

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

19 Feb 2020, 9:30-11:00 a.m.

DBW M15

Present: Matt Barry (recorder), Roxanne Isard, Christina Zoricic, Courtney Waugh, Anne Quirk

Regrets: Kristin Hoffmann, Lina Rodriguez, Cindy Cossar-Jones

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. Crucial Conversations workshop (**Lina**) – *Lina is having a hard time getting in touch with the group that puts on the workshop, but is still working on it.*
2. Chief Steward and Steward policy role description (**Roxanne**) - need to explain these roles better so that Stewards and Chief Steward are aware of their responsibilities during a bargaining year. The description should include something about ways of mobilizing and sustaining mobilization. – *Discussion: The new manual mentioned that the Chief Steward would be the mobilization chair (By-law #4), which wasn't mentioned previously. If the Chief Steward is mobilization chair, it seems like a given that the rest of the LASC would be the Mobilization Committee. We should ensure that if this is the case, future members of the committee will have this be listed as an expectation of the role. It was noted that mobilization can also happen outside of the negotiation time period. Discussed the idea of adding a line to the LASC Terms of Reference to make this clear. Note: Last time it was changed, the discussion was to keep it broad so it wouldn't need to be updated constantly.*
Action item (unspecified): Add line to ToR mentioning that the Chief Steward is chair of the Mobilization Committee, and a line in the Duty of Members section that specifies that LASC members would make up the Mobilization Committee; review UWOF A manual to see if there's a Bylaw about Mobilization Committees that we should incorporate into these changes.
Action item (parking lot): Create ToR for the Mobilization Committee
Action item (Roxanne): Talk with Cindy about how By-law negotiation process works.

Standing Agenda Items:

3. **Stewards' Reports:**

User Experience and Student Engagement (Matt): Requested updated on status of grievance on US manager positions. **Action item (Matt):** Contact Cindy to ask about this (since Cindy was absent).

Teaching and Learning (Denise): Discussion around the large number of librarian retirements coming up, and the effect it will have on T&L.

Research and Scholarly Communications and FIMS (Courtney): Question from member on where the LASC notes are posted. Discussion: LASC notes are posted on the UWOFA website (in the Members Only section). The member thought the notes were missing, but this is because there was no LASC meeting in December or January, so the most recent notes were from November. Determined through discussion that we should post an update to the site on months where there is no meeting so that members don't think minutes are missing. **Action item (Roxanne):** Will send an email to membership clarifying the location of LASC meeting notes, and will ask Conan to add updates to the site when meetings are cancelled. Members also expressed issue with Management Committee notes and agendas not being kept up-to-date on the staff intranet. Discussion: This has already been brought up to Management Committee, and it was determined that there are issues around Management Committee notes approval workflows that Management Committee is working to resolve. Notes from December's meeting have been posted, and notes from January will be posted soon, but agendas are not being kept up-to-date. Note: Several other stewards mentioned member complaints about this. **Action item (Christina):** Send message to the chair letting them know that the membership wants the agenda and notes to both be available on the Intranet.

Collections Management, Discovery and Access (Christina): Question from member about whether there's a date for when the new Collective Agreement will be available. The member was sent the latest Joint Committee meeting minutes, which specify that they'll be available, "soon". Discussion around Annual Report and Review: Now that we are digitally signing them, is submitting a print copy still necessary? Discussion concluded that form only needs to be turned in electronically, but that there's still uncertainty around this process. **Action item (Christina):** Will inform members to submit electronically only for now. Discussion around the difficulties of using the Annual Report and Review PDF form: members from various units have mentioned print errors, accidentally deleting content, and having content vanish. Previous advice when encountering difficulties was to write ARR in Word, then copy and paste---but this isn't always effective either. **Action item (parking lot for another meeting or for forum):** Discuss changing ARR form.

Archives and Special Collections (Anne): Question from member about ability of members to bring dogs to work. Answer is that we are not allowed to bring dogs to work. Member concern about move to multi-factor authentication for faculty email: members who don't have an office phone or mobile device will have trouble using this. There's physical tokens available, but for a fee. It's also currently difficult to sign up without a phone. Answer: David Fiander is currently participating in the early access beta of this program, and has been communicating these issues already---hopefully this will lead to improvement before the official launch of MFA.

Question from member about Vacancy Impact Assessment form: We used to be able to view VIA for open positions, but there don't seem to be any available for current searches. Answer: Managers have been told that for the 26 vacant positions this year, VIA forms won't be used. Also noted that VIA form is not the same as the HR form that is sent to Provost for approval--- SLT truncates the VIA contents to send to Provost. Also, VIA have not historically been publically posted, but are usually circulated only to the team seeking a replacement.

