

**LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
19 March 2014, 9:00-10:30 a.m.
M-18, Weldon Library
NOTES**

Present: Marni Harrington, Liz Mantz, Leanne Olson, John Sadler, Meagan Stanley

Ex-Officio: Cindy Cossar-Jones

Regrets: Fran Gray

Recorder: Meagan Stanley

1. Approval of Agenda

Approved, with one addition to Announcements

2. Approval of Minutes of 22 January 2014 and 19 February 2014

Liz is finalizing and will send out shortly.

3. Stewards' Reports:

A question arose regarding the role of Assistant University Librarians (AULs) and their attendance at Unit Workload Planning (UWP) meetings. The Collective Agreement makes it clear that UWP meetings include Members (Workload article, Cl. 10); there is no reference to AUL attendance. Past practice has not included AULs in UWP meetings; AULs are provided the opportunity to provide input and/or feedback when reviewing UWPs. The Workload Review Committee (Workload article, Cls. 21-27) is available for Members to voice concerns with UL/AUL feedback on workload.

4. Professional Officer's Report:

Joint Committee update: Consensus that exit interviews are useful. Jennifer Holburn (Coordinator, Faculty Recruitment and Retention) will oversee process. Joint Committee is also looking into building access card issues across multiple library locations and clarifying who receives building access.

Appointment of a law librarian continues to be under review.

The University Librarian response to Members' Annual Review Reports will now be sent simultaneously to the member and supervisor.

Office of Faculty Relations will discuss whether the positions of Library Directors and Department Heads require internal incumbents to have Continuing Appointment.

5. Business Arising:

a. L/A representation on Senate/different campus groups (Liz)

This issue was referred for comment/action to the Workplace Climate Committee (WCC); however, deemed not a WCC issue. Alison Hearn (UWOFA President) will raise with Janice Deakin.

b. Terms of Reference for LAC (Liz)

Liz setting up meeting with Christena McKillop re: feedback received from UWOFA Policy & Governance. [N.B. This meeting is set for Tuesday 25 March].

6. New Business:**a. Chief Negotiator/Deputy Chief Negotiator process for UWOFA-LA GM (All – continuing discussion)**

Issue on agenda of March 26 UWOFA-LA GM. Need to create awareness of process, engage membership over next few months prior to September 2014 when teams must be in place.

b. Workplace Climate – update (Fran)

The February 2013 survey of UWOFA-LA views on recommendations of Joint Committee on Workplace Culture (JCWC) report was prepared by the UWOFA-LA Members on the Workplace Accountability Committee. A 2014 follow-up survey was developed by Lise Doucette, in consultation with Bruce Fyfe, Fran Gray, Marni Harrington, Elizabeth Marshall, and Liz Mantz, and sent to UWOFA-LA 7 March.

Results of survey will be presented at UWOFA-LA General meeting March 26.

The ongoing involvement of LAC in continuing work on WCC initiatives related to UWOFA-LA is under discussion.

Small working group (Elizabeth Hill, Joanne Paterson, Qinqin Zhang, Fran Gray) to facilitate an informal session on Responsibilities of Members article. **Tentative dates for this session are April 9 and April 11.** A Save the Date message is forthcoming. The group plans to review the main sections of the article with participants, noting any questions that may arise for follow-up.

c. LAC and UWOFA Communications Assistant (All)

Vanessa Brown, UWOFA Communications Assistant, recently hired on a part-time basis; Christy Sich a member of the Communication Committee. UWOFA-LA's presence in Faculty Times and website will be increasing on a regular basis. How can LAC develop this increased presence?

7. Announcements**a. Date for CAUT Building Stronger Associations workshop**

Planning for April 2014 Faculty Representatives-UWOFA-LA Stewards session underway (potential dates **April 16 or 17 - TBC**)

8. Questions**9. Items on Hold**

10. Next Meeting:

Date: 16 April 2014; 9:00 am – 10:30 am

Location: Weldon, M-18

Recorder: Marni

Meeting adjourned at 10:35 am