

Library Council Meeting
February 21, 2012
9:15 – 11:00 a.m.
Killam Library, Room 2616

Present: Jennifer Adams, Linda Aiken, Ann Barrett, Linda Bedwell, James Boxall, Geoff Brown, Ian Colford, Marc Comeau, Sarah Jane Dooley, Sandra Dwyer, Patrick Ellis, Allison Fulford, Mark Lewis, Sharon Longard, Gwendolyn MacNairn, Joyline Makani, Anne Matthewman, Shelley McKibbin, David Michels, Mike Moosberger, Gwyn Pace, Michelle Paon, Helen Powell, Phyllis Ross, Tim Ruggles, Sarah Stevenson, Tina Usmiani

Regrets: Judith Coughlan-Lambly, Oriel MacLennan

Absent: Dominic Silvio, Karen Smith

Donna introduced Susan Brousseau who is the Secretary to the Board of Governors and Senate.

1. [Committee Effectiveness Presentation](#) – Susan Brousseau, University Secretary and Director, University Secretariat
 - a. Susan talked about her experiences with various committees and advised that her presentation is based on her interpretation/experience of "best practices".
 - b. When creating committees think about their role - will this be a "permanent" standing committee? An ad-hoc committee?
 - c. If you are going to create a committee give it some work to do.
 - d. Who does the committee report to? Where does its authority come from? Transparency/accountability are key.
 - e. Clearly set out responsibilities of each committee; do committees match up with strategic directions? Do they help you achieve strategic priorities?
 - f. It is not always necessary to have everyone on a committee -- if the group is large will it be able to get the work done? Will everyone be able to attend on a consistent basis? There needs to be a clear role on who is voting/non-voting member of the committee.
 - g. Create framework/outline of responsibilities for the committee – this will help set agendas.
 - h. Distribute materials prior to meeting (approximately 1 week) to allow committee members time to review documentation and be prepared to discuss at meeting.
 - i. Provide motions / proposed action items in advance.
 - j. Put timelines on agenda items and ensure Chair follows the agenda (some flexibility may be necessary).
 - k. Chair should summarize action items as you go through the meeting or at the end of the meeting.
 - l. Questions following presentation:
 - i. Benefits of providing presentation material beforehand
 1. Gives members the opportunity to review material before meeting so presentation can be highlighted rather than presented in full.
 - ii. What about committees that work by e-mail
 1. Committees that conduct business by e-mail can get off track; you can't be sure everyone is working with the most recent communications/documents. Should have some face-to-face meetings to allow for discussion then continue business via e-mail.

- iii. If a committee is not functioning well how do you deal with it?
 - 1. Evaluation: have more stringent regulations surrounding attendance, adjust membership if necessary.
 - iv. What if you receive no feedback after a presentation?
 - 1. Susan suggested checking in with individual members after the meeting -- why are they not engaged?
 - v. Is there a particular time of day that is best for meetings?
 - 1. Susan finds morning meetings best but again suggested checking in with members for feedback; coffee/snacks always helps.
- 2. Approval of Agenda (Donna)
 - a. approved
- 3. Approval of Minutes from Last Meeting (Donna)
 - a. approved
- 4. Library Council Structure / Terms of Reference Presentation – David Michels, Phyllis Ross, Ann Barrett, Karen Smith
 - a. David spoke to the proposal.
 - b. David provided one paper copy each of the documents posted to "Rethinking Libraries".
 - c. David, Phyllis, Ann and Karen met for 2 hours to put together the proposal. When developing this draft proposal they consulted various documentation from other institutions who have library councils.
 - d. The main points in the document were not all unanimously agreed upon by the group, e.g. membership on committees
 - e. The group's intent was to get something down on paper to facilitate discussion.
- 5. Structure / Terms of Reference Discussion (all)
 - a. Questions arose regarding the following points raised in the document:
 - i. Duties and Responsibilities**
 - 1. New positions and appointments – The group felt The Council should be involved in the creation of position descriptions for new positions/appointments.
 - 2. Membership on committees – is the intent that membership on committees will be determined by The Council?
 - a. Response: Any committee should report to The Council; The Council would determine membership as far as the number of staff from each library but not specifically which staff; committees will report to The Council, "teams" will not; committees specific to a particular library will not report to The Council but system-wide committees will. It was proposed that the wording in the document be changed to "system-wide committees" and/or "Library Council sub-committees".
 - 3. Library budget proposals, prior to submission to senior administration – The Council wants to see before submission to Financial Services / Senior Administration (not SMT).

