

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
20 November 2013, 9:00-10:30 a.m.
M-18, Weldon Library
MINUTES

Present: Liz Mantz (chair), Marni Harrington, Leanne Olson
Ex-Officio: Cindy Cossar-Jones
Regrets: Fran Gray, John Sadler, Meagan Stanley
Recorder: Marni Harrington

1. Approval of Agenda – Approved

2. Approval of Minutes of 16 October 2013 – Minutes shared with Stewards and approved

3. Stewards' Reports – No reports received

4. Professional Officer's Report:

- Upcoming November Joint Committee meeting: idea of holding exit interviews for Librarians/Archivists will be raised, as will request that supervisors receive ARR responses at same time as Members
- Discussed at Joint Committee: Professional Expense Reimbursement (PER) approval process for L&A; online form does not match language in the Collective Agreement (i.e. online [PER form](#) is accurate; CA process needs to be updated). Members are advised to print online form, and provide copy and receipts to supervisor to speed up process. Communication from Debbie Acton on behalf of the Office of Faculty Relations will be going to BU soon
- Arbitrations for RSS TAY and DBW, Resource Co-ordinator positions ongoing
- Manager of Acquisitions, LIRM – upcoming retirement from this position in April 2014. Members are asking about future of this position; Cindy and Tess Hooks will address and report back to LAC
- Procedure for selection and nominating a committee for Head positions needs to be clarified regarding role of Nominating Committee. Per the CA, it is not the role of the Nom Com to put out a call for interest. Recently, a waiver was signed to allow Nom Com to put out call for Head, Metadata Access (LIRM), and Director, Music Library
- A question was posed about who informs Joint Committee about Workplace Climate and Pay Equity updates. Cindy stated that general reports given at this meeting, provided by Michelle Parkin

5. Business Arising

Terms of Reference – LASC (Marni)

As a member of UWOFA Policy and Governance Committee, Marni respectfully submitted P&G's proposed November revisions to the original May draft terms of reference. Discussion ensued regarding the goals of LAC and the intent of suggested changes. It was understood that the Terms of Reference document is a work in

progress. Further discussion will occur at the December LAC meeting; please review the two versions of the Terms of Reference, as well as the policy document for Representative Council (for *comparison* with LAC).

6. Workplace Climate Update (Liz)

Outcomes for clarity in the goals and objectives of the ARR process are a key issue UWOFALA members articulated in Workplace Climate documents. Andrew Fuller and Nancy Stewart (Learning and Development) met with Robin, Liz and Fran, to discuss plans for professional development session(s) that would satisfy and address these issues. The issue was thoroughly discussed; L&D has only so much latitude in the information they can provide.

Those present preferred to explore Member-driven ARR writing sessions; for example, several informal sessions in January in the TSC, where LAC would provide resources (e.g. Criteria and Supporting evidence document), and invite Members drive the discussion. Planning discussions to continue at December LAC meeting.

Meeting adjourned at 11:00 am.

Next meeting: Wednesday 18 December in M-18

Recorder: Fran