Library Forum Discussions (All)

4. Members Services Officer & Professional Officer's Report (Lina & Cindy): Absent

5. Senate Report: (Tom):

Questions (sent by Tom Belton to UWOFA-LA) that were going to be asked at Senate on February 14th related mostly to the proposal for Western to strike an agreement with Navitas.

Discussion around Navitas: General concern about predatory nature of it, but also notes that it could bring international students from a broader range of countries.

There was also a question (the last one) about the upcoming retirement incentive deadline and replacement of positions.

Discussion around retirement deadlines: In event that positions are not filled until after retirement deadline passes (necessitating temporary coverage), will the University commit to appropriately compensating staff who are forced to take on additional workload? Discussion around whether replaced positions would stay on existing teams or if they may be moved to new teams.

6. Joint Committee Report (Kristin)

JC met on January 28 and will meet again at 1pm February 19. Items of discussion included:

- Voluntary Retirement Incentive: 7 Members were eligible and 5 accepted the offer. 2 recruitments (for CCS Librarians) are in process and the others will be proceeding in the coming months. Catherine suggested that there could be discussions at the Librarians and Archivists Forum about how to define the other 3 positions.
- Collective Agreement edits are being reviewed and we hope the new CA will be available soon.
- Equity Representative training for Collective Agreement committees: Training sessions are being planned for late spring and fall. No concerns about WL's Diversity, Equity & Inclusion Subcommittee developing a toolkit, but agreement that the Subcommittee needs to consult with Equity & Human Rights Services.

- Librarians and Archivists Forum: The process for the first Forum meeting was discussed. Catherine indicated a desire to have the first meeting in February or March. We agreed that UWOFA would appoint a co-chair for the first meeting and then a co-chair and secretary will be elected at that meeting; UWOFA Board will be appointing someone.

Additional discussion:

Potential topics for new form: Internal communication policy; getting ARR form changed to be more user-friendly.

How can we help our members better understand what the Forum will be?

- Yes to seeing Letter of Understanding. **Action item (Roxanne):** Have Cindy take this to Joint Committee meeting later today.
- Yes to members only meeting--- help drive the idea of being active participants in this process. General agreement that it's our role as the LASC to plan this members only meeting. Discussion around having a brainstorming exercise, and also that it would be good to send out articles in advance. **Action item (Matt):** Start developing facilitation plan for this session after LOU is made available. **Action item (Courtney):** Email Kristin to discuss ideas (will cc group). **Action item (Roxanne):** Send email to LASC to plan a planning meeting on the second week of March.

New Business:

7. Librarians and Archivists Forum – preparation for Members

Background:

There are several questions / issues that have come up in conversations I've had with members of the NT (both during negotiations and after), that I think it would be good for LASC to also discuss / decide on. (I'm happy to contribute to drafting emails / messages / other work related to this when I get back.)

- a. How can we help our Members better understand what the Forum will be, what our role is, what the Forum can do for us?
 - Would it be helpful for Members to see the LOU language? (if so, perhaps Cindy could take this to Joint Committee at the next meeting, 1pm Feb 19?)
 - Emphasize the importance of being active participants à this is the place where our Members can have a voice and hold SLT accountable to recommendations
 - Share the [article about Library Councils](#) written by Eva Revitt and Sean Luyk?
 - Send a link to [Faculty Council constitutions](#) (or direct people to select Council constitutions)?

- Have a Members-only meeting before the first Forum meeting, to talk amongst ourselves about what the Forum will/can be?
 - Other?
- b. Things for LASC / all Members to consider before the first meeting:
- Who to nominate as co-chair and secretary
 - What elements we want in our Terms of Reference
 - How will we develop Terms of Reference? A sub-group of the Forum? If so would people be elected to the sub-group or volunteer? Would it be UWOFA-LA Members only or also SLT?
8. CAUT Letter re. Update of Core Competencies for the 21st Century CARL Librarians **(Denise)**. Deferred (Note: this discussion is taking place in light of the de-professionalization of librarians)
9. UWOFA Librarians and Archivists receive Change Maker Award from the United Way of Elgin Middlesex. The Nomination Committee unanimously supported the PSAC 610 nomination **(Comment/Discussion - all)**. General discussion

Next Meeting: Wednesday, Mar 18th, 2020. 9:30 a.m. (Recorder: Denise Horoky)