4. advisory role? supporting role? – wording should be revised to indicate The Library Council is an advisory committee providing support to the University Librarian.

ii. **Membership**

1. Relationship between The Council and Senior Management Team?
Should this be clarified in a preamble at the end of the section pertaining to membership on The Council. SMT would take under advisement recommendations from The Council. Membership on the SMT was queried. Donna explained that composition of the SMT was by position not by individual but she can also add positions to SMT.
2. Recommendation on wording: Library Council acts as an advisory body to the University Librarian and the Senior Management Team.
3. Voting
 - a. Shouldn't deny votes to any librarian who is not in an administrative role (head of library).
 - b. SMT members – It was suggested that all SMT members should be able to vote on Council issues or none should be able to vote.

b. Concerns raised:

- i. 2.4 Concern was expressed regarding the wording of this item. Some reports require time to prepare and a member may not have the most relevant and up-to-date information to make a report “on demand”. Concern was also expressed that wrongful information could be provided in such cases. Some members felt it would be inappropriate to demand reports immediately from other members of Council. Can any member of Council request a report from any other member? Following changes in wording were suggested:
 1. Change *report* to *update*.
 2. Remove "immediate oral report" or
 3. Change to request *information* rather than *report*
 4. Remove wording "from any group"
- ii. 2.9 Some members expressed concern regarding this clause. Council reports to the Senior Management Team and could make recommendations through SMT to Senate or the VP Academic if necessary. David indicated the Group wanted to include this clause as a "just in case". Recommendations would go through Libraries Senator not directly to Senate. Some members of Council questioned whether it would be appropriate to communicate directly to Senate or the VP Academic and asked if other faculty councils across campus had such a clause and apparently some do.
- iii. David advised The Council that many of these clauses came out of council documents from other institutions. In an instance where the VP Academic or VP Student Services requested submissions from groups across campus The Council could get together to prepare a response.
- iv. It was felt this clause has the potential to miss a step.
- v. Patrick reported that there are three health councils which report through their respective Deans and from the Deans to Senior Administration.
- vi. David reiterated the intent of this clause is to ensure concerns are forwarded on through the University Librarian to the VP even if the University Librarian does not agree with The Council's position.

- vii. Some members feel The Library Council is intended to be the voice of librarians on campus and will not be satisfied if this voice cannot be heard above the University Librarian. Donna clarified that The Library Council is not intended to advance issues relating to DFA members and suggested that librarians could form a separate committee to deal with DFA issues if they so choose.
- viii. 3.1 Concern expressed regarding individuals in part-time appointments having voting rights on The Council.
- ix. 3.3 Discussion surrounding the inclusion of resource people on The Council ensured with the following views brought forth:
 - 1. HR Advisor should be included and all resource members of Council should be voting members as this is a Library Council not a Librarian Council.
 - 2. Resource staff were invited to participate in The Council and should be full participating members.
 - 3. Is the Library Council supposed to function as a committee-of-the-whole where resource people do not attend all meetings and are not voting members? Can't compare us to a university department -- Libraries are heavily dependent on senior support staff (managers) -- these members will need to attend meetings on a regular basis and should have voting rights.
 - 4. Separation re advising vs advisory -- need to clarify -- all members of SMT non-voting but resource people not part of SMT should have vote.
- x. Add clause regarding quorum to operating procedures and define what quorum would be.
- xi. Secretarial duties -- everyone is very busy -- should a member of The Council assume this role?
- xii. How many people would be interested in having Donna (University Librarian) act as the Chair?
- xiii. We are developing terms of reference for a body that will be in place beyond the term of the University Librarian. This question needs to come back to the Council. It was pointed out that faculty council meetings are chaired by the Dean. Would it be helpful to have agenda items come through a vice-chair? An opinion was put forth that there is not enough respect and trust amongst The Council to move the group forward and that having the University Librarian act as Chair in the beginning would be helpful. This arrangement could be reviewed after a specified period of time. The Council needs a Chair who can keep meetings on track.

6. Other Business (all)

- a. Please forward any issues to Donna.

7. Date of next meeting: March 20, 2012 – 9:30 – 11:00 a.m.

Meeting adjourned at 11:00 a.m.