

LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING

September 24, 2025, 9:30-11 am Weldon Room M22 and Zoom

Present: Alie, Bethany, Christy, Courtney, Katie, Lina, Tolga, Zach

Note Taker: Kristi

Notes: [August 27, 2025](#)

Guests: ,

Regrets: Jennifer

Approval of Agenda:

Approval of Notes:

Business Arising from Previous Meeting:

1. Membership Outreach Strategies (Courtney)

- a. Member engagement survey 2024 - sessions to date & potential next steps
 - i. Grievance session
 - ii. Identify potential dates
 1. Looking at dates in early December. In person with a hybrid option.
- b. Other opportunities/ ideas
 - i. Send out a feedback form after session looking for ideas. Proposal of a session on collective bargaining, job action, experience of being on strike/ supporting colleagues on strike

2. Job Descriptions Check-In

- a. T&L will be meeting with Chief Librarian to discuss
- b. RSC has scheduled a discussion session in mid October
- c. CCS has completed job descriptions but there are outstanding questions and are waiting on hiring a term position
- d. DDM is getting a new acting head in October, will take it up after that
- e. ASC has had several meetings, some concern around unified job descriptions one for Archivists, one for Librarians, given varied work. Job descriptions seem vague and cobbled together in some cases, in others oddly specific.
- f. Proposal for a joint discussion session for librarians and archivists to share information and provide a sounding board for common problems and solutions. Follow up at Joint Committee to propose a mutual deadline to finish this before the CA expires.

Standing Agenda Items:

Units Summary:

- September 30 described as a non-instructional day; T&L librarians have sessions scheduled; following up.
- P&CA Timelines: The current CA lacks language that ensures reciprocal communication from the Employer following the submission of a Member's file.
 - As per Clause 18: "The Chief Librarian or Dean or designate shall inform all members of the Committee on Promotion and Continuing Appointment that the Member's Promotion and Continuing Appointment ***File is available for review within ten (10) working days of the Member signing the table of contents*** under Clause 6.1 g) of this Article. ***The Committee shall meet within thirty (30) working days of the notice of the availability of the File to consider the Member's application.***"
 - There have been circumstances where the Committee has exceeded these timelines and the Member is not informed.
 - Currently the onus is on the Member to request status updates on the work of the Committee.
 - Consider adding reciprocal language in the next round of negotiations that requires the Committee to provide updates.

1. **Members Services Officer Report (Lina & Tolga):** No update
2. **Senate Observer (Elizabeth):** Report was sent out. SWATting incident will be discussed at next senate meeting
3. **Joint Committee Report (Shawn/Leslie)** Report will be sent
4. **Board of Directors (Courtney)** - Report attached. Highlighted the issue of affiliate and part time faculty being dropped from the health plan.
5. **Communications Officer (Bethany):**
 - a. Pension sessions upcoming in October - possible alternatives to current plan, please encourage attendance.
 - b. Question re: WL newsletter & UWOFA Weekly
6. **Mobilization Report (Christy):** Gearing up for Faculty negotiations.
7. **Librarians & Archivists Forum (All):** Next forum is scheduled November 6.

New Business:

1. **Reminder to Members of Biennial Report and Review timelines (Alie)**
 - a. Submission due November 15 (which is a Saturday this year)
Biennial Review Report due January 31
Academic Year is July 1 – June 30

- b. Collective Agreement 4.3 -- Any Member may request to meet with their immediate supervisor for an informal review between each scheduled Report.

Next meeting: October 15, 2025

Note-taking roster for upcoming meetings:

Kristi Thompson –
Zach MacDonald – October
Katie Holmes – November
Jennifer Robinson – December
Alie Visser - January 2026