

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

Present: Tom Adam, Denise Horoky, Christena McKillop (chair), Debbie Meert-Williston, Leanne Olson (recorder), Fran Gray
Ex Officio: Cindy Cossar-Jones
Regrets: none
Recorder: Leanne Olson
Guests: none

1. Approval of the Agenda

The agenda was approved with the addition of items under 7.

2. Approval of Minutes for:

February 20, 2013 LAC Meeting – [EXHIBIT I](#)
The minutes were approved with small corrections.

3. Steward's Report

A question was asked about the upcoming University Librarian (UL) visits to various units/libraries. We discussed what the expectations were: Would it be a structured conversation, an all-staff meeting, or about particular issues? It was reported that each library/unit sets their own expectations. Some units are using it as an opportunity to get staff together and brainstorm their successes to share with the UL, and questions or concerns they want addressed. We discussed best practices for mentioning successes and concerns, such as giving the UL a document to leave with, and including suggestions for fixes along with our concerns.

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

Cindy Cossar-Jones gave a report involving updates on arbitration hearings and grievances about alternative workloads, work of the bargaining unit, and transfer/term positions.

5. Business Arising:

a) Welcome to new Steward – Fran Gray

We welcomed Fran Gray, the new Steward replacing Dan Sich, and thanked her for representing Weldon and the Archives. This vacancy was filled using the new procedures outlined in the draft LAC description document. It was reported to have worked well.

b) LAC description – Update

Christena McKillop gave an update about the LAC description document. We prepared this description of LAC duties before the 2nd elected Librarian Member joined the Board.

The description will need to be revised. Similarly, the process of the UWOFA President selecting his/her Executive will need to be revised, as the librarian member was previously selected by default. Christena will look into how the Faculty Stewards have handled this in the past, and LAC will make a suggestion for how to handle this so the process is as clear as possible.

6. New Business

c) Workplace Climate follow-ups for discussion

Christena McKillop met with Jennifer Robinson and Marni Harrington following the Workplace Climate meeting in February in response to the survey about priorities and action items for UWOFA-LA Members. In particular, three items related to UWOFA-LA activities:

- i. Engage Librarians and Archivists in discussing the process and accountabilities for participation and assignment to UWOFA / UWOFA-LA committees (8a).

Information about how to join non-Western Libraries committees is confusing. We discussed how LAC might contribute to furthering understanding about committee work. We did have some confusion about which committees we should be dealing with, and Christena McKillop will let Jennifer Robinson know and request further clarity.

We agreed that LAC can help with outlining how to join committees mandated by the Collective Agreement.

ACTION: Leanne Olson will update the chart about committees mandated by the Collective Agreement, to match the new Collective Agreement.

ACTION: Christena McKillop will consult further with Jennifer Robinson.

- ii. Develop and communicate a shared understanding of what constitutes Service and Academic Activity (11).

Christina McKillop noted that Jennifer Robinson does not have enough information to understand which aspects of this goal require action. For example, are we dealing with the criteria surrounding Service and Academic Activity and how it is applied by supervisors? Are we dealing with the distinction between Professional Practice and Service/Academic Activity? Both? Determining this will set the tone for what type of action we should take.

- iii. Make unit workload plans available among UWOFA-LA colleagues (4a).

Christena McKillop consulted with Jane Laforge about Unit Workload Plans (UWP) at the UWOFA office. The office does have the UWPs, but they are very different from Faculty plans in that there is personal information that should not be shared. If a committee were to take on developing a plan to revise UWPs, it would be the Libraries Workload Committee rather than LAC; there is nothing we can do to assist here.

d) Other priorities for 2013

We discussed upcoming priorities for LAC in 2013. Supporting Workplace Climate initiatives is a major priority. Communicating regularly with Members is another. When a Communications Officer for UWOFA is hired/elected, we will consult with him/her about Librarian and Archivist content in Faculty Times as well.

We decided to keep this item on the agenda, as new priorities can arise throughout the year.

e) Petition from Marni Harrington

Marni Harrington contacted Christena McKillop about a petition asking Western's administration to refuse to renew the Access Copyright agreement. We determined that circulating this informally, rather than formally through LAC, would be the best way to proceed.

7. Announcements

On April 10th at 4:30pm, there will be a speaker giving a talk about Equity in the Campus Workplace. Posters will be circulated.

8. Adjournment

The meeting adjourned at 10:35am

9. Next Meeting: This meeting was cancelled.

Date: April 17, 2013
Location: M18, Weldon Library
Recorder: Tom Adam