

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
18 September 2013, 9:00-10:00 a.m.
M-18, Weldon Library
MINUTEES

Present: Elizabeth Mantz (Chair), Cindy Cossar-Jones, Fran Gray, Leanne Olson, Meagan Stanley

Recorder: John Sadler

1. Approval of Agenda

The agenda was approved.

2. Approval of the Minutes of the Meeting of 14 August 2013

Comments about the minutes were to be sent to Liz by Friday, 20 September 2013.

3. Stewards' Reports:

There was an extended discussion about when and under what circumstances it was appropriate for Members to submit revised planned activities in light of taking on new, or dropping old, responsibilities in year. There was a concern that Members might not be properly credited during the Annual Review process if new work was undertaken and those efforts were not properly documented. Cindy suggested that Members who were concerned about this could send their supervisor a confirming email about the changed circumstances. A Member might consider requesting that such an email be included in the annual file as a record of the discussion.

A desire was expressed that more advance notice be given of dates of regularly occurring UWOFALA activities, e.g. annual general meetings. It was recognized that more notice would be helpful to Members in organizing their work. Liz was to check with UWOFALA President Jeff Tennant about booking events further in advance.

The time lag between Members receiving their annual review reports and their supervisors receiving a copy was discussed.

4. Professional Officer's Report:

Cindy reported that when a library director or department head, who is absent from work, is 10 months from the completion of his or her term, UWOFALA will contact that person to see if s/he is interested in seeking an additional term. The goal of the UWOFALA contact is to give the Member an opportunity to indicate whether s/he wants to continue as director/department head.

The recent appointment of a Project Manager and Special Advisor to the Provost on Copyright was noted. A question arises whether this job ought to be a position within our bargaining unit.

5. Business Arising:**a. Orientation document (Liz)**

Liz noted the large number of hyperlinks embedded in the paper document. It was thought the intention was to publish the document on a web site where the links would be clickable.

Liz spoke in favour of increasing UWOFALA's visibility on the UWOFALA web site, something she would discuss with Jeff Tennant.

There was discussion about taking advantage of opportunities to brief job candidates about UWOFALA. Those strategies were deferred pending the appointment of the new Communications Assistant.

b. Action Chart (Liz)

Fran mentioned there is a good chart for appointments. It should be shared with non-Western Libraries Members. At present it's on a secure site.

John added that a chart with key dates for professional development allowance would be useful for the membership. There was a consensus that a forum or brown bag session would be an appropriate vehicle for informing members about important aspects of the Collective Agreement. John volunteered to do a session on managing professional development allowances. He will follow up with Debbie Acton to see if there is some scope for working with staff in the Business Office to clarify processes.

6. New Business:**a. UWOFALA Board update (Liz)**

There was a Board meeting on Sept 3, reported Liz. Workplace climate and pay equity were among the items on the agenda.

UWOFALA Members Marni Harrington, Lise Doucette and Bruce Fyfe were applauded for assisting a sister union, UWOSA, with preparations for a strike. In the end a strike did not materialize as a contract settlement was reached.

b. Steward needed: OUL/non-Western Libraries (Liz)

The process of looking for a representative continues. Emails have been sent, some responses have been received.

c. Workplace Climate update (Fran/Liz)

Fran reported on plans for an upcoming information session to be held, Sept. 24. A background document is being emailed to Members in advance of the gathering. There are action items in the report, what's been done, what's planned for the near future. It explains the roles of various individuals and groups involved, and encourages participation.

7. Announcements

None

8. Questions

None

9. Items on Hold:

Nothing, aside from orientation meeting.

10. Next Meeting:

Date: 16 October 2013; 9:00 am

Location: Weldon, M-18

Recorder: Meagan