

Librarian & Archivists Forum Minutes

January 15, 2025

Co-chairs: M. Mills and K. Beswick

Minutes: D. Fiander

Approval of Agenda: Approved, B. Glushko

1 LAND ACKNOWLEDGEMENT

M. Mills provided a land acknowledgement.

2 MEETING MINUTES

2.1 Review and approval of minutes from previous Forum

[Notes of October 30, 2024](#)

2.1.1 Discussion

The draft minutes should be revised to document only the decisions and votes of the Forum, without details of any discussion that took place.

Approved, S. Hendrikx

2.2 Standing Agenda Items

2.2.1 Committee reports

2.2.1.1 *Appointments and Selection*

No report was submitted.

2.2.1.2 *Promotion and Continuing Appointment*

No report was submitted

2.2.1.3 *Biennial Report and Review*

No report was submitted

2.2.1.4 *Nominations and Elections*

No report was submitted

2.2.1.5 *Workload*

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

2.2.2 Other committee reports

No reports were submitted

2.2.3 Regular written and verbal reports

2.2.3.1 Budget

2.2.3.2 Resource allocation

G. Little provided a verbal report covering the topics of the budget and resource allocation. See attached notes.

2.2.3.3 Academic activity support fund

No report submitted.

2.2.3.4 Disciplinary Community of Practice and Library Directors Standing Committee

No report submitted.

2.2.3.5 Projects and initiatives

No report submitted.

3 BUSINESS ARISING

3.1.1.1 Librarian and Archivists Forum Terms of Reference

The Librarian and Archivists Forum Terms of Reference Working Group submitted their revised version of the terms of reference for approval by the membership.

Moved for approval, H. Rykse.

Passed with minor editorial revision accepted as friendly amendment.

3.2 New Business

3.2.1 Institutional Repository Migration (K. Hoffmann, on behalf of the WG)

Western's institutional repository is currently housed on the BePress platform, an Elsevier product. In order to better support the library Open Access values, the library is preparing to move to Ontario ScholarsPortal Scholaris, the consortial shared DSpace platform. While the platform is shared, Western Libraries will be housed within an independent installation with our own branding.

This new repository will be adopting a new name and URL to reflect its new scope.

Currently, the WG expects the new IR to be live early in the summer of 2025.

3.3 Any Other Business

None.

3.4 Adjournment

K. Hoffmann, Approved.

4 VERBAL REPORT OF THE CHIEF LIBRARIAN AND VICE PROVOST

4.1 Budget

On December 19, G. Little, H. Rykse, and B. Bell met with the Provost's office for their annual update. This year is the last year of the current 3-year operating budget cycle. It is also the end of the university using the "3-year cycle" model for budgeting. The new model has not yet been announced.

The library made a strong case for addition to base budget to support operational needs and we will hear a budget response in late February.

The current political environment indicates that the province is not interested in discussing the PSE funding model.

The fact that Western has historically had a lower than provincial average number of international students has been seen as a weakness in the past but is working to our advantage now that the province is restricting funding for international students: we are less reliant on them.

4.2 Resource Allocation

It is becoming increasingly difficult to backfill leaves.

The search for the new permanent Head of Archives and Special Collections is under way.

Western Libraries has received funding for a new continuing appointment librarian position. SLT has indicated that this position will be targeting "Digital Strategies". More information to come soon.

Western Libraries was mentioned in every priority identified in the University's recent EDID strategic plan. The Library has been asked to strike an EDID committee with a two-year mandate to implement the priorities identified in that plan. The administration is looking for two library employees to chair this committee; any librarians appointed to those two chair positions would be expected to take on a revised workload balance to focus on the work of the committee, and that work would be deemed to be Professional Practice (any librarians who join the committee as regular members would be considered to be doing Service). The call for expressions of interest in these two positions should be coming soon.

The Library's 2023-2024 Impact Report was recently presented to Senate, where it received a very positive reception.

There will be an all-staff meeting in February, and one more before the end of the year.

The library administration is looking into restarting the library all-staff retreats, but the timing is to be determined.

The University is targeting \$400 million in research funding. The University current receives approximately half of that amount. As this research funding income increases, it will have a positive effect on the finances of the library available to support that work.

Reminder: Penny Pexman (VP Research) will be attending the next Librarian and Archivist Forum (June 17, 2025 at 10:00AM), and Geoffrey would appreciate it if there was a strong in-person turnout for that meeting by the librarians and archivists.