Organizing for Power workshop series) to develop a map of one's professional contacts. Network analysis. David, Christy, and Shawn will meet to develop this idea. What kind of conversations can we have with our colleagues?
- **"Fund the Frontline":** UWOFA-wide campaign to get university to fund operations over capital accumulation. Launch date predicted for early April.
- **Campaign to make librarians work visible:** Who from each unit can speak to what each type of librarian does? UWOFA Communications Officer, Maram Hijazi, plans to develop brief videos to post to social media.
- **ACTIONS:**
 - Speak to members of your units concerning Monday's Bargaining Goals meeting.
 - Identify members in your unit who can speak eloquently about what they do and are willing to participate in the "Make Librarian Work Visible" campaign. People can contact Maram directly (uwofaco@uwo.ca) or David/Christy/stewards can pass on names.

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

- UWOFA members of the committee met with Employer representatives. It was a good conversation. Another committee meeting is necessary, but there will be a meeting for the Membership will be scheduled on April 11, 2023, to discuss the proposed changes.

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

- Nothing new to report.
- **ACTION:** Remove this item from future agendas.

4. Members Transferring to Different Teams (Shawn)

- Shawn raised the issue with Chief Librarian via email. She confirmed that no mechanism exists for Members to switch teams without an advertised vacancy. Members are welcome to apply when positions in other units open up.

- The issue has cropped up before (pre-reorg). There was an informal process in place that drew complaints of favoritism. However, no consensus around a more equitable procedure was reached and the issue just died.
 - Can the Employer move people without a posting? If Members can't move without a posting, it would seem to make sense that the Employer can't also.
 - Appointments article, 5.4: Language implies that a permanent Member can apply for a term appointment. Note, however, that the move is not a "transfer"; the Member has to apply.
 - Librarians and Archivists Forum might be a good place to raise the issue. Can Members team together to switch between units voluntarily? This would be something like an "Exchange Leave" (see UWOFA-LA Collective Agreement), but within Western Libraries.
 - The topic could also be raised as a Negotiation goal.
 - **ACTION:** Shawn will follow up with the Member who posed the question originally and present options for how to pursue it further.
- 5. UWOFA-LA session focused on the L/A Forum to empower Members to raise issues and facilitate healthy dialogue (Shawn, Courtney, Matt) : No update**

Standing Agenda Items:

- 6. User Experience and Student Engagement (Matt):** Can open Librarian/Archivist positions in Western Libraries be held vacant so they're available when administrators step down from their positions? There is no language in the Collective Agreement that forbids it. A central question is "What effect do the vacancies have on the Members of that Unit?" The workload of the other unit Members should not increase to take on work normally delegated to the vacant position. Collective Agreement article "Entry or return of administrators to the Bargaining Unit" makes clear by its very title that administrators may join the rank and file even if they were not originally hired as part of the Bargaining Unit.
- 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):** No report
- 12. Senate Report: (Roxanne):** Agenda was shared
- 13. Joint Committee Report (Brian):** Joint Committee met on March 7, 2023, its first meeting since June 2022.
- **Migration from OWL:** Guests Susan Lewis (VP Academic) and Sergio Rodriguez (Director, Client Services) provided an update on the planned migration from OWL to a new Learning Management System. No migration is planned in the 2023/24 academic year. UWOFA posed many questions, which Lewis and Rodriguez took note of. The item will stay on future JC agendas.
 - **BUSINESS ARISING: COVID effects and UWOFA-LA ARRs:** Members attended a special session of the L&A Forum to bring Members and supervisors to a common understanding and to raise any questions or concerns. The item will be removed from future agendas.
 - **Training for P&CA, PTCS Committees in consideration of COVID-19 impacts:** This issue will remain on future JC agendas
 - **Health and safety for librarians, archivists, and faculty:** What (COVID-related) accommodation is available for Members and how do they request it? There are 2

types of accommodations: (1) Medical accommodation – Members will be referred to Wellness to pursue this option. (2) Family care accommodations – Members should approach their Deans/Chief Librarian. The Office of Faculty Relations will remind Deans/Chief Librarian of the process.

- **NEW BUSINESS: UWOFA-LA Career Trajectory Committee:** The committee is forming.
- **Member Concerns regarding issues with Annual Report and Review (ARR) form:** Brian McMillan reached out to WTS to inquire into how the issues might be resolved. WTS felt it would be most productive to work directly with OFR. After the JC meeting, Brian sent the list of issues to OFR along with the contact information of the WTS representative who was handling UWOFA-LA's query. OFR will report back.
- **Feedback from Members in Chief Librarian and Associate Chief Librarian reviews:** OFR confirmed that proper procedures, including the solicitation of Member feedback, were followed in the 5-year review of the WL administration positions. There is no annual review process for SLT members (or parallel faculty administrators), hence there is no process for Members to contribute to. The issue will be dropped from future JC agendas.
- **Annual Report and Review (ARR) criteria review:** This process is moving ahead. Criteria will be presented to Members shortly (see no. 2 above).

14. Board of Directors (Shawn & Courtney): Current UWOFA President Hiran Perepanayagam has stepped down, Vice-President Rachel Heydon is now Interim President until her term begins officially in July. Johanna Weststar will serve as interim VP of UWOFA (to be confirmed at the Members General Meeting).

15. Communications Officer (Maram): None

16. Librarians & Archivists Forum (All): None

New Business:

17. Confirming Steward Term Renewals

Everyone had served 2 years by end of June 2023. Denise will renew for one year with a new T&L Steward for July 1 2024. Leslie plans to renew. Matt will consult with another UX member, but is willing to renew as well.

ACTION: Stewards, please let Shawn know your intentions.

18. Proposed New Meeting Time for April: Wednesday, April 12th.

ACTION: Shawn will confirm committee members availability and announce the new date and time.

Note-taking roster for upcoming meetings

Matt Barry (notes)
Denise Horoky
Leslie Thomas (next)
Courtney Waugh