

**LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING**  
**June 19, 2013, 9:00-10:30 a.m.**  
**M18, Weldon Library**  
**MINUTES**

**Present:** Tom Adam, Cindy Cossar-Jones, Fran Gray, Christena McKillop (chair), Leanne Olson, Meagan Stanley (incoming Steward from Taylor)

**Regrets:** Debbie Meert-Williston, Denise Horoky, Elizabeth Mantz (incoming chair)

**Recorder:** Fran Gray

**Guests:** None

Christena opened the meeting by welcoming Meagan who will be serving as the Steward from the Allyn & Betty Taylor Library and thanking Leanne for being willing to continue as Steward for LIRM and Music.

**1. Approval of Agenda:**

The agenda was approved with no additions or amendments.

**2. Approval of Minutes:**

The May 15, 2013 minutes of the LAC Meeting were approved with a minor correction - LASC is not yet the official acronym for this committee although if our committee description is accepted, we are to become the Librarians and Archivists Stewards Committee (LASC) instead of just LAC.

**Action:** Christena will see that the correction is made.

**3. Steward's Reports:**

There were no specific reports from any of the Stewards.

**4. Professional Officer's Report:**

Cindy Cossar-Jones gave a report including updates on two Letters of Understanding that have been recently signed and on the progress of an Arbitration.

- The first Letter of Understanding was prepared and signed in order to allow a member to be appointed as department Head in Western Archives during the time Robin Keirstead is serving as Acting University Librarian.
- The second Letter of Understanding deals with vacation accrual for members who have appointments of less than one year. This was to correct a situation where members could have their short-term contracts renewed but not be entitled to any accumulation of vacation time.
- The Arbitration case that is pending is expected to be resolved before the end of June.

Cindy also raised the suggestion that UWOFALA members might benefit from the creation of an action chart listing dates from the collective agreement that is similar to one that UWOFALA uses for faculty. Members discussed this and were tentatively interested in pursuing the idea. There was a suggestion that it might be more effective if it was arranged thematically rather than one huge chart. Cindy was concerned that a chart might lead people to focus on the dates and not investigate the details for the Collective Agreement.

**Action:** Christena will pass this on to Elizabeth Mantz, who is incoming Chair for her consideration.

## **5. Business Arising:**

### **a. LAC Description - update**

The current (hopefully final) version has been submitted to the UWOFALA Policy and Governance Committee for their review. It is expected that this will be approved early in the fall.

### **b. Workplace Climate follow ups - update**

Fran noted that she has tentatively agreed to participate in the work of the Workplace Climate Team although details of her participation are still being worked out. There was discussion about ways in which LAC can work with the WCT on UWOFALA related activities.

Stewards discussed the issue of varying levels of support by supervisors for members who want to be involved with the Workplace Climate Team. The group also discussed ways to encourage all staff, and UWOFALA members in particular to be more engaged with the issues that WCT is working on.

## **6. New Business:**

### **a. Steward representation - update**

Christena noted that the committee population process that is detailed in the revised description has worked effectively. Two new Stewards will be joining the committee: John Sadler, representing Law, Education and Business, and Meagan Stanley, representing Taylor. Elizabeth Mantz will take over as Chair and Chief Steward effective July 1, 2013. Leanne Olson will continue as Steward for LIRM and Music.

### **b. Committee wrap up and next steps -**

Christena presented a summary of the Committee's activities which is appended to these Minutes. The group has been active and productive over the past year.

**c. Other -** Christena was thanked by the group for her diligence and leadership during the past year.

**7. Announcements:** None.

**8. Adjournment** 10:30 am.

**9. Items on Hold:** Communication

**10. Next Meeting:** to be confirmed by Liz Mantz, Chair and Chief Steward as of July 1, 2013

**Date:** tentative - July 19, 2013

**Location:** Weldon, M18

**Recorder:** Leanne