

**LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING NOTES**  
**17 June 2020, 1:30 – 3:00 p.m.**  
**ZOOM**

**Present:** Roxanne Isard, Denise Horoky, Christina Zoricic, Anne Quirk, Matthew Barry, Courtney Waugh (recorder), Elizabeth Mantz

**Regrets:** Cindy Cossar-Jones, Lina Rodriguez

**Approval of Agenda:** Approved

**Approval of Notes:** Roxanne will send notes out again

**Business Arising from Previous Meeting:**

1. Welcome Elizabeth Mantz!  
Liz is the new Joint Committee representative taking over from Kristin Hoffmann who is on professional leave.
  
2. ARRs:  
There was discussion about whether ARRs are something members should be doing this reporting period considering COVID. Faculty have decided not to require APE reports this year. The LOU (impacts of COVID) suggests that ARR process will proceed as normal. Pros and cons were discussed, and it was decided that a reminder would be sent out to Members.

**ACTION:** Roxanne will send out a reminder to members about the ARR deadlines. Please bring any subsequent issues that arise from the reminder to LASC.

3. Library Forum  
A couple of Members have inquired about the timeline for the Library Forum. Roxanne pointed Members to the information on the Faculty Relations website that explains the delay due to COVID.

The group discussed opportunities for raising awareness and exploring the purpose of the Forum and opted to return to a facilitated session outline that Matt developed for this purpose.

**ACTION:** Matt will share the session outline with the group, and we can discuss it at the next meeting.

## **Standing Agenda Items:**

### **1. Stewards' Reports:**

**User Experience and Student Engagement (Matt):** Nothing

**Teaching and Learning (Denise):** Nothing

**Research and Scholarly Communications and FIMS (Courtney):** Nothing

**Collections Management, Discovery and Access (Christina):** There was a question about the P&CA timeline. The Member was referred to the information available on the Faculty Relations website.

**Archives and Special Collections (Anne):** See ARR discussion above

**Members Services Officer & Professional Officer's Report (Lina):** No report

### **Senate Report: (Tom):**

Senate is not meeting again until September and the minutes from June 5 may not be posted until then.

Going forward, Tom will be stepping down from my role as UWOFALA observer. Tom felt that the role was really instructive and eye-opening in terms of how Western's governance works, so he encourages members to volunteer. At some point in the summer, the University Secretariat will likely be in touch with UWOFALA about a replacement.

**Joint Committee Report (Liz) –** No report. JC meets this afternoon.

### **New Business:**

#### **1. COVID Survey findings:**

The results of the survey developed by Leanne & Kristi are still under revision and will be shared with the membership soon.

The findings will give Members a better understanding of what's happening across the system.

**ACTION:** Matt will follow up about sharing the survey with Members.

**Next Meeting:** Wednesday, July 15, 2020. 9:30 a.m. (Recorder: Christina Zoricic)

### **Notes Rotation**

Anne Quirk
Courtney Waugh
Christina Zoricic
Matthew Barry
Denise Horoky
Liz Mantz