



## **AGENDA FOR THE COUNCIL OF LIBRARIANS MEETING** **Held on July 13, 2021 at 1:00PM [via Zoom](#)**

Present (30): Leah Richardson, Megan Potterbusch, Dorinne Banks, Brigette Kamsler, Laura Wrubel, Holly Dugan, Geneva Henry, Hannah Sommers, David Ettinger, Ann James, Peter Cohn, Misty Trunnell, Jennifer Froetschel, Deborah Bezanson, Matthew Bright, Morgan Stoddard, Kelly Grogg, Jennifer King, Monecia Samuel, Dolsy Smith, Yan He, Dan Kerchner, Shira Eller, Elizabeth Waraksa, Matt Mihalik, Vakil Smallen, Josh McDonald, Mark Yoffe, Cathy Zeljak, Shmuel Ben-Gad

### CALL TO ORDER

- I. The meeting was called to order at 1:02 p.m.  
Outgoing Chair, Leah Richardson, shared a quick recap of the work of Council over the past year of working 100% remotely:
  - A. Passed a new Council of Librarians Resolution for opening Council meetings to everyone to attend (not just librarians)
  - B. Five new Council members: Librarians - Monecia Samuel, Josh McDonald, Matthew Bright, Misty Trunnell, Kelly Grogg
  - C. Work of the Ad Hoc Committee on Search Committee Procedures will result in a more uniform and equitable hiring process; est. completion date Aug. 2021

### APPROVAL OF THE MINUTES

- I. [Minutes from last regular meeting](#) on 05-02-2021 were approved unanimously
- II. [Minutes from special meeting](#) on 06-02-2021 were approved unanimously

### WELCOME NEW COUNCIL MEMBERS AND GUESTS

- I. Morgan Stoddard welcomed new hire Misty Trunnell, Research and User Services Librarian to the Council of Librarians. Misty joined LAI in May 2021 and her roles will include offering research support, instruction, and supporting GW's College of Professional Studies.

### REPORTS, UPDATES

- I. Status of the Cluster Hire Search Committee (Jen King)
  - A. Digital Services Manager and NEA Archivist positions - interviews have been completed, reference checks currently being done, and search committee will soon submit their recommendations to Dean Henry.
  - B. These are the cluster-hire search committee's last two positions to fill and will conclude the work of this committee. Dean Henry thanked committee members



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for their extended period of service and for finding the best candidates in each of the cluster-hire positions.

- II. Report from the Ad Hoc Committee on Search Committee Procedures (Laura Wrubel) - Update of the committee members' work since last meeting:
  - A. Addressing comments/questions from Council members posed in first batch of documents, shared at last meeting
  - B. Second batch of procedures have been shared and will be discussed later in the agenda
  - C. Asking Council members to continue to comment within all documents during July
  - D. Final product will be a merged, .pdf document and Google Doc to be shared in August
  - E. Final step: Council will be asked to approve new Search Committee Procedures (est. timeline = Sept. Council of Librarians meeting)

### GENERAL BUSINESS

#### I. Reports of the Standing Committees

- A. Librarian Review and Development Committee (Shira Eller)
  - 1. LRDC completed its work for FY21 and updated the committee procedures document for the next committee.
  - 2. Reappointment and Promotion - Signed letters from Provost office delayed due to Provost Blake resigning and the appointment of Interim Provost Bracey. Reappointment Letters are expected to arrive from the Provost's Office in the next couple of weeks.
  - 3. LRDC and Dean Henry recommended 5 year reappointment periods. Historically, Past-Provost Maltzman restricted appointment periods to 3 years. Past-Provost Blake approved 5 year appointment periods. It is unknown what appointment period length will be given by Interim Provost Bracey.
- B. Grievance Committee (David Ettinger) - nothing to report
- C. Code & By-Laws Committee (Brigette Kamsler) - Completed the updated copy of Code & Bylaws and returned to Dean Henry in June.
  - 1. Handover meeting held for [FY22 new committee members](#)

#### II. Update from the Dean: Geneva Henry

- A. Dean Henry received the newly formatted version of Code & Bylaws, but still needs to fix formatting issues in Word.
  - 1. Brigette Kamsler volunteered to meet with Geneva to review formatting issues and fix any problems. When completed, this document will be sent to Interim Provost Bracey for review.



