

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
18 May 2011, 10:00 – 11:00 a.m.
Room M15, Weldon Library

MINUTES

Present: T. Adam, B. Fyfe, D. Horoky, M. Mills, and L. Olson

Regrets: M. Surmacz

Recorder: B. Fyfe

1. Approval of the Agenda

Approved

2. Approval of Minutes for:

20 April 2011

3. Business Arising:

a. UWOFA Website – Soliciting Feedback from UWOFA-LA Members (M. Mills)

M. Mills described the process and discussion with Amanda Gryzb (UWOFA Communications Committee) and drafted text for a message for stewards to send to Members of their units to solicit feedback on the UWOFA website.

There was discussion about the length and content. A modified memo, to be drafted by L. Olson, will be sent out by stewards on 30 May 2011. Members will be asked to provide feedback by June 13 (two weeks). Responses will be discussed at the next LAC meeting.

b. Updating Committee Descriptions (L. Olson)

Committee descriptions were prepared by Leanne Olson. Discussion on formatting included a suggestion to speak to Peggy Ellis about existing table of UWOFA-LA Committees used by the Nominating Committee.

Action: T. Adam to input information into a Table format.
L. Olson to edit; remove references to “standing committee.”

c. CAUT Librarians Conference and Workshop (M. Mills)

Update: L. Olson has expressed interest in attending. Will follow-up with UWOFA President, James Compton.

4. Stewards' Report

Members discussed issues arising in their local units since the last LAC meeting. Question of sharing Unit Workload Plans, as proposed by Members in the Office of the University Librarian (OUL). In the absence of a secure space on the UWOFA website, the short term solution was to post UWPs to a Western Libraries shared-drive. Issues have arisen concerning the inclusion of personal information in the Plans and therefore, some units are not willing to upload Plans to shared drive. As this is a voluntary process is there a need to address this issue? Is there a need to create a secure space for posting?

Action: Stewards asked to monitor this issue for the time being.

6. New Business

None

7. Adjournment

11:10AM

8. Next Meeting:

Date: 22 June 2011, 9 a.m.
Location: Education Library
Recorder: D. Horoky