

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
16 March 2011, 10:30 – 11:30 a.m.
Room 080, Taylor Library
MINUTES

Present: T. Adam, D. Horoky, L. Olson, M. Mills, M. Surmacz
Regrets: B. Fyfe
Recorder: L. Olson

1. Approval of the Agenda

2. Approval of Minutes for:

19 January 2011 LAC Meeting – EXHIBIT I (see page 2)

3. Business Arising:

a. UWOFALA Committees Roundtable, Debrief and Next Steps

UWOFALA Committees Roundtable Notes – EXHIBIT II (see page 4)

The main focus of the meeting was to discuss the feedback collected at the UWOFALA Committees Roundtable, hosted by LAC and held on 22 February 2011. The following were highlighted as key ways that UWOFALA Members felt that committee work could be improved:

UWOFALA Presence on UWOFALA Website:

Members reported finding information about UWOFALA Committees difficult to locate and interpret on the UWOFALA website, as documents which apply to Librarians and Archivists are scattered throughout the site. In other words, there is no designated area for UWOFALA information.

One example of the kind of information that would be helpful to UWOFALA Members and that resides on the UWOFALA website (though is difficult to find) is the [Your Collective Agreement](#) newsletter, which lists information about UWOFALA committees. Feedback from the Roundtable indicated that this kind of summary document would be helpful to have. Leanne will prepare an updated draft of this information for the April LAC meeting.

As UWOFALA's Communications Committee is responsible for the UWOFALA website, LAC will liaise with the Communications Committee to share the feedback gathered at the Roundtable and discuss possible next steps.

UWOFALA Office staff may also provide support in terms of improving communications (for example, assisting with creating FAQs for the Membership and posting these to the UWOFALA site). The issue of contacting UWOFALA Members who have been involved in UWOFALA communications in the past (e.g. Kristin Hoffman, the former chair of the Librarians and Archivists Committee) was also raised as a potential strategy.

Informal Communications:

The question of informal information gathering of Collective Agreement issues, as reported by the Membership was also raised. How do we ensure that we are capturing (and retaining) our collective knowledge and experience on UWOFA-LA Committees, for example.

- UWOFA-LA stewards have already adopted a practice of sharing questions and responses to information requests that are posted by Members via the LAC e-mail alias.
- The suggestion of an online repository for managing Collective Agreement Qs & As was raised.
- Reporting regularly on informal questions and conversations in our units during monthly LAC meetings is also an opportunity to gather and document trends (e.g. change “Chief Steward’s Report” standing item on our agenda to “Stewards’ Report” for all stewards to contribute).
- stewards are also encouraged to be proactive and to regularly ask colleagues if they have questions or concerns.

At the meeting, a number of concerns regarding Committee governance and protocol were raised (i.e. how to encourage open and honest debate and discussion, without alienating individuals or their perspectives). The question of what role LAC should or could have in addressing such issues was raised and will be discussed further at a future meeting.

4. Chief Steward’s Report: M. Mills

N.B. This agenda item will be changed from “Chief Steward’s Report” to “Stewards’ Report” for future agendas so that all stewards will have an opportunity to contribute.

a. Annual Report, Q & A

Major areas of questions that came up in the past month involved Annual Reports and the Annual Review process, including the origin of the template and interpreting the language about future plans for Service and Academic Activity.

The possibility of having a question repository for LAC was discussed, so that stewards can look back at previous questions raised and answers provided. Questions of information privacy and security were discussed (e.g. could/should this be posted on the website, and how secure should it be)? Names and identifying details would need to be removed to ensure confidentiality, were the information to be posted online.

b. Work Culture Survey

Melanie asked the stewards to remind their colleagues about the Contract Committee’s Work Culture Survey.

5. Announcements:

a. UWOFA General Meeting Monday, 22 March 2011 (3:30 – 5:00 p.m.) University Community Centre, McKellar Room

b. UWOFA-LA General Meeting Monday, 28 March 2011 (12:00 – 1:30 p.m.) University College, Room 204

Melanie will ask for time at the UWOFA-LA General Meeting to introduce the stewards and give an update about the UWOFA-LA Committees Roundtable and LAC's plans to take action in response to feedback gathered.

6. New Business

There was no new business.

7. Adjournment

Meeting adjourned at 11:30 a.m.

8. Next Meeting:

LAC discussed a time for future meetings; there has been difficulty figuring out an hour where everyone will be available on a monthly basis. Melanie will solicit feedback to see if an alternate date, and/or approach to scheduling meetings can be determined.

Date: 20 April 2011
Location: Room M15, The D.B. Weldon Library
Recorder: T. Adam