

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
20 April 2011, 9:00 – 10:00 a.m.
Room M15, The D.B. Weldon Library
MINUTES

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

1. Approval of the Agenda

Approved with additions.

2. Approval of Minutes for 16 March 2011 LAC Meeting

Approved.

3. Business Arising:

a. UWOFA-LA Communications

Amanda Grzyb, Chair of UWOFA's Communications Committee, gave a brief overview of the constituency and work of the Committee over the past year. Necessarily the focus centred on negotiation information and communications dealing with the Contract and the process. The same will be true as we move forward to UWOFA-LA Contract negotiations this summer and issues of importance to inform the membership surrounding negotiations will be highlighted on the UWOFA website, as well as form the basis for other UWOFA communiqués (e.g., e-mail, Twitter, Facebook, posters, flyers).

Since the Committee includes members of UWOFA's Executive, communication decisions can be expedited, especially to disseminate time-sensitive information, as necessitated by short timelines for distribution.

The Committee constituency will turn over July 1. General solicitations for members is not the normal procedure for populating the Committee, rather matching skill sets with the anticipated Committee requirements shapes invitations to become involved on the committee. UWOFA-LA representation will most likely be needed as the Committee prepares to roll over on July 1.

The UWOFA website is a useful platform for archiving information and documents, as well as a vehicle for communication. The design has been outsourced. Permissions to post new pages or adding documents or changing information are limited. Content is managed by UWOFA office staff. Suggestions to tweak the organizational structure to improve information access or move

towards a one stop shop for UWOFALA members accessing information via the site may be directed to the Communications Committee.

ACTION: At the next meeting we will focus on the feedback received from the Roundtable in conjunction with examining the content and structure of the current UWOFALA website in order to formulate suggestions and ideas for enhancing or improving the UWOFALA presence on the UWOFALA website to forward on to the Committee.

Polling UWOFALA colleagues concerning current use of the website, challenges encountered when searching for information or documents and proposing “dreaming big” suggestions for the ideal web presence will help us shape our investigations.

Rather than constructing a survey, using UWOFALA stewards as the vehicle for gathering this information begins to establish the model of stewards as the conduit of information, receiving feedback and disseminating information.

ACTION: M. Mills will draft potential questions for our steward groups and circulate for feedback.

b. Schedule of Future LAC Meetings

There is no consistent monthly date and time that all Members can commit to for regular LAC meetings. Though having a regular schedule for meetings simplifies managing one’s individual calendar, this may not be possible for LAC.

One alternative could be to determine two possible times and alternate meetings monthly.

Another might be to plan for a meeting the third week of the month but agree to a specific date and time with a “just in time” approach using Doodle to survey for Members’ availability.

For May and June, LAC will continue meeting during the third week of month. Members will be polled to determine the best day and time during that week, prior to each meeting.

4. Steward’s Report:

a. Unit Workload Plans

The OUL group initiated a wider conversation regarding the creation of a place to share individual Unit Workload Plans in order to provide examples for all

UWOFA-LA colleagues for information and to assist in the process of creating the next set of documents.

Workload implications prevent overall management of a web-based repository through the Office of the University Librarian, as suggested by the Libraries Workload Committee in September 2010.

Some units have shared UWPs by posting to a folder on Western Libraries" Collaboration (K:) drive as an interim solution.

We need to be aware of non-Western Libraries members when determining more long-term solutions to archiving information.

Security is another concern, an area that UWOFA-LA Members-only can access might be preferred. Is the UWOFA website an option?. J. Fracasso may have created a secure space already, as a part of his previous role on this Committee.

ACTION: B. Fyfe will follow up with J. Fracasso.

b. UWOFA Board Nominations – M. Mills

A few members have posed questions regarding the process for soliciting nominations for the UWOFA Board and Executive. Melanie described the process that took place this year.

