



# Council of Librarians

## AGENDA FOR THE COUNCIL OF LIBRARIANS MEETING

Held on March 9, 2021 at 2PM

[Via Zoom](#) (attendees required to be signed into Zoom)

Present: Leah Richardson, Megan Potterbusch, Laura Wrubel, Brigette Kamsler, Dorinne Banks, Shira Eller, David Ettinger, William Gillis, Mark Yoffe, Jennifer King, Peter Cohn, Shmuel Ben-Gad, Cathy Zeljak, Amal Cavender, Elizabeth Waraska, Jennifer Froetschel, Matthew Bright, Joshua McDonald, Vakil Smallen, Matt Mihalik, Morgan Stoddard, Hannah Sommers, Yan He, Kelly Grogg, Monecia Samuel, John Taylor, Deborah Bezanson, Dan Kerchner, Ann James

### CALL TO ORDER

The meeting was called to order at 2:02 p.m.

### APPROVAL OF THE MINUTES

- I. The [minutes from January 12, 2021 regular meeting](#) were approved unanimously without comment.

### REPORTS, UPDATES

- I. Nominations for [FY22 Council positions](#) (Brigette Kamsler)
  - A. No additional nominations; Slate now closed.
  - B. Entire slate to be voted on via online form to be sent out to all Council members.
- II. Status of the cluster hire search committee (Bill Gillis)
  - A. Search Committee members: Shira Eller, Laura Wrubel, Bill Gillis, and Morgan Stoddard (hiring manager).
  - B. Resource Allocation Committee (RAC) approved research librarian position (Jan. 2021), funded by College of Professional Studies.
    1. Committee considered candidates that they have already spoken to during the cluster hire; Committee identified four qualified candidates in the remaining pool; two are interested and interviews will happen next week.
      - a) Misty Trunnell - Wed. March 17th all day interview.
      - b) Elise Ferer - had already undergone finalist interview for Instructional Designer position; shorter interview scheduled for Tues. March 16th.
    2. Melissa Feuer (Dean CPS) is being kept up to date with process/progress.
    3. Committee has been in conversation with HR and Faculty Affairs to ensure an equitable search process.
  - C. Committee will share "best practices for engaging with candidates virtually"
- III. Report from the Ad Hoc Committee on Search Committee Procedures (Laura Wrubel)
  - A. Committee Members: Bill Gillis, Laura Wrubel (lead), Jen Froetschel, Monecia Samuel, and Peter Cohn.
  - B. Goal of work: Re-envision the hiring process and search procedures for Council of Librarians positions. In our work, we want to:
    1. Foreground equity, diversity, and inclusion in all discussions, and decisions
    2. Don't let existing policies or processes constrain thought
    3. Remain focused on the full organization
  - C. Work completed:
    1. Conversations with Patricia Garcia and Mafona Shea about HR's perspective: How the ad hoc committee's work fits into similar work on campus and how HR can support the work. Looking forward to continuing to work with them.
    2. Bill Gillis shared with us in depth the modifications to the hiring process that the cluster hire search committee has used and some thoughts about how that worked.



## Council of Librarians

- D. Current work:
  - 1. Reaching out to stakeholders to gather user stories about the search process. They want to understand what people from all roles may need and are hoping the search process will fulfill for them.
    - a) User Stories activity took place during today's meeting, as this group represents key stakeholders. Council Librarians wear many hats and play roles in recruiting and hiring.
  - 2. Interviewing new hires about their experience in order to understand what they were looking for as applicants and throughout the process.
- E. Future work:
  - 1. Prioritizing and breaking down what the committee can work on.
  - 2. Collecting ideas that are beyond the scope of this work (e.g. pipeline, onboarding, retention) and keeping track of those ideas in order to bring them to Council for future work.
  - 3. Collaborate with LAI DEI advocacy group.
- F. Questions:
  - 1. Debbie Bezanson: HR has been consulted, will faculty affairs be consulted?
    - a) Laura Wrubel: Yes, in a number of ways.
  - 2. Megan Potterbusch: Do you have a list of things out of scope?
    - a) Laura Wrubel: The final product for this ad hoc committee is a Search Process Document; Also capturing other ideas currently out of scope and recommendations for further exploration (e.g. mentoring, practicums, professional development) by Council in the future.

### GENERAL BUSINESS

- IV. Report of the Standing Committees
  - A. Librarian Review and Development Committee (Shira Eller)
    - 1. Waiting to receive this semester's reappointment and promotion packets.
  - B. Grievance Committee (David Ettinger)
    - 1. Nothing to report.
  - C. Code & By-Laws Committee (Brigette Kamsler)
    - 1. No updates, other than voting for the slate of FY22 Council positions.
- V. Update from the Dean: Geneva Henry
  - A. Geneva not at today's meeting and there is no update available.
- VI. Activity to contribute user stories in support of Ad Hoc Committee on Search Committee Procedures (Laura Wrubel):
  - A. Introduction to user stories as a tool for understanding the needs the search committee procedures need to fulfill. Examples of user story roles: senior leaders, council members, search committee members, candidate, et al.
  - B. [Instructions and notes document for breakout rooms activity on creating user stories.](#)
- VII. New Business
  - A. Introduction of [Monday Board for Brainstorming Librarian Council specific Activities in Support of Diversity Equity and Inclusion](#) (Megan Potterbusch)
  - B. Council members are asked to explore and contribute any ideas you have (e.g. ideas from JamBoard) to intentionally support, lead, or create spaces to become a more inclusive and anti-racist organization.
    - 1. Morgan Stoddard: Are the JamBoard and Monday Board entirely separate?
      - a) Megan Potterbusch: Yes. Council members are asked to please move any ideas that you would like from the Jamboard to Monday.com board



## Council of Librarians

2. Joshua McDonald: Suggest that we interact with the Monday.com board using the “updates” field; this is ideal for adding your thoughts to an existing idea or theme on the board.

### VIII. Announcements

- A. Next Council of Librarians meeting date (May 11th) will be changing. New date will be shared.

### ADJOURNMENT

Cathy Zeljak motioned to adjourn the meeting and the motion was seconded. The meeting was adjourned at 3:02 p.m.