

**LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING**  
**16 November 2011, 9:00 – 10:00 a.m.**  
**M18, Weldon Library**  
**MINUTES**

**Present:** T. Adam, B. Fyfe, D. Horoky, C. McKillop (chair), D. Meert-Williston, L. Olson  
**Regrets:** B. Brereton  
**Recorder:** L. Olson  
**Guests:** C. Cossar-Jones

**1. Approval of the Agenda**

The agenda was approved, with additions 5c, 5d, and 7d.

**2. Approval of Minutes for:**

18 August 2011 LAC Meeting  
19 October 2011 LAC Meeting

Minutes were not approved as they are still forthcoming.

**3. Steward's Report**

The Steward's Report has been moved to the beginning of the agenda so that our guest, C. Cossar-Jones, may leave early if required.

There was nothing to report at this meeting.

**4. Professional Officer's Report – C. Cossar-Jones**

C. Cossar-Jones introduced herself. She brought up the issue of what goes to Joint Committee vs. the Librarians and Archivists Committee.

C. Cossar-Jones also clarified that her role as Professional Officer is only to look at violations of the Collective Agreement. Questions from Members should be brought to the Stewards first rather than to the Professional Officer. C. Cossar-Jones suggested an email outlining changes in the new Collective Agreement and emphasizing that the Stewards are the first point of contact; this may need to be coordinated with the Negotiating Team.

We agreed to discuss these issues further at a future meeting.

**ACTION:** C. McKillop will add this to a future LAC agenda. C. McKillop will ask for clarification about which librarian and archivist issues should be taken to Joint Committee or LAC.

## 5. Business Arising:

### a) Librarians' Symposium – trip to Toronto on November 18/11

C. McKillop reported that there is a bus leaving from Elborn College with 12 Members attending for the Librarians' Symposium in Toronto on November 18. UWOFA is paying transportation costs. The remainder of the seats will be given to FIMS students who are being organized by S. Trosow.

### b) UWOFA-LA Committees Chart – L. Olson and T. Adam

L. Olson and T. Adam asked for feedback about the intended purpose and format of the UWOFA-LA Committees Chart.

It was determined that keeping the chart short and general, rather than reproducing language directly from the Collective Agreement, would be the most useful for our Members. C. Cossar-Jones noted that Faculty Relations is working on a Librarians and Archivists Collective Agreement Action Dates chart. This chart is quite lengthy and specific, so keeping the UWOFA-LA Committees Chart shorter would be preferable.

The description and duties section will be made more generic so that frequent updates of this part of the chart with new Collective Agreements will not be necessary. B. Brereton's idea (sent via email) of listing the article name for each committee will be used to direct Members to the Collective Agreement for more details.

ACTION: L. Olson and T. Adam will meet and revise the chart, then send the new draft to LAC for final review.

### c) Orientation Package – T. Adam

T. Adam provided an update on the Orientation for New Members Package, an older document that he is currently revising. It was determined that both an online version (with interactive links) and a pamphlet are useful.

ACTION: T. Adam will forward revisions to LAC via email for feedback.

### d) CAUT Librarians Conference – Report from B. Fyfe

B. Fyfe reported on the CAUT Librarians Conference, which he and L. Olson attended in Ottawa on October 28-29, 2011. The conference focused on grievance issues and was geared toward helping librarians understand grievances, when and how to file them, and the role of the Grievance Officer.

L. Olson will share with LAC the slides and notes from Douglas Vaisey's The Quiet Librarian presentation at the conference. D. Vaisey has given permission to distribute this to all our Members.

ACTION: L. Olson will email D. Vaisey's presentation to LAC. Each Steward will then email the presentation to the Members in the units/libraries for which they are responsible.

## 6. Announcements

There were no announcements.

## 7. New Business

### a) Meeting agreements

### b) Notes and note-taking

We discussed items a and b together. C. McKillop asked for suggestions for changes to the structure of our meetings, and noted moving the Steward's Report and Professional Officer's Report to the beginning of the meeting when C. Cossar-Jones attends.

D. Horoky mentioned that in the past, LAC would discuss different aspects of the Collective Agreement at meetings, to increase the understanding of all Stewards. We may wish to reignite this practice with the new Collective Agreement.

ACTION: Due to the meeting running long, C. McKillop will bring this up again for further discussion at a future meeting.

### c) CAUT – Library and Archives Canada – D. Horoky

D. Horoky raised the issue of CAUT's Save Library and Archives Canada campaign. She asked if Western Librarians and Archivists should send a statement to CAUT supporting the campaign, similar to the short statements made by the University of Toronto and other schools. LAC members agreed. C. Cossar-Jones and B. Fyfe noted that this should go through the UWOFA Communications Committee.

ACTION: D. Horoky will draft a short statement and send to LAC for feedback. Then C. McKillop will send to Bryce Traister for forwarding to the UWOFA Communications Committee.

**Update**, Dec 1, 2011: C. McKillop has learned that the UWOFA Communications Committee was responsible for strike-related communications, and so statements like this should go to the President rather than the Communications Committee.

### d) CAUT Stress Survey

L. Olson received information about the new CAUT Stress Survey for librarians at the CAUT Librarians Conference, and will distribute this to the group to send out to all Members and encourage participation.

Letter about the survey: [http://www.caut.ca/uploads/StressSurveyLetter\\_2011.pdf](http://www.caut.ca/uploads/StressSurveyLetter_2011.pdf)

Survey itself: <http://infopoll.net/live/surveys/s35601.htm>

ACTION: L. Olson will distribute to LAC via email.

## **8. Adjournment**

The meeting adjourned at 10:40am.

## **9. Next Meeting:**

Date: January 18, 2011

Location: M18, Weldon Library

Recorder: Tom Adam