

LIBRARIAN & ARCHIVISTS FORUM

Meeting Notes, June 28th, 2021

Co-Chairs: J. Robinson, M. Barry

Notes: H. Danilov

Approval of Agenda: Approved

Notes from previous meeting:

LAND ACKNOWLEDGEMENT

- J. Robinson provided the land acknowledgement. The Chairs propose that the land acknowledgement be delivered on a rotation, and will invite interested individuals to volunteer to deliver the land acknowledgement as part of setting the agenda for each Forum meeting.

MEETING NOTES:

1. Draft Terms of Reference – Terms of Reference Subcommittee

- The Chairs thanked the ToR Committee for their work in putting together the draft terms of reference.
- There was a review of the ToR, which were distributed in advance of the meeting. It was agreed that any changes to be made will be taken back to the Committee for action. A quick overview of what is included in the ToR:
 - “The purpose” is what the Forum is going to achieve. The objectives outline different activities that are related to the development of the Library, annual planning policies, projects and etc.
 - “The membership” includes all of the UWOFALA Librarians and Archivists, and Senior Leadership Team members; meetings are open to non-members except when an agenda requires the Forum to be in camera.
 - “The responsibilities” of the members are to participate in discussions, to serve on committees and subcommittees that arise from the Forum.
 - “Reporting Relationship and Decision Making”: when the Forum makes a recommendation, the Chief Librarian will advise it.
 - “Operating norms”: 3 Forum sessions a year (January, May & September), co-chairs can call additional meetings as necessary.
 - “The meeting structure and processes”: the members saw some of those processes: the co-chairs sent out a call for agenda items 2 weeks in advance,

- and the final agenda will be sent out a week in advance and etc.
- “Forum Subcommittees and Working Groups”: the Forum can call for working groups.
- “Review”: the terms of reference will be reviewed every 2 years

2. Review and discussion of the draft Terms of Reference for the Librarians and Archivists Forum.

Forum’s Members Feedback:

- Recommend adding a standing agenda item which is a report from the Disciplinary Coordinators and library directors.
- Recommend adding terms of office are for co-chairs and secretary are one year, as written in the LOU
- Recommend sending the call for agenda items earlier.
- Discussion about making decisions by consensus or taking votes, and more context for the decision to share documents through the library website as opposed to Teams.
 - Response – The idea is to do voting in the meetings to encourage people to attend. As for document sharing, Microsoft Teams offers barriers to access for the campus community, and there is a desire for documents to be as open as possible for the campus community.
- Discussion about including Co-op students to encourage them to attend as observers?
 - Response – This wouldn't fit with what the Forum aims to achieve. It would be possible to have some language on the webpage where Forum documents are shared to encourage coops students and other interested campus members (i.e. FIMS) to join meetings.
- Recommend adding language detailing how consensus/voting will work, and specify when in-camera sessions are needed.
- Discussion about non-members putting things on the agenda.
 - Recommend non-members add items through members or co-chairs.
- Discussion about the rights of non-members in meetings.
 - Recommend these rights are defined in the TOR. Non-members could be allowed to participate in discussion, but they wouldn't be included in voting. If people disagree with that, it can be taken back to the Terms of Reference Committee.
- Discussion around potential non-members: FIMS colleagues, and Affiliate University College Libraries staff stand out.
 - These groups will be included in the ToR Committee.

Following discussion, it was proposed that the ToR be ratified in this meeting; as discussed, they will be ratified on the condition that the revisions described above

(Recommend) take place in a collegial fashion. It was confirmed there is quorum was in place to take a vote.

A vote was taken, with anyone NOT in favor of provisionally ratifying the ToR, asked to raise their hand. No hands were raised. The ToR are ratified, pending the revisions as above.

3. New Business

None

4. Adjournment

Next meeting – October 2021