Notification of UWOFA Board and administrative role vacancies was distributed by UWOFA's nominations committee in January. Solicitations were sought through advertisements placed in Western News; UWOFA-LA stewards were alerted to the vacancies and asked to disseminate the call for nominations in their units at the January LAC meeting.

As no nominations were forthcoming, Melanie canvassed several UWOFA-LA Members individually to find a replacement for the Librarian and Archivist seat on the Board.

LAC Members suggested that multiple communications, with clarification of qualifications required for standing for election and indication of corresponding "job descriptions" may have increased interest and prompted more volunteers.

This year, all UWOFA-LA positions (the seat on the UWOFA Board, the Speaker and the Secretary) were acclaimed. Traditionally, the Member who sits on the UWOFA Board also serves as Chief Steward and assumes the role of Chair of LAC. This Member may also sit on the UWOFA Executive, should they elect to do so. It may be the case that contingent on workload the option of others

assuming the latter two roles has been accommodated in the UWOFA Constitution and By-Laws.

ACTION: B. Fyfe and M. Mills will investigate and clarify.

5. Announcements:

a. UWOFA-LA Appointments to the UWOFA Board / Administrative Roles

At the UWOFA General Meeting held 22 March 2011, all UWOFA-LA nominees slated for appointments to the UWOFA Board and administrative roles were acclaimed. Kim McPhee was acclaimed as the UOWFA-LA representative on the UWOFA Board. She will assume the role of UWOFA-LA Chief Steward and Chair of the Librarians and Archivists Committee. Kim's appointment is for a two-year term. Kristin Hoffmann was acclaimed as the UWOFA-LA Speaker. Melanie Mills was acclaimed as the UWOFA-LA Secretary. Kristin and Melanie's appointments are for terms of one-year.

b. CAUT Librarians Conference and Workshop

The 2011 conference "The Aggrieved Librarian: Enforcing Workplace Rights through the Collective Agreement" will be held October 28-29 2011 at the Westin Hotel in Ottawa. Additional information is available on the [CAUT website](#).

UWOFA is seeking volunteers from UWOFA-LA to represent Western at the event.

ACTION: UWOFA-LA stewards are asked to consider their availability and indicate interest to M. Mills by Tuesday 26 April 2011 should they wish to attend.

c. UWOFA General Meeting

The next UWOFA General meeting is Wednesday 27 April at 12:00-2:00 p.m., and will be held in SSC, Room 3206.

d. All Candidates Meeting

UWOFA, the Graduate Teaching Assistants Union and the University Students Council is sponsoring "Question the Candidates", an all candidates debate on post-secondary education, including issues surrounding specifics of platforms and funding. The debate will be held Thursday, 28 April 2011 at 7:00 pm in Conron Hall.

ACTION: UWOFA-LA stewards are asked to send a reminder of the latter two events to their respective steward groups.

6. New Business

a. CAUT Current Dialogue Concerning McMaster University

We are aware of the conversations currently happening on the CAUT list, as well as other online venues (various blogs, social media sites, etc.) concerning the upcoming „Symposium on the Future of the Academic Library“ being co-hosted by McMaster University Libraries and Library Journal on May 16-17, 2011.

UWOFA-LA and UWOFA members might be interested in following the discussion, and UWOFA-LA stewards may wish to raise awareness.

ACTION: M. Mills will follow-up with UWOFA on how best to proceed.

b. Updating Committee Descriptions

The UWOFA-LA *Your Collective Agreement* V.1 No.1 newsletter briefly described the various UWOFA-LA Committees. It would be useful to update the content from this newsletter in preparation for both the upcoming negotiations and as a foundational document for archiving.

ACTION: L. Olson will edit and revise the content, and will disseminate to LAC in advance of the May meeting.

7. Adjournment

Meeting adjourned at 10:15 a.m.

8. Next Meeting:

Date: May 2011 (date and time TBD)
Location: The D.B. Weldon Library
Recorder: B. Fyfe