

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
23 January 2013, 9:00 – 10:30 a.m.
M18, Weldon Library
MINUTES

Present: T. Adam, D. Horoky, C. McKillop (chair), D. Meert-Williston, L. Olson
Regrets: D. Sich, C. Cossar-Jones
Recorder: D. Meert-Williston
Guests: none

1. Approval of the Agenda

The agenda was approved.

2. Approval of Minutes for:

[21 November 2012](#) LAC Meeting

3. Steward's Reports

The use of equipment belonging to the university while on leave was discussed and an update was provided to the group.

C. McKillop provided an update regarding the group's success in getting the AR form updated on the Faculty Relations website in early January 2013 with the ability of the form to now be saved.

C. McKillop provided an update regarding the group's success in getting the Annual Report & Review Criteria (last updated 2010) posted on the University Librarian's intranet page to address concerns regarding awareness of and access to the criteria. To access this document go to the intranet/Office of the University Librarian/Committee Tabs/Librarian & Archivist Committee/Documents/Criteria for ARR.

ACTION: C. McKillop will ask C. Cossar-Jones if there is supposed to be an email sent out to Librarians and Archivists regarding the ARR Template and Criteria, or should C. McKillop send out this email from LAC.

D. Meert-Williston suggested that further conversation about the criteria, how they are used in the rating, consistency across the units, etc. might be a topic for further discussion.

4. Professional Officer's Report – C. Cossar-Jones

C. Cossar-Jones was not present and there was no report provided.

5. Business Arising:

a) LAC Description

Good feedback received from colleagues on length of terms, renewable terms, dates of service attached to member names, etc. C. McKillop shared that the Faculty Stewards are interested in seeing our terms of reference (TOR) to inform their own. The TOR do need to go through the process of being reviewed and passed. There was further

conversation around the table regarding the process for renewal or change of a steward, when do terms begin and end, staggering terms, standard times for review of membership, how to recruit new stewards, how to represent all units effectively, how the Chair is elected, etc.

T. Adam suggested a 'fixed date' annual inspection of the LAC membership by LAC.

The group decided that selection of members should be decided by their unit, using a process of their choice.

ACTION: C. McKillop will incorporate these suggestions into the TOR and send back out to the group for final approval.

C. McKillop shared the decision of the UWOFA Board to hire a Communications Officer. A posting will be created and the process should evolve by the spring. Our TOR document is affected by this initiative. Some conversation in the group about moving forward with our TOR, not getting bogged down in this process.

ACTION: C. McKillop will check with C. Cossar-Jones to see if this committee can move ahead with our TOR prior to the UWOFA Communications Officer position being filled.

Discussion by the group about the role of C. Cossar-Jones in the committee. Discussion about the various roles that are possible, member, non-voting member, ex officio, etc.

ACTION: C. McKillop will check with C. Cossar-Jones to see if being an ex officio member might be possible.

b) Other

No other business arising.

6. New Business

a) UWOFA-LA GM debrief

C. McKillop gave a summary of updates:

- Nothing significant for pay equity process.
- Report for the Workplace Climate recommendations is due soon, the membership will be asked to give input on priorities.
- Collective bargaining workshop will be held Feb 5th, led by Peter Simpson from CAUT. A good opportunity to learn about the negotiation process. UWOFA is in a rebuilding phase and will soon need a new negotiating team. Details will go out to units soon, encourage members to go to learn about the process.
- D. Horoky asked about the mention at the General Meeting around the Visual Arts Librarian position, and asked if this and situations like this are things that the LAC should be made aware of and discuss.

ACTION: C. McKillop will ask C. Cossar-Jones to explain the legal issue surrounding this.

b) Annual Report and Review

D. Meert-Williston brought forward a recommendation from J. Costella that the LAC consider asking for the ARR Template to be made available at the same time or soon after the workload documents are due. At this time many Librarians will begin to write their ARs, and having the template available would be beneficial. General discussion and agreement by the group.

ACTION: C. McKillop will contact C. Cossar-Jones to arrange this with Faculty Relations.

c) Planning for 2013

General discussion on ideas for the LAC for 2013, where should the LAC turn its attention in the year to come?

ACTION: All LAC members to think about priorities for the LAC in the coming year, make a list of both short term and long term topics.

Suggestion of reviewing the Workplace Climate recommendations for things that the LAC could take initiative with.

ACTION: All LAC members to review the Workplace Climate recommendations for items that show potential for a LAC role.

7. Announcements

There were no announcements.

8. Adjournment

The meeting adjourned at 10:55am.

9. Next Meeting:

Date: February 20, 2013
Location: M18, Weldon Library
Recorder: D. Horoky