

## LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING NOTES

September 18, 2024, 9:30-11 am Weldon Room 529

**Present:** Elizabeth, Bethany, Yasmeen, Alie, Christina, Katie, Courtney, Jennifer, David (arriving late)

**Notes:** Jennifer

**Guests:**

**Regrets:** Leslie, Tolga, Lina

**Approval of Agenda:** Approved as written.

**Approval of Notes:** Approved, with changes.

**Business Arising from Previous Meeting:**

### 1. Questions about the [Employment Equity Guide](#) (Jennifer)

UWOFA has been consulted and are not aware of any plans to update the Employment Equity Guide. Johanna, UWOFA President, will follow up with the Equity Committee on this matter. Since the Guide was originally created by the Joint Employment Equity Committee, it would likely be the same Committee responsible for conducting the review.

Appointments Committee Members are considering options for educating Members on Employment Equity related to the hiring process until an updated guide is available.

### 2. UWOFA & Google (Lina)

Discussion on using Google versus Microsoft to manage the work of the Stewards group. Yasmeen spoke on this in Lina's absence.

Clarification of the lists available to contact UWOFA-LA Members. There are two lists. One is an employer-maintained list and includes the senior leadership team: [wl-librarians-and-archivists@uwo.ca](mailto:wl-librarians-and-archivists@uwo.ca)

The second list is maintained by UWOFA-LA: [uwofa-la@uwo.ca](mailto:uwofa-la@uwo.ca)

**Action:** Yasmeen is the lead on transitioning to using Google in the UWOFA office and as things develop, will work with Elizabeth to make changes.

**Action:** Yasmeen will review the UWOFA-LA maintained list. All Stewards will be identified as list Owners making it possible for each to add/remove Members from their area as needed.

### **3. LASC Member Engagement Survey & next steps (Courtney)**

Next activity planned is a meeting to go over the Biannual Report and Review process. Recommend this be a hybrid meeting with the event recorded so it can be used as a resource after the meeting, and to inform those unable to attend.

**Action:** Elizabeth and Courtney will send a save the date for a review of the Biennial Report and Review process.

### **4. TEAMS site for draft agendas and notes (Elizabeth)**

Discussion on using Google versus Microsoft to manage the work of the Stewards group. Looking at ways to use Google Drives versus Teams for sharing documents.

**Action:** Yasmeen is the lead on transitioning to using Google in the UWOFA office and as things develop, will work with Elizabeth to make changes.

### **5. Research Officers Performing Librarian Work**

Following up on action from previous minutes: Courtney to seek out specific examples of what type of work is being completed. Yasmeen will look into past Joint Committee notes to see past issues that were raised.

**Action:** Courtney is still investigating.

**Action:** Yasmeen has identified this matter was raised previously in Joint Committee and continues to be a Standing Item on the agenda.

### **6. PAI Score (Elizabeth)**

Elizabeth received a follow-up question regarding calculation of PAI. Specifically, the Member wanted to know how to interpret section on Salary Points and Associated Values (pg. 38).

**Action:** Elizabeth to follow up with Kristin Hoffmann, given her experience with this article.

## **Standing Agenda Items:**

### **1. Stewards Roundtable:**

The Roundtable discussion surfaced two questions:

- a. What plans does UWOFA/UWOFA-LA have to support CUPE Members and their current labour action? This question is addressed under agenda item Mobilization Report.

- b. How will the Stewards group be addressing the recently released Organizational Review Working Group Report and External Review Report?

There was agreement that all Librarians and Archivists should read and be familiar with the contents of both reports, including Stewards. The role of the LASC is to assist with the implementation of the Collective Agreement. If there are matters raised in either report related to the Collective Agreement, Stewards can help to address these. Discussion of the reports would be an appropriate topic for the Librarian and Archivists Forum.

**Action:** Elizabeth to recommend a review of the Reports as an agenda item to the co-chairs of the Librarian and Archivist Forum.

- 2. Members Services Officer Report (Lina & Tolga):** no report
- 3. Senate Observer (Elizabeth for Roxanne):** Elizabeth sent observations from the September 13 meeting to the entire Membership.
- 4. Joint Committee Report (Christina):** Meeting is upcoming and will be Christina's first with the group.
- 5. Board of Directors (Elizabeth & Courtney):** Next meeting September 20.
- 6. Communications Officer (Bethany):**

In David's absence, Bethany spoke about opportunities to support CUPE workers and their current labour action. Posters are available, template letters can be signed and distributed, including an online letter that can be sent daily. A solidarity picket/rally is another way to support CUPE.

If any Member has volunteered to provide support during Homecoming (September 28-29) consider stepping away from this role if the strike is ongoing at that time.

A reminder that individuals who experience any issues with the picket line should contact CUPE directly.

There is a small group working on mobilization activities to offer support to CUPE. Volunteers from UWOFA-LA would be a welcome addition and a Service opportunity that does not require Continuing Appointment.

**Action:** Elizabeth to send a request to Members to join mobilization group.

**Action:** Elizabeth to send a request to Members to join a solidarity rally on Wednesday, September 25 at noon.

**Action:** Elizabeth to put together a letter from the available template and circulate for signatures.

## 7. Mobilization Report (David):

CUPE is consistently at Western Road and Sarnia; this might be the best location for a solidarity rally given flags and shirts are easily available in the nearby UWOFA office. Recommend making signs, indicating who you are (i.e. UWOFA-LA, Librarians/Archivists) so that CUPE is aware who is participating.

An update on the Strike Fund; David is a trustee for this fund, which can be used to support pickets around the country. Typically picket support is requested a week in advance, and those able to participate are funded to travel to the picket. This includes a travel day (Thursday), picket day (Friday) and travel day (Saturday). An opportunity to meet trade unionists from across the country. Please consider if this is something you would like to do and reach out to UWOFA if interested.

Canadian Labour Film festival will be coming up in November.

Training available: Organization for Power. Elizabeth did the training this year, Courtney has done as well. The next opportunity for this training is February 2025.

## 8. Librarians & Archivists Forum (All):

See Stewards Roundtable for Action item regarding Forum agenda.

### New Business:

**Next meeting:** October 16, UX Lab booked, alternate location?

### Note-taking roster for upcoming meetings:

Jennifer Robinson – Sept 18
Leslie Thomas – Oct 16
Ali Visser – Nov 20
Courtney Waugh
Katie Holmes
Jennifer Robinson