

LIBRARIAN & ARCHIVISTS FORUM

Meeting Notes, October 5, 2022

Co-Chairs: K. Thompson, K. Hatch

Notes: E. Carlisle-Johnston

Approval of Agenda: Approved

LAND ACKNOWLEDGEMENT

Given by K. Hatch.

MEETING NOTES:

1. Review of minutes from the previous Forum.

a. May 27, 2022

Question: Is there an update to the status of the disciplinary coordinators?

Answer: no updates.

No further comments or revisions. Minutes will be posted publicly.

b. August 18, 2022

No comments, questions, or revisions. Minutes will be posted publicly.

Reminder that the meeting was recorded and the video has been circulated.

2. Standing Items

a. Committee Reports

i. Academic Activity Support Fund (C. Steeves)

K. Hatch – awarded \$1000 – librarian and archivist perceptions of systemic racism in Canada. Funds will offset costs of interview transcription.

E. Carlisle-Johnston, K. Thompson, & L. Hill – awarded \$2940.00 -- Working on an open textbook in Research Data Management. Funds will go towards translation and copyediting

L. Lawlis & A. Quirk - \$460 – Working on research about the effectiveness of online searching tools and archives. Funds will be used for statistician consultation fees.

Action: C. Steeves will send a written report following the meeting.

3. Fall Budget Planning Update (C. Steeves)

SLT recently received planning guidelines to inform budget planning and submission. Planning submission is intended to be a 3-year planning process from 2023-2026. Can be modified each year.

Support Units have been asked to model their plans against the following resource and budget planning parameters for the three-year planning process 2023/24 - 2025/26:

- An annual reduction to the base operations budget by 3% for the Inflationary Budget Adjustment (IBA)
- A potential return of 1% of the base operations budget to maintain services each year of the plan, the guidelines indicate this will be an average return, signalling there may be differential decisions
- Support Units can submit proposals for both base and one-time funds for priority initiatives, directly linked to the University's strategic objectives, to the Support Units Priorities Fund (SUPF) in each year. Applications for up 1% of the Unit's Base 2022/23 budget (~\$132K).
- Requests for minor capital projects up to a max of \$300K (costed and feasibility tested before submission by Facilities Management)
- In addition, funding associated with negotiated salary and benefit increases are added to Unit operations budgets each year

Western Libraries has been asked to model a flat Acquisitions Budget over the course of this three year plan.

It is important to emphasize that this is a *modelling exercise only* based on projections and assumptions about government and tuition revenue. Actual University expenditures and revenue sources change over the course of the year. It is also important to recognize that differential budget decisions are made by the University to support strategic priorities. The actual final budget recommendation is made in the Spring of 2023 to the Board of Governors.

Question: Do the parameters apply to all units?

Answer: These are the planning parameters for all Support Units, the Faculties have a separate set of guidelines.

Follow-up: Are all units being advised to model a 2% cut like us?

Answer: All Support Units are being asked to model this budget adjustment. The Faculties will model in accordance with their parameters. Generally, I understand that the Faculties are required to plan for the -3% IBA, they benefit from a revenue allocation formulae tied to tuition revenues and enrolment, as well they can apply for funds through a Strategic Priorities Fund. Recruitment projections are an important part of their modelling.

Follow-up: Are all units being advised to prepare for a 2% cut like us?

Answer: Yes. For each faculty revenue distribution will be different. They will receive some revenue back each year.

More information will be shared as we work through the budget.

4. Communications Update (D. Fiander)

Kristin and David have been reviewing notes from our activity about Communications at the May Forum. In planning for next steps, they realized they need to do a literature review on communication strategies, teamwork, and cross-silo functioning.

There is no update for this meeting.

Questions: none

5. New Business

a. Forum document archiving

For archival purposes, the Forum needs a place to store documents that are not suitable for the Forum webpage (for example, notes that haven't yet been approved). One option is a space on the Western Libraries Intranet site. Is this a suitable location for documentation storage? Are there other options?

When we held the meeting in August to review the COVID-19 checklist, we recorded the meeting. This raised the question about what to do about archiving purposes for things that shouldn't be public-facing. LITS suggested and created a space on the intranet site that all Members and SLT have access to. This could be a place for things that are not public-facing (meeting agendas, draft minutes before being approved, etc).

Discussion:

- What about a shared drive? It would be easier to upload and download the file from there. The intranet is difficult to navigate. Potential concerns: shared drives are difficult to access off-site, and FIMS member may not have access. **Counterpoint to intranet concerns:** only co-chairs and secretaries would need access to upload to the intranet
- Teams is another option.

Action: Co-Chairs and Secretary will decide and make a decision moving forward.

b. Research Funding (B. Glushko)

There is a Strategic Support for SSHRC Success program offering two funding opportunities: https://uwo.ca/research/funding/internal/Western_Strategic_Support_for_SSHRC_Success.html. SSHRC grants that go through this program have a 70-80% chance of success. It could allow for bigger and more impactful research.

B. Glushko can talk at a team level about this option; we are eligible for it.

Discussion:

- SSHRC is challenging for funding under \$10,000, especially when only a small percentage of our time is dedicated to research.
- One member previously got a Western SSHRC Discovery grant; lower stakes for \$8,000.

Question: Librarians are not considered eligible for grants because the ROLA system won't let us apply through it. Western Research has been submitting thing by hand. Any progress on letting us into the actual system and not excluding librarians from grants and opportunities?

A: discussions are being had to move this forward.

Question: How can we build up 50% threshold in matching funds for larger grants? What kind of cash or in-kind funding is available through Western Libraries?

A: There isn't an answer to this right now.

Reminder to members that LARSN is available as a resource for Academic Activity.

Action: B. Glushko will raise the issue with Western research. Used to have ROLA accounts and it wasn't used.

c. Ethics (B. Glushko):

FYI to members: B. Glushko is being trained to work with Ethics Board along with other Associate Deans. When challenges arise, Associate Deans will be prepared to intervene.

Members can serve as an Ethics reviewer; it counts as Service. K. Thompson, B. Fyfe, and D. Fiander also available to ask for help.

Adjournment at 2:53pm