

# Librarian & Archivists Forum Minutes

October 30, 2024

**Co-chairs:** K. Beswick and H. Rykse

**Minutes:** J. Robinson for D. Fiander

**Approval of Agenda:** Approved, M. Mills

## 1 LAND ACKNOWLEDGEMENT

Harriet Rykse provided a land acknowledgement.

## 2 MEETING MINUTES

### 2.1 Review and Approval of Minutes From Previous Forum

[Notes of June 4, 2024](#)

To update in Notes: Item 4 b sub 2 looks like should say ‘not missed’ instead of ‘not list’.

Approval with this minor revision: C. Waugh.

### 2.2 Standing Agenda Items

#### 2.2.1 Committee reports

##### 2.2.1.1 *Appointments and Selection*

See report attached below.

##### 2.2.1.2 *Promotion and Continuing Appointment*

See report attached below.

##### 2.2.1.3 *Biennial Report and Review*

H. Rykse reported that the review and approval of criteria was completed in March.

##### 2.2.1.4 *Nominations and Elections*

No report filed.

##### 2.2.1.5 *Workload*

Currently no workload committee. This committee operates on an “as needed” basis.

#### 2.2.2 Other committee reports

No other committee reports filed.

### 2.2.3 Regular written and verbal reports

#### 2.2.3.1 Budget

Geoffrey provided update.

The budget is due December 9 with meeting to follow December 19. SLT is currently working on the submission. Managers have received a one-time funds request opportunity. It was reported at Senate that the administration is looking at flat budget due to freeze of the block grant and the tuition freeze that will be in place well into this decade. There is uncertainty in international recruitment, also impacting budget funds. Toronto, TMU and Western are the only schools in the province that did not run deficits last year. Western has been very fiscally prudent.

Disappointing to have zero growth. There are pressing space needs in Weldon and Taylor, would like more staff in all areas, and an increase to the collections budget. Geoffrey advised he will advocate for appropriate levels of resource, recognizing that the Library is one of 41 units all asking for the same things. Consider the global context in which the budget is created at this institution: May 2024, SFU took 8% cut, Alberta is in bad shape, as are many Ontario Universities including Guelph, York, Queens, and Ottawa. McGill just cancelled a 300M dollar library renovation. In this context, Western has done okay budgeting in uncertain times. Don't know what things are going to look like. Be mindful of this as we go forward.

#### 2.2.3.2 Resource allocation

Brescia Integration: Western Libraries received two new positions in addition to the two colleagues who have already joined us. The archivist position will be used to fill head role when Tom finishes his term. SLT has discussed the other position and are waiting for Kelly to return next week to confirm a proposed direction. Within the next 2-4 weeks SLT will be able to announce more info and details. The library has been granted an extension to Oct 31 deadline regarding a decision being made about this role.

#### 2.2.3.3 Academic activity support fund

No report was filed due to transition in Vice Provost, Chief Librarian role.

**Action:** Brenda will provide a report to members ASAP.

#### 2.2.3.4 Disciplinary Community of Practice and Library Directors Standing Committee

No report filed.

#### 2.2.3.5 Projects and initiatives

No report filed.

### 3 BUSINESS ARISING

#### 3.1.1.1 *Review of the Librarian and Archivists Forum Terms of Reference*

There were substantial revisions proposed for the Terms of Reference and discussion ensued. K. Hoffmann and K. Hatch will work with language in the amended ToR to build in a formal process for voting/consensus & a proposal to use rules of order.

**Action:** Please review the draft guidelines and examples for using rules of order, attached, for discussion and decision about the terms of reference.

**Motion:** Kristin moved that that the Terms of Reference be referred back to the Terms of Reference Subcommittee, so that they can collect feedback and bring back a version that does not include so many options.

Approved.

#### 3.1.2 *UWOFA-LA communications and FIMS constituency*

Following discussion at the June forum, dates will be set for the following three meetings.

All meetings will be hybrid in the Taylor Instruction room and on Zoom.

Meeting schedule:

1. January 15, 2025 2:30pm – 4:30pm\*
2. June 17, 2025 10:00am - 12:00pm\*

\* please note date changes

Geoffrey shared he has invited Penny Pexman, VP: Research, to be a guest at the June 17 meeting to talk about the University's research priorities and how we can contribute to these.

