



**AGENDA FOR THE COUNCIL OF LIBRARIANS MEETING**

**Held on May 3, 2021 at 1:00PM via Zoom**

Present (31): Leah Richardson, Dorinne Banks, Megan Potterbusch, Brigette Kamsler, Laura Wrubel, Shira Eller, Dolsy Smith, Morgan Stoddard, David Ettinger, Jennifer King, Jennifer Froetschel, Matt Mihalik, Elizabeth Waraksa, Bill Gillis, Matthew Bright, Monecia Samuel, Yan He, Mark Yoffe, Joshua McDonald, Kelly Grogg, Shmuel Ben-Gad, Vakil Smallen, Peter Cohn, Geneva Henry, Amal Cavender, Hannah Sommers, Cathy Zeljak, Holly Dugan, Ann Myatt James, Harald Griesshammer, Daniel Kerchner

CALL TO ORDER

- I. The meeting was called to order at 1:02p.m.

APPROVAL OF THE MINUTES

- I. The minutes from the March 9, 2021 regular meeting were approved unanimously without comment.

REPORTS, UPDATES (presentation slides)

- I. Council Committees for FY22 (Brigette Kamsler, Code & Bylaws)
  - A. Chair Elect: Megan Potterbusch  
Vice-Chair/Chair, Elect: Dorinne Banks  
Secretary: Brigette Kamsler  
Parliamentarian: Debbie Bezanson  
Code & ByLaws: Bill Gillis and Josh McDonald  
Librarian Review & Development: Peter Cohn and Kelly Grogg  
LRDC Alternate: Laura Wrubel  
Grievance: Amal Cavender and Shira Eller  
Grievance Alternate: David Ettinger
  - B. Current committee chairs are asked to email successors and share documentation about position responsibilities, tips, and onboarding information
- II. Status of the Cluster Hire Search Committee (Bill Gillis)



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- A. Search Committee members: Bill Gillis, Jen King, Jen Froetschel
  - B. Position: RUS Librarian for College of Professional Studies - Candidate accepted offer; Announcement upcoming from Morgan Stoddard.
  - C. Position: NEA Librarian - Search Committee notified in April 2021 that RAC approved funding for this position; Finalist candidates from interviews in late March no longer interested; Committee will review applications that came in since the position freeze.
  - D. Position: Digital Services Librarian - Update: approved by RAC to proceed; the search committee will let Council of Librarians Executives know if they need support promoting this position's opening.
  - E. Holly Dugan inquired about feedback from the candidates who didn't want to reapply for the newly reopened positions: Did GW's hiring freeze impact their trust in the university moving forward?  
Bill Gillis: Most common reason they were no longer interested = got another job;  
Josh McDonald: As someone whose position was frozen partway through the process, it didn't really affect how I felt about GW (if anything I respected the regular communication)
- III. Report from New Hire Mentorship Program Committee (Jennifer Froetschel)
- A. Committee members: Megan Potterbusch, Cathy Zeljak, Yan He, Jen Froetschel.
  - B. Want to recruit more members across LAI units and include staff voices
  - C. Initiative was paused due to shifting priorities during the pandemic
  - D. Lessons learned:
    - Any onboarding/mentoring processes should be consistent across all LAI areas, as much as is feasible, with expectations for Council-specific activities and requirements.
    - Need to have a well defined workflow process prior to onboarding new hires.
  - E. Next Steps: Want to regroup with new committee members, set goals, and clearly define specific steps for onboarding, for example:
    - How mentoring partners are paired up
    - Requirements for mentor partners



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- Defined checkpoints
  - Timeline for the process
- IV. Report from the Ad Hoc Committee on Search Committee Procedures (Laura Wrubel)
- A. Committee members: Bill Gillis, Peter Cohn, Jen Froetschel, Monecia Samuel, Laura Wrubel
  - B. Update:
    - Started working from scratch: reading literature, attending webinars on hiring, etc.
    - Processed user stories collected at last Council meeting (see March 9th meeting notes)
    - Met with HR Director, Mafona Shea and meeting with Dr. Jordan West from GW's Office of Diversity, Inclusion, and Community Engagement
  - C. Drafts of Search Committee Procedures will be shared with Council in early June.
  - D. See Section III (below) for additional discussion of search procedure topics: Embedding kindness and care for candidates in the search process; Forming a search committee; Sharing salary information with candidates.

