

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
February 20, 2013, 9:00-10:30 a.m.
M18, Weldon Library
MINUTES

Present: Tom Adam, Cindy Cossar-Jones, Christena McKillop (chair), Debbie Meert-Williston, Dan Sich
Regrets: Leanne Olson
Recorder: Denise Horoky
Guests: None

1. Approval of Agenda:

The agenda was approved with one addition under New Business.

2. Approval of Minutes:

The [January 23, 2013](#) minutes of the LAC Meeting were approved with a minor wording change in Item #3.

3. Steward's Reports:

There were no specific reports from any of the Stewards.

Librarians and Archivists have been busy writing their Annual Report and Review (ARR) which must be submitted by February 15, 2013. Some members had questions about wording involving the Librarian and Archivists strike that is included in this review period. This issue was resolved via email discussion.

Building on the discussion that took place at the January 23, 2013 LAC meeting (Item 6 b) LAC members discussed the possibility of having the ARR Template available at the same time or soon after the workload documents are due. Christena McKillop and Cindy Cossar-Jones reported on their discussions to date with Faculty Relations about this issue. This committee still shared the opinion that this template needs to be available much sooner.

4. Professional Officer's Report:

Cindy Cossar-Jones gave a report including updates on Arbitration hearings and the Visual Arts Library. She also reminded members to read the Workload Article in the Librarian and Archivists collective agreement. In particular, our attention and discussion focused on The Workload Review Committee.

21.2

The Workload Review Committee shall consider complaints brought to it concerning Workload under Clauses 16.3, 19.1 and 20.1 of this Article, and also concerns brought to it concerning job descriptions through application of the provisions of Clause 7.3.1 f) of the Article Responsibilities of Members

5. Business Arising:**a) LAC Description**

The group made working changes to the LAC description document and agreed to give the document a trial run with the upcoming vacancy on the LAC committee (see below).

b) CAUT UWOFA Bargaining Workshop (held on Feb. 5th) Debrief

Christena McKillop, Cindy Cossar-Jones, and Denise Horoky attended the UWOFA Bargaining Workshop with Peter Simpson from CAUT on Tuesday, February 5, 2013.

Summary Points

The goal of this workshop was to obtain a strong sense of the bargaining process which happens over a period of time and in several stages. Forward planning and communication with members all through the process is crucial. More so than in the past, there needs to be a deeper level of analysis of bargaining priorities and issues for upcoming negotiations. Members need to be aware of the increased political involvement in Canadian collective bargaining (Ontario, British Columbia and Nova Scotia are all recent examples). This new aspect of negotiations is presenting the UWOFA membership with the need to frame our collective bargaining around this new political context. This session was an opportunity to become more literate about the process and timing of collective bargaining to gain a more sophisticated view of the reality underlying the collective bargaining process. Constructive and effective ways of bargaining were mentioned and will be more fully explored in an upcoming CAUT Bargaining Workshop (details are still TBA).

6. New Business:**a) Planning for 2013**

This discussion was deferred to another meeting although some of the planning issues came up in this meeting's conversations.

b) Steward for The D. B. Weldon Library

Dan Sich will be returning to the Taylor Library and a new D. B. Weldon/Archives member will be selected. Dan was thanked for his work and contribution to this committee.

ACTION: Christena will contact the D. B. Weldon and the Archives members to alert them to an opening on this committee.

c) Workplace Climate Meeting (held on Feb. 19, 2013) Debrief

The members who attended the UWOFALA Workplace Climate meeting gave an update on the discussion that took place on Feb. 19th. It is the responsibility of all members to voice their opinions and thoughts about the priorities of the Workplace Climate review within Western Libraries to any member of this committee and/or to Lise Doucette and Jennifer Robinson.

7. Announcements:

There were no announcements at this meeting.

8. Adjournment:**9. Next Meeting:**

Date: March 20, 2013
Location: M18, Weldon Library
Recorder: Leanne Olson

This is a copy of the communication sent to UWOFALA members about the priorities voted upon by the membership:

Thanks to those of you who responded to the survey to prioritize actions from the Joint Committee on Workplace Climate Report and Recommendations.

The objective of our meeting next week (Tuesday February 19, 2-3:30 p.m. in UCC 58) is to develop an action plan for the top priorities identified by the group through the survey. Ideally we want to identify some 'quick wins' along with setting out some longer term goals. As part of our discussions we will also be clarifying who will be taking ownership of priorities, and identify existing structures where ownership could occur (e.g., Joint Committee, Workplace Climate Team). Our meeting will be facilitated by Janet Froot to ensure we keep on track with our desired outcome of an action plan by the end of our time together. To help you prepare for the meeting, here are the top three priorities identified through the survey:

- 1. Conduct a systematic review of communications needs, systems, and skills, including existing functioning of unit meetings and teams, and review how unit-level committees feed into system-wide structures. Audit the findings of the 2006 Western Libraries Committee Review Working Group, with a view to assessing communications structures of Western Libraries committees and working groups (1a). Retain structures that are effective and develop new models as needed for more regular, productive and meaningful engagement (1b).*
- 2. Establish a regular moderated forum (e.g., Town Hall or Libraries' and Archives' Council) including Librarians, Archivists, and Library Administration, for discussion of professional practice issues (e.g., recognition of work, discussion of work roles, information sharing, discussion of process, shared workplace concerns), leadership decisions and committee recommendations (e.g., budget process and feedback) (1e).*
- 3. Assess training and coaching needs and provide development related to constructive communication skills, focusing on healthy engagement in conflict situations (e.g. where conflicting points of view are expressed; where difficult conversations are necessary) (2a).*

In addition to the above there were 3 priorities identified that are UWOFALA-specific that we will also consider for immediate action:

- 1. Engage Librarians and Archivists in discussing the process and accountabilities for participation and assignment to UWOFALA / UWOFALA-LA committees (8a).*
- 2. Develop and communicate a shared understanding of what constitutes Service and Academic Activity (11).*
- 3. Make unit workload plans available among UWOFALA-LA colleagues (4a).*