

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
19 November 2014, 9:00-10:30 a.m.
M-18, Weldon Library
Notes

Present: Cindy Cossar-Jones, Linda Dunn, Fran Gray, Marni Harrington (notes), Elizabeth Mantz (chair), Joanne Paterson, John Sadler

Recorder: Marni Harrington

Regrets: Meagan Stanley

Welcome to the Librarians and Archivists Stewards Committee, Joanel!

1. Agenda

Approved as written.

2. Minutes of 15 October 2014

Approved as written.

3. Stewards' Reports:

Marni (non-Western Libraries Librarians/OUL):

- new Letter of Understanding for renewal of Library Directors (linked on [UWOFA](#) and Office of Faculty Relations sites). Question: Does this LOU apply to Members who started process of renewal before LOU was introduced? Answer: Yes.
- Harriet Rykse to become Steward for non-Western Libraries Librarians/OUL Members beginning 1 January 2015 until 30 June 2015.

Fran (Weldon/Archives):

- question about faculty day care spaces and clarity regarding whether UWOFA-LA Members are recognized as eligible for priority placing. Eligibility depends on status as staff or faculty; no L/A category is noted. Cindy sent email to OFR, and will report back when she gets a response.
- 3-4 days prior to LAC meetings, Fran sends email to her group requesting items to take to LAC meeting. Boosts awareness and engagement; good practice for all Stewards to adopt.

John (BUS/EDU/LAW):

- position of Head, Weldon Resource Support Services now vacant. Question on posting of position (see Professional Officer's Report, below).

Joanne (LIRM/MUS):

- clarification on process involved in going up early for Continuing Appointment.

Professional Officer's Report:

- ruling on Association Dues arbitration (involving Head, RSS at both Taylor and Weldon, plus Resource Coordinator, Student Success Centre) still pending. Timeline for decision can be 3 weeks to 18 months. Another arbitration (Special Advisory to Provost) begins Monday 24 November 2014.
- LOU on "transfers" into different units on Joint Committee agenda. Discussions continue within UWOFA-LA. Referred to LA-CBC.

5. Business Arising:**a. Collective Agreement – key action dates – email from Linda 4 November 2014 (Marni/Linda)**

List that Linda sent compiled by previous UWOFA Professional Officer (Don Heslinga). Time-intensive to complete and maintain; much of the info can be found by searching our CA using Control+F. Marni will surface key dates for LAC to use (workshops, information sessions or updates); Liz and Fran will review past LAC notes for additional content. Will try and complete before January 2015.

b. L/A Observer seat on Senate - process update (Liz)

Senate meets monthly; UWOFA-LA now has separate observer status. How to fill this seat? Liz to send an email to Members asking about interest; LAC will receive nominations. At LAC meeting Wednesday 17 December, LAC will decide Member name to recommend to the Board for its approval.

c. Terms of Reference for LAC – update from P&G (Liz)

P&G reviewed ToR document briefly in October. Kristin Hoffmann (Chair, P&G) notes P&G's pending decision at December meeting.

d. Email re: PER deadline to Members (Liz)

Liz will send email to Members after receiving info about PER for 2015/16.

6. New Business:**a. Update on LA-CBC (Fran/Marni/Liz)**

- very general Survey #1 already sent to Members; Survey #2 on top 5 issues (plus open ended response) will be sent out prior to Christmas.
- encourage Members with any questions to contact LAC know so we can speak to issues, and ensure LA-CBC is aware of same.

b. LAC and Communications Committee - process update (Liz)

- current L/A Member going on maternity leave. UWOFA will send call for replacement.

c. LAC membership - clarify length of terms and anticipated end dates (All)

- all current Stewards are asked to send end date of term to Liz. Will be posted on UWOFA website, and revisited at LAC to ensure continuity.

10. Next Meeting:

Wednesday, December 17th, 9-10:30 am, Weldon Library, Room M-18; Recorder is Liz.