

LIBRARIAN & ARCHIVISTS FORUM

Meeting Notes, January 21, 2022

Co-Chairs: M. Barry, J. Robinson

Notes: C.Waugh

Approval of Agenda: Approved

Notes from previous meeting: Approved

LAND ACKNOWLEDGEMENT

MEETING NOTES:

Moment of Silence: in recognition of Marg Sloan

Margaret Sloan was a valued member of the Western community and a treasured UWOFA-LA member and Western Libraries colleague. Marg spent her entire career at Western University libraries and will be missed by the many of us who knew and worked with her. She was a warm, kind and hardworking person and we are deeply saddened by her early departure from this earth.

Marg started with the library as a part-time Library Assistant in 1983 and worked full time in circulation in Weldon Library from 1985-2002 at which point she moved to Taylor Library. Since 2006 she worked as a Librarian in Research & Instructional Services and in 2018 she joined the Teaching and Learning team.

Business Arising:

a. Library Strategic Planning – overview and process (J. Robinson, with guest M.Sanchez-Keane)

[Centre for Organizational Effectiveness](#) providing consulting services to guide process

Planning Committee: Western Libraries' strategic planning process is guided by two groups: Strategic Planning Committee and the Project Management Group, with membership

comprising staff, students, faculty and campus partners, and the planning consultant. See the WL Intranet > Strategic Planning for the full list of committee members.

M. Sanchez-Keane provided a high-level overview and timeline of the process.

- A series of engagement opportunities are planned for Western Libraries staff, as well as Western students, faculty, and campus and community partners (March 2022). Findings from these sessions will be summarized and shared in a report.
- Western Libraries staff summit – April 2022 to dive further into themes identified during engagement sessions.
- Strategic Plan deadline:

b. L/A Forum- notes & supporting documents:

Now available on WL About page: <https://www.lib.uwo.ca/aboutwl/laforum/index.html>

4. Standing Items

Committee Reports: deferred

5. New Business

a. Disciplinary Coordinator and Library Directors: communication channels and strategy (S. Cassady)

Review of Disciplinary Coordinator model and where to find information:

<https://www.lib.uwo.ca/contact/disciplinarycoordinators.html>

Roundtable Sharing: overview of external and internal communication strategies.

Feedback requested from L/A Forum members on how best to communicate with faculties and departments.

Email: wldc@uwo.ca

Questions: Several forum participants noted that much of this discussion is related to the broader communication conversation.

b. Internal Communication – Facilitated discussion (D. Fiander and K. Hoffmann)

Recognition that internal communication is an ongoing challenge and improving communication strategies takes time.

Ground rules for discussion:

1. Focus on “big picture” or systemic issues, rather than identifying issues with or assigning blame to individuals.

2. Focus on gathering information about challenges; hold off on solutions at this time – that will come later.

Guiding Questions:

3. What communication challenges / issues within Western Libraries do you regularly experience?
4. What information do you think you are missing from other units or colleagues?

Ideas collected in a Google Doc and will be summarized and shared soon after the meeting.

** Summary of Internal Communication Document Discussion shared via email on March 2, 2022**

6. Adjournment at 11:00 am