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- B. Dean Henry has been in consultation with HR Representative, Mafona Shea, to do a comparison of the LAI Librarian Salary Ranges vs. GW's peer institutions.
  - 1. 2009 was the last time that LAI updated the minimum salary granted for each of the GW librarian levels. These outdated, 2009 figures are no longer being used.
  - 2. Dean Henry said that we rely on the Association of Research Libraries' South Atlantic Region salary ranges; We tend to be on the higher end of these ranges.
  - 3. There is not a salary ceiling for any of our librarian levels--LI, LII, LIII, LIV.
  - 4. We don't have a salary range, but we can publish the salary minimums for each of our positions once HR completes the ARL comparison.
  - 5. Other factors which contribute to why we do not have a salary ceiling:
    - a) Retention Offer - When a librarian gets another job offer, many times Dean Henry tries to match the other offer
    - b) Donor-funded librarian positions have a self-imposed salary amount.
- C. Status of Vacant Librarian positions at LAI:
  - 1. Eckles Manager - currently recruiting for this staff position, which will report to Peter Cohn
  - 2. Eckles Librarian - position will be filled in FY22.
    - a) Hannah Sommers shared that the Eckles Librarian position's responsibilities will have greater emphasis on liaison duties to academic programs on the Mount Vernon campus;
    - b) Peter will chair the Search committee when it is formed.
    - c) We will hire a temporary librarian to open Eckles Library until the position is permanently filled
  - 3. Metadata Librarian - not approved to be funded in the current FY22 budget; Dean Henry hopes it will approved for the FY23 budget
  - 4. Software Developer - not approved to be funded in the current FY22 budget; Dean Henry hopes it will approved for the FY23 budget
  - 5. Undergraduate Research Librarian / RUS Position - not approved for funding in the current FY22 budget; Dean Henry hopes it will approved for the FY23 budget
  - 6. National Education Association Archivist - currently in recruitment process and should soon have a hiring recommendation.



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7. Digital Services Manager - currently in the recruitment process and should soon have a hiring recommendation.
8. There are also several vacant LAI staff positions.

### D. Professional Development Budget for FY 22

1. Travel and Training budget was reduced, but not completely eliminated.
2. Librarians should check with their supervisor about their individual requests and questions related to travel & training.
3. Will prioritize conference attendance for those presenting at a conference.
4. Only “essential” international travel during pandemic.

### E. Dean Henry is working to fix the lack of communication of campus announcements to librarians. For example, announcements about changing designations went out to staff and faculty, but not librarians.

1. Provost Bracey will be checking into improving this.

### III. [Review and discussion of current work](#) from Ad Hoc Committee on Search Committee Procedures (Laura Wrubel) [link to slides](#).

#### A. Draft sections to discuss:

1. [Introduction](#)
2. [Launching the Search Committee](#) (Peter Cohn) - [Slide 3](#)
3. [Advertising and Recruiting](#) (Jen Froetschel) - [Slide 4](#)
4. [Screening Interview and Selecting Finalists](#) (Peter Cohn) - [Slide 5](#)
  - a) Clarification: Level One candidate screening can continue to be done over the phone.
5. [Checking References](#) (Monecia) - [Slide 6](#)
  - a) Correction Made: References should include 4-2 current supervisors
6. [Deliberation and Final Recommendation](#) (Laura) [Slide 7](#)
  - a) Laura will send out Table of Contents for all the documents to Council in next couple of days
  - b) Comment: Candidate feedback from librarians (e.g. Google form) has been useful and a key part of the selection process
    - (1) Megan Potterbusch commented that it can be hard to incorporate how a candidate meets the required job qualifications in the current Google feedback form. She suggests offering participants both quantitative (scale) and



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qualitative (open ended) information to the committee as feedback.

- (2) Morgan Stoddard suggested that the Google feedback form could have each of the required responsibilities listed with likert scale; this could highlight the requirements of the position.
  - (3) Debbie Bezanson recommended the addition of how the candidate might contribute to diversity
7. [Wrap-up: Closing a Search](#) (Laura) - Slide 8
  8. [Appendix: Virtual Interview Tips](#)
  9. Keep sending your thoughts to Ad Hoc committee members; more to come in a few weeks

### NEW BUSINESS

- A. Transition to Council FY 2021-22 (Leah Richardson and Megan Potterbsuch)
  1. [Committee assignments and roster for FY22](#)
  2. Megan thanked Leah for her service as Chair during a challenging year. As a result of Leah's leadership, Council has increased our engagement with staff and faculty.
  3. New members to Executive Council will be meeting soon; Committees need to select their Chair and let Megan know this information
  4. Next Council of Librarians meeting will be held in September (dates to be determined, but will be shared)
  5. Council Goals for FY22 - Council members asked to share suggestions/ concerns with Megan or Dorinne as they will be setting the priorities for the upcoming, FY22
- B. No other new business

### ANNOUNCEMENTS

No new announcements

### ADJOURNMENT

Motion to adjourn meeting was made by Laura Wrubel and seconded.  
The meeting was adjourned at 2:18 p.m.