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Added by [Gail Shannon Steinhart](#), last edited by [George Stanley Kozak](#) on Oct 16, 2009

Minutes of Library Forum Steering Committee meeting: October 8, 2009, 2-3PM

Attending: Rachel Brill (co-chair, facilitator), Carla DeMello, George Kozak (Recorder), Cecilia Sercan, Deb Lamb-Deans

Approval of Minutes

The minutes were discussed. There was a question as to whether we should be involved in personnel issues such as the "Individuals in Transition". Is it our charge to create a safe environment for people to talk about HR issues? There is a concern that we will be hosting gripe sessions. On the other hand, we want to be heard on issues important to the library staff. However, some issues may not be appropriate for us.

Announcements

Anne did not announce the Library Forum at the October All Staff Meeting. She plans to make the announcement as part of one her "Take One" e-mails. We hope that it will be clear that we are not just a new version of the Academic Assembly, but that our charge is to provide support to all staff concerning a variety of topics pleasant and unpleasant.

Anne gave us the go ahead to get volunteers for CDC. She, also, reviewed our by-laws. She suggested one small change in Records Section 2:

"A printed copy of electronic records should be made for archival purposes." should be changed to read "An **archival** copy of electronic records should be made **and be in compliance with the University Archivist requirements** ."

Moving Forward with Volunteers for CDC

How do we get volunteers for CDC? We should put out the charge for people to review. We should make it clear that the final selection will be by the steering committee. We should ask the prospective volunteers for a brief statement of intent. Carla offered to write up an announcement for CU-LIB for our review.

Planning Discussion Groups

2 sessions planned: Oct. 14 from 9-10AM (Mann 160) and Oct. 15 from 1-3PM (106 Olin)

We will need a recorder at each session. Cecilia and Carla volunteered to be recorders. We should encourage people to send us suggestions.

One concern is that we may be trying to do too much at the discussion meetings. We need to complete the by-laws. Any additional items (such as future programs) should only be discussed after discussion of the by-laws is completed.

Deb will write the initial invitation and Rachel will modify and send it out.

We will provide a link to the by-laws. All members of the steering committee will attend each session. It is planned that the Office of Assemblies will provide us support for electronic voting for the by-laws after the sessions are completed.

We need to make it clear that we will be providing refreshments for the meetings, but that it is our choice to do so and we will be volunteering the food and drinks. It is not being paid for by the Library and this is not a comment of the Library's policy concerning food and drink at meetings.

Library Forum on Staff Web

We did not come up with any definite direction on how we want to be presented on Staff Web.

Terminology (academic/non-academic) in by-laws

We discussed the best way to identify the diverse staff for the Library. It is not an easy or clear division. After discussing a number of different distinctions, we decided to leave the titles "academic" and "non-academic" in the by-laws, and solicit for the Library Staff their opinions of this designation. We should ask those who object to provide alternatives.

Sponsorship approval and feedback

Linda Bryan has asked us to co-sponsor the **Individuals in Transition** full-day workshop. There was some concern about this. The topic is potentially volatile and may give people the wrong impression of the Library Forum Steering Committee's role in Human resources. It was decided that we would not add our name as a co-sponsor. It appears from comments that Carla received concerning our co-sponsorship of the Bernie Riley trip, that some people are confused as to what our role is. Beginning next year, we will start our own programming instead of linking ourselves to other programs. We should have a better idea of the direction of proposed changes to the Library before we schedule programming. We will pick a date in February and work with Linda Bryan to make that our first real meeting. Perhaps a Town Hall Meeting? Rachel will let Linda know that we won't co-sponsor the

Individuals in Transition.

We, also, discussed that Emergency Planning may be a good topic for a February program. Rachel will talk to Michelle Eastman about that.

Labels: None

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