

LIBRARIAN & ARCHIVISTS FORUM

Meeting Notes, January 22, 2024

Co-Chairs: E. Hill and H. Rykse

Notes: E. Bourgard

Approval of Agenda: Approved

LAND ACKNOWLEDGEMENT

No land acknowledgement given at this meeting.

MEETING NOTES:

1. Review and approval of minutes from the previous Forum – [September 14, 2023](#)

Approved

2. Standing Agenda Items

a. Committee Reports

- i. Appointments and Selection
Last update at June 2023 Forum. Next update at the spring 2024 forum.
- ii. Promotions and Continuing Appointment
Last update at June 2023 Forum. Next update at the spring 2024 forum.
- iii. Biennial Report and Review
 - i. There is a committee that will be meeting on January 23rd, 2024, to look at the new review process as per the letter of understanding. The committee consists of three L&A members: K. Hoffmann, E. Carlisle-Johnston, B. McMillan, and three SLT members: H. Rykse, B. Glushko, J. Robinson.
- iv. Nominations and Elections
 - i. No update from this committee.
- v. Workload
 - i. Currently there is not a workload committee. It is not a standing committee – only operating when formed.

b. Optional Committee Reports

c. Regular written or verbal report

- i. Budget
 - i. There is an upcoming Budget Town Hall on January 31st, 2024. Western Libraries has not yet received a response to our submission. Anticipated that we will have a response in late February to early March.
- ii. Resource allocation
 - i. Current recruitments underway
 1. Two Head positions (a renewal of the Music Director and an internal recruit for Head of Archives and Special Collections)
 2. An appointments committee has been established for two term librarian positions (A two-year term in User Experience and a one-year term in Teaching & Learning)

- iii. Academic Support Fund
 - i. No report – next report is in Fall 2024.
- iv. Disciplinary Community of Practice and Library Directors Standing Committee (DCPLD-SC)
 - i. The DCPLD-SC is updating the program review process with a brief library report submitted to the department followed up with a meeting with the faculty before the full report is submitted. The goal is to keep faculty more informed about library services and program needs.
- v. Projects and Initiatives
 - i. No report

3. Business Arising

a. **Review Librarian and Archivist Forum Terms of Reference**

- a. There are suggested revisions to the proposed changes to the Terms of Reference.
 - a. Clarity is needed for the updates related to non-voting members. How will this be managed; what does the process look like; who elects nonvoting members? The number of members needs to be outlined. This update should also be reflected in the nominations document.
 - b. The number of members was discussed. General consensus was that the purpose of nonvoting members is to formalize an obligation to report back to their employee group.
 - c. Discussion about when the co-chairs determine a need to vote for consensus. This has been written in a passive voice and needs to be clearer.
 - d. There is a point about the subcommittees and working groups sharing their findings in writing. This has not been enforced, so if this were something that we would like to enforce, we need some parameters in place.
 - e. Discussion about addition to language about accessibility. Clarification that in-person speakers will use a microphone. Instead of 'end of thought' – just expressing that it's the end of a statement. There is a reminder that the microphone is to amplify voices for accessibility of people in-person and online.
 - f. Question about if the review of the Terms of Reference should be every four years to align with the collective agreement. A reminder was shared that the length of the collective agreement is something that is decided in bargaining. Agreement that the review of the Terms of Reference doesn't have to align with the length of the collective agreement.
- b. **ACTION:** The group will make the suggested changes to the proposed Terms of Reference

b. **"Getting Stuff Done" Days.**

- a. A survey went out and closed on Friday last week. One of our colleagues from User Experience will be tabulating the data. Report is forthcoming.

c. **Review WL's Organizational Structure Working Group**

- a. The working group has been formed. The first meeting is scheduled for January 29th, 2024. K. Hoffmann and S. Spong will be attending the meeting to give context.

4. New Business

- a. **Proposed recommendation that written reports be provided by SLT through LA Forum outlining WL participation in large important campus-wide committees. Proposed recommendation that if there is no WL representative on such campus committees then the rationale should be presented in writing to LA Forum members.**

- i. This proposal is mostly about seeking clarity in how senior leadership gets on campus-wide committees. It was noticed that Western Libraries wasn't represented in Western's draft EDI strategic plan.
- ii. C. Steeves shared that sometimes senior leaders learn about larger campus committees through the provost leadership team and sometimes not. In relation to the EDI committee, senior leadership was aware. C. Steeves apologized for the concerns raised that Western Libraries is not involved. She has reached out to Opiyo Oloya (Associate Vice-President of EDI at Western) and has arranged for Western Libraries staff to be consulted. The session will be held on February 2nd, 2024. In addition, Western Libraries has been invited to be on the EDI Working Group, and B. Glushko will be our representative at their meeting today.
- iii. A reminder that it is not always easy to know what campus wide groups are happening. Suggested amendment to the proposal – that Librarians and Archivists will let SLT know when they are aware of campus wide groups that we should be involved in. We have an obligation as a team (as well as the leaders) to advocate for participation when it makes sense.
- iv. ACTION: This proposal has been removed.

- b. **Determining the unit and role for the new librarian position announced by Western.**

- i. With respect to librarians at Brescia who will be joining Western Libraries, there is a joint working group that has agreed to a letter of understanding for the process. The determination of the unit for these positions will be based on a recommendation from the Chief Librarian, who will be consulting with heads of the units. The candidates' CVs have also been shared with heads of units to see where there may be alignment. While considering the capacity of teams in conjunction with our operational needs, unit placement also needs to fit the needs of the incumbent. Rank of the incumbent librarians will be determined by Promotions and Continuing Appointments. All this goes to the provost for February 1st, and we are on track with that.
- ii. With respect to determining the role of the new librarian position, C. Steeves asked that this be deferred to the new leader. The joint working group will consider the request for an extension to the 90 days. As is, the request for an extension is just for the librarian position and not the archivist position, but this may be extended to include the archivist position.

5. Any other New Business?

- a. No other New Business

6. Adjournment