### GENERAL BUSINESS

- I. Reports of the Standing Committees
  - A. Librarian Review and Development Committee (Shira Eller)
    - 1. Reviewing the spring packets, working on letters finish by May 31st
    - 2. All fall/spring packets go to Provost at the same time
  - B. Grievance Committee (David Ettinger)
    - 1. Nothing to report
  - C. Code & By-Laws Committee (Brigette Kamsler)
    - 1. Working with Dean Henry on updated code & by laws previously approved by Council.
- II. Update from the Dean: Geneva Henry



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- A. Resume Research Leave in FY22 - Librarians eligible for research leave can now talk to their supervisor and then apply; Staffing is tight right now--depending on how one's absence affects the already lean staffing--it may or may not be approved.
- B. Formal approval of Code/Bylaws - Dean Henry is continuing rewriting and restructuring format of these documents with a consistent structure; will give to Brigitte Kamsler today.
- C. Summer/Fall plans for campus - All of LAI will be back to campus this summer, to the fullest extent possible;
  1. All students, faculty, and staff must be vaccinated before returning to campus in late July or early August
  2. Everyone must upload their vaccine card to the CHC Portal on the GW website ; Completion of this requirement will determine when a person is eligible to return to campus. It will take time for all of GW's information systems to synchronize (ex: GWorld card activated)
  3. GW will NOT require social distancing, based on DC guidelines;
  4. GW WILL require masks indoors
  5. Post-vaccination, those on campus will NOT be tested as frequently as they are currently--probably monthly testing at GW.
  6. Library leaders are currently working with HR to find an equitable and flexible model for those who want to continue working from home.
  7. GW will be deploying new position classifications which will clarify which positions MUST be on-site; This will determine an individual's level of flexibility for telework. Estimated completion: after performance reviews
- D. Discussion of "return to campus" plans:
  1. The July /August date is when everyone who is not in the current "on-campus cohort" will start coming back in person to Gelman
  2. Telework plans:
    - a) GW is mandating vaccines and expects everyone back in person; Historically "on-campus" jobs will remain as such.
    - b) GW's current telework policy is flexible -- Likely to have more people who will want to work from home at times



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(1) LAI will follow the university's telework protocol: Need to fill out the telework agreement, if interested in applying

(2) Previously, LAI's telework policy was not very flexible

c) Dean Henry's concerns:

(1) Accountability and trust is built over time

(2) Telework creates challenges within teams

(3) Hi-flex is more work for teams

(4) Need to consider the equitability for those in positions which cannot telework

d) Council members voiced reasons for their partiality towards telework:

(1) Flexibility improves morale, productivity, and retention

(2) It is hoped that leadership will consider success of employees' virtual work over the past year

(3) Employees have shown during the pandemic that we are ready to take on the challenges associated with hybrid working

3. Building Safety:

a) Scott Burnotes tested buildings to meet meet ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) guidelines, which covers structural elements; He did NOT go into specific spaces (e.g. Gelman Library); Communication from his office to all GW will be forthcoming

b) There will no longer be capacity restrictions in buildings when schools mandate the vaccine; GW is still discussing if and how they might limit building access to the public, affiliates, contractors, alumni, etc. since we cannot control their vaccination status. Achieving herd immunity will be a determining factor in GW's decision.

c) GW believes that mandating vaccination and wearing masks will keep us safe--Social distancing is not what keeps us safe



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- d) The mask requirement when indoors on campus will stay in place, perhaps even become a social norm--this should lessen the spread of other diseases, such as influenza.
- e) Council members' recommendations:
  - (1) LAI leadership provide all staff with an update about HVAC systems in Gelman to increase staff confidence of the building's safety
  - (2) GW should keep in mind that no one knows how long the Covid vaccines last. Reinfection needs to be talked about as a concern.

