

# LIBRARIAN & ARCHIVISTS FORUM

Meeting Notes, June 9<sup>th</sup>, 2023

**Co-Chairs:** K. Thompson and K. Hatch

**Notes:** E. Carlisle-Johnston

**Approval of Notes:** Approved notes for October 5<sup>th</sup>, 2022, and January 25<sup>th</sup>, 2023. They are ready to be posted online.

**Approval of Agenda:** Approved

## LAND ACKNOWLEDGEMENT

As agreed at a previous Forum, in the absence of a volunteer we will not have a land acknowledgement at this meeting. Please let a co-chair know if you would like to provide an acknowledgement at our next meeting.

## MEETING NOTES:

### 1. Standing Items

#### a. Committee Reports

##### i. Academic Activity Support Fund (C. Steeves)

(The AASF is not managed by a committee). The report on the 2023/24 fund will be shared in the fall. In 2022/23, \$4000 was allocated for three projects:

Kristi Thompson, Liz Hill, and Emily Carlisle-Johnston were allocated \$2940.00 to contribute toward French to English and English to French translation services for an open educational resource they have contributed to as editors and authors entitled Research Data Management in the Canadian Context: A Guide for Practitioners and Learners.

Kelly Hatch will be allocated \$1000.00 upon return to the bargaining unit to support her current research project Librarian and Archivist Perspectives on Systemic Racism in Academic Libraries. The funds will be contributed toward the cost of transcribing interviews with individuals conducted to follow on a national survey.

Lisa Lawlis and Anne Quirk were allocated \$476.00 toward their research into the effectiveness of online searching tools and archives; specifically, how researchers search archives' online resources to find information about archival holdings. The funds will be used for statistician consultation fees to assist with data analysis across three data sets.

##### ii. Appointments and Selection Committee

There have been several renewals and appointments in 2022-23, with a recruitment and two renewals in progress. See Appendix A for a full report.

### iii. Promotions and Continuing Appointment Committee

See Appendix A for full 2022-23 report.

#### 2. Communications Update (D. Fiander)

This initiative is indefinitely on hold.

#### 3. Business Arising

##### a. Research Funding – (From October LA Forum) – Kelly

**Previous Action:** B. Glushko will raise the issue about librarians and archivists not having ROLA accounts with Western Research.

Librarians and archivists used to have ROLA accounts, but they weren't used. This issue has been resolved. Librarians and archivists can now apply for internal and external grants and access the ROLA system to do so.

**Question:** Who do we contact for more information?

**Answer:** Members can contact [rolahelp@uwo.ca](mailto:rolahelp@uwo.ca) or Western Research for more information.

##### b. Disciplinary Coordinators

**Previous Action:** Disciplinary coordinators will work on calls for Communities of Practice. – **Completed**

**Previous Action:** RSC will send the draft disciplinary report out draft for feedback. Other units can then see if a similar report would be useful to capture their disciplinary work. – **Completed**

Communities of Practice have been formed for STEM, Health&Medicine, Soc Sci and FIMS, Education, and Arts&Humanities, Music, and Law. Notes and agendas are available on the intranet:

<https://staff.lib.uwo.ca/disciplinary/index.html>

##### c. Pause Week Proposal

**Previous Action:** E. Johnson will collect data about when standing meetings across Western Libraries are held, as a start. – **Completed**

This proposal was brought back to Management Committee and a working group consisting of Christina Z., Kim C., Catherine S. (while Jennifer was on leave), and Jennifer R. developed a proposal that will be piloted from June 7 for six months. "Getting Stuff Done" day is weekly on Wednesdays. Managers were asked to work with their teams to review standing meetings and shift Wednesday meetings to another day of the week. An e-mail was sent to all staff on May 11 describing the intent and the pilot.

**Question:** Is there a plan yet for the evaluation?

**Answer:** Not yet. Management Committee has talked about a plan. Folks can send their feedback and thoughts for evaluation to Rose M. as Management Committee Chair.

#### **d. LARSN Update**

**Previous Action:** There should be future discussions about the structural supports that are in place to support the work of LARSN. For example, a budget.

LARSN would like a budget, especially to be able to provide an honorarium to speakers (especially to diversify speakers), and to expand the scope to reach FIMS.

LARSN should put together a proposal detailing funds, timeline, and amount needed. It would be important that speakers brought in be available to all. Funds may be made available based on the availability of one-time funds. Going forward, the LARSN budget should be rolled into fiscal year planning and budgeting.

The proposal does not need to include specific speaker names; it can be general with an estimated cost. LARSN put out a survey with suggested speakers but that was several years ago. Members can continue to send suggestions for potential speakers and professional development topics to [larsn@uwo.ca](mailto:larsn@uwo.ca).

#### **e. Professional Development Funding Allocation transparency**

**Previous Action:** The discussion about how to improve transparency and consistency in professional development funding allocation will be taken back to Management Committee. Managers will then return to teams to discuss various approaches. Results of these discussions will be added to a Forum agenda in the future.

**Update:** Added to Management Committee agenda for June 13 meeting.

SLT recognizes that the budget allocation needs to be enhanced. These funds come from one-time funding. SLT will be reconsidering a fair allocation formula.

### **4. New Business**

#### **a. Operational Planning and Planned Activities discussion – All**

Operational Plans for all units are available on the intranet:

<https://staff.lib.uwo.ca/operationalplans/index.html>

Take an opportunity to review the Operational Plans from all the teams and consider where there may be intersections with your work as you complete your Planned Activities. Reminder that Planned Activities timeline was extended to July 3.

#### **b. Co-Chair and Secretary for July 2023-June 2024**

UWOFA-LA Chair: Liz Hill

Secretary: Erin Johnson

#### **c. Future agenda items**

The LA Forum Terms of Reference will need to be reviewed after two years. The initial Terms of Reference were first approved in October 2021.

**Adjournment** at 11:43am.