**Action:** Brenda will follow up to remove Dean/AD of FIMS from the librarians and archivists mailing list.

Chairs sending agendas/notes should include Dean/AD on email to Members.

#### 3.1.3 *Reviewing the reports of the Organizational Review WG and the External Review*

Harriet provided an update on what's happening with these reports. The organizational review report was originally driven by a L/A group, which evolved into the Organizational Structural Review Working Group. The working group conducted a survey and summarized the results, culminating in the report that has been shared with the wider staff community. The External Review report was completed by the Provost's office. Management Committee have had discussions about both reports including potential next steps.

### 3.2 New Business

#### 3.2.1 Vacancies in Teaching and Learning (S. Hendrikx)

Geoffrey reported that he, Kim, Harriet, and Shawn had a fruitful meeting about the topic of vacancies in Teaching and Learning. Geoffrey noted that the administration is under no obligation to replace someone who goes on leave, and it may not be possible to do so into the future given our uncertain budgetary position.

The possibility of filling term positions with a workload balance of 100% professional practice was raised.

#### 3.2.2 Forum co-chairs notice

Harriet is stepping down, and M. Mills will be co-chair with K. Beswick beginning with January 2025 meeting.

### 3.3 Any Other Business

None.

### 3.4 Adjournment

B. Glushko, Approved.

## 4 REPORT ON THE ACTIVITIES OF THE APPOINTMENTS COMMITTEE

### Appointment and Selection Committees - 2024-2025

Appointments - 2024	Appointments - 2025
<u>Director, Law – Term – <b>Renewal</b></u> <b>Candidate:</b> Spong, S. <b>Rank:</b> Associate <b>Contract dates:</b> November 1, 2024 – October 31, 2026	
<u>User Experience Librarian, Assessments – Term</u> <b>Candidate:</b> Vettraino, S. <b>Rank:</b> Assistant <b>Contract dates:</b> July 1, 2024-June 30, 2026	
<u>Teaching &amp; Learning Librarian, STEM – Continuing Track,</u> <b>Candidate:</b> Goodman, M. <b>Rank:</b> Associate	
<u>Teaching &amp; Learning Librarian, Social Sciences – Term</u> <b>Candidate:</b> Sansom, L. <b>Rank:</b> General <b>Contract dates:</b> October 7, 2024 – October 6, 2025	
<u>Current Activity:</u>  4 recruitment processes in progress: <ul style="list-style-type: none"><li>- 1 Term DDM Librarian – 1 year</li><li>- 1 Term UX Librarian – 1 year</li></ul>	

<ul style="list-style-type: none"> <li>- 1 Continuing Head ASC</li> <li>- 1 Term T&amp;L Librarian – 1 year</li> </ul>	
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**5 REPORT ON THE ACTIVITIES OF THE PROMOTION AND CONTINUING APPOINTMENT COMMITTEE**

**Promotion & Continuing Appointment Committee 2024-2025**

2024	2025
<u>Streamlined Promotion from Assistant to Associate Rank</u> <b>Candidate:</b> Carson, K. <b>Effective date:</b> September 1, 2024	
<u>Streamlined Promotion from Assistant to Associate Rank</u> <b>Candidate:</b> Jamieson, A. <b>Effective date:</b> September 1, 2024	
<u>Streamlined Promotion from Assistant to Associate Rank</u> <b>Candidate:</b> Paterson, J. <b>Effective date:</b> September 1, 2024	
<u>Streamlined Promotion from Assistant to Associate Rank</u> <b>Candidate:</b> Sich, D. <b>Effective date:</b> November 1, 2024	
<u>Streamlined Promotion from Assistant to Associate Rank</u> <b>Candidate:</b> Tippett, M. <b>Effective date:</b> September 1, 2024	
<u>Streamlined Promotion from Assistant to Associate Rank</u> <b>Candidate:</b> Waugh, C. <b>Effective date:</b> September 1, 2024	
<i>In progress:</i> <u>Continuing Appointment and Promotion from Assistant to Associate Rank</u> <b>Candidate:</b> McCord, D.	