#### 4. Positions/Budgeting FY22

- a) These vacant positions have been cleared to post: NEA Librarian, USIP Librarian, and Digital Services Librarian
- b) LAI given funding to hire the following current vacant positions:
  - (1) Three (3) Entrance Services positions
  - (2) Two (2) Eckles Library positions- Library Manager is a librarian position; plus one staff position
  - (3) One (1) Digital Accessibility Instructional Designer for online courses
- c) No funding in FY22 for these positions:
  - (1) Undergraduate Research Librarian
  - (2) Digital Scholarship Librarian

Dean Henry doesn't know if the positions will roll over in FY23

#### E. Discussion facilitated by members of the Ad Hoc Committee on Search Committee Procedures:

- 1. Embedding kindness and care for candidates in the search process (Bill Gillis)
  - a) User Stories (see slides 6-7 for user stories)
  - b) Lessons from current cluster hire processes:



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- (1) Guidelines for engagement
  - (2) Overcommunication so candidates know what to expect
  - (3) Flexibility in interview schedules (one day/multiple days)
  - (4) Share interview questions in advance
  - (5) Technology run-through
  - (6) Further rethink finalist interview
  - (7) Share salary information
- c) Josh McDonald testified from the candidate side that continual communication, sharing questions, tech run-through were all immensely helpful.
  - d) Ann James appreciated the thinking about the meal aspect of the interview process. One of the things that really impressed her about interviewing at GW was that she was asked about any dietary preferences or needs.
  - e) Monecia Samuel reminded all to consider those candidates who do not have access to technology (equity)
2. Forming a search committee
- a) Search committees must be diverse in their makeup. (see details on slide 10)
  - b) Current Code & Bylaws do not address who should be on a search committee. We need to make these things more explicit in our process
3. Sharing Salary Information
- a) User stories (see details on slide 11)
  - b) Provide candidates with the same information about the position. Allow them to apply from a position of being informed.
  - c) Some people will not apply if they don't know whether they can afford the job and location change.
  - d) Take steps to stop perpetuating a wage gap. Give women and minorities information to negotiate a fair salary.



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- e) Professional organizations are requiring salary information (range or a minimum salary) in job postings: NASIG, CLIR and DLE, SSA. Strongly encouraged by SAA, ALA.
- f) GW practices:
  - (1) Faculty do not post salary for positions
  - (2) GW staff positions sometimes do
  - (3) GW policy is to advertise from minimum salary to 55% range and hire in that range.
- 4. Council Chair, Leah Richardson, will call a Special Council Meeting in early June 2021 to continue this discussion with Geneva present.
- 5. Council Members Discussion outcomes:
  - a) The committee will include DEI benchmarks and sample DEI questions in their final product.
  - b) It has been proven with the cluster hire that the hiring manager does not need to be the chair (or even on) a search committee. This was historically done -- perhaps not written in the code, but definitely the prevailing method.
- 6. Having a point of contact who is not part of the search committee to be available to candidates. During in-person interviews, we had a "host" for each candidate; Maybe we could approach this virtually, as well. HR does this somewhat.
- 7. Share more information ahead of time with references, to better equip references to be successful

### NEW BUSINESS

- 1. Welcome to Holly Dugan, joining as FY22 Co-chair of the Library Committee on Faculty Senate; Co- chairing with Dr. Jannet Lewis (School of Medicine);
  - a. Harald Griesshammer will be continuing on committee - Harald's library report made some traction towards making it known how central GW Libraries are to campus
  - b. The Committee recognizes the library's excellence of the last year despite short falls in staffing





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- c. Library has worked with lean budget for years; Holly Dugan will share our concerns upward
- d. Remaining Faculty Senate Library Committee members will be named next week

### ANNOUNCEMENTS

\_\_\_\_\_ There were no new announcements.

### ADJOURNMENT

Matthew Bright motioned to adjourn the meeting and the motion was seconded.  
The meeting was adjourned at 2:45 p.m.