



## AGENDA FOR THE COUNCIL OF LIBRARIANS MEETING

Held on September 14, 2021 at 1:30PM via [Zoom](#)

Present (26): Megan Potterbusch, Dorinne Banks, Vakil Smallen, Bill Gillis, Laura Wrubel, David Ettinger, Yan He, Amal Cavender, Ann James, Matthew Bright, Jennifer King, Jennifer Froetschel, Shira Eller, Leah Richardson, Kelly Grogg, Mark Yoffe, Dan Kerchner, Misty Trunnell, Monecia Samuel, Peter Cohn, Matthew Mihalik, Morgan Stoddard, Elizabeth Waraksa, Hannah Sommers, Geneva Henry, Holly Dugan

### CALL TO ORDER

The meeting was called to order at 1:31 p.m.

### APPROVAL OF THE MINUTES

- I. The [minutes from the last regular meeting](#) on 07-13-2021 were approved unanimously.

### WELCOME NEW MEMBERS

There were no new council members.

### REPORTS, UPDATES

- I. Report from the Ad Hoc Committee on Search Committee Procedures (Laura Wrubel)
  - a. [Final Draft of Search Committee Procedures for Librarian Searches](#) was discussed.
  - b. Update of the committee members' (Bill Gillis, Jen Froetschel, Monecia Samuel, Peter Cohn, Laura Wrubel) work since last meeting - Council members' feedback from previous draft of the procedures document was integrated, as follows:
    1. Introduction has been framed with a focus on DEI and care of candidates.
    2. The Code & Bylaws Committee will be responsible for reviewing the procedures annually and updating as needed.
    3. Ad Hoc Committee members explored creative ways to incorporate diverse perspectives on a search committee. Ideas discussed were:
      - a) Invite librarians from other WRLC institutions to serve as ex officio committee members (non-voting committee members) in situations where the search committee needs a perspective that we do not have at GW. (Ex: Howard University search committee invited a WRLC member to join during their search for a Metadata Librarian).
        - (1) Geneva discussed this at the WRLC Directors Council Meeting and all directors had concerns about conflict of interest and confidentiality.
        - (2) Because of the differences in librarian status which exist at each institution (e.g. faculty, staff, academic staff, etc.) the Library Directors' final decision was "No". Dean Henry added, "the only reason to include an ex-officio WRLC librarian would be if LAI was recruiting for an area in which we have zero expertise.
      - b) Dean Henry suggested alternative ways that a search committee could incorporate diverse perspectives. For example, recruit ex-officio search committee members from campus diversity departments, faculty with



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DEI backgrounds/expertise, librarian staff from other parts of LAI, and librarians from Himmelfarb and Burns Libraries.

4. Salary ranges included in job advertisements
  5. Salary negotiation- has there been research on people of color and how to negotiate pay for non-blue collar positions? What can we do to educate about this, same as benefits--link to resources on salary negotiation (offer is just a starting point)
    - a) HR (Mafona Shea) still working on salary ranges--waiting for him to get back to the Ad Hoc Committee.
  6. Comment from Monecia Samuel: "Struggle to hire BIPOC is not a problem, it just involves planning." For example, reach out to [Affinity Groups at GW](#) or GW Library student workers who might be interested in the library profession; Promote spectrum scholarship.
- c. Next Steps will be:
1. Ad Hoc Committee members will be meeting next week.
  2. Getting feedback from HR (Mafona Shea).
  3. Send out the final version in advance of a voting ballot; the vote will be virtual, and will not wait until the next council meeting.
  4. All materials--Final draft, Appendices (these make up half of the document so that future search committees can hit the ground running), and additional resources will be placed in a Box folder;
- d. Hannah Sommers thanked committee members in advance for incorporating the cluster hire lessons learned/ benefits of this approach
- II. Update on Cluster Search committee (Bill Gillis)
- a. Digital Services Librarian - Verbal offer has been accepted; waiting on Faculty Affairs.
  - b. NEA Archivist -Unable to move forward with any candidates; will need to start over in a new search committee.
  - c. Thank to the Cluster Hire Search Committee Members 2 years of work; Jen Froetschel, Jen King, Shira Eller, Laura Wrubel, and Bill Gillis have brought fabulous new colleagues to LAI

### GENERAL BUSINESS

- I. Report of the Standing Committees
- a. Librarian Review and Development Committee (Vakil Smallen)
    - i. Reappointment letters will go out shortly to librarians
    - ii. Promotion-eligibility letters went out last Friday
    - iii. Upcoming events: Oct. 5th - Workshop on Reappointment/Promotion Procedures; Workshop on Research Leave (tba)
  - b. Grievance Committee (Shira Eller and Jen Froetschel)
    - i. Nothing to report
  - c. Code & By-Laws Committee (Bill Gillis)
    - i. Held a transitional meeting in July; Brigitte facilitated as outgoing chair
    - ii. Committee members (Bill Gillis, Josh McDonald, Ann James, and Yan He) are working on setting goals for the upcoming year. Their priority will be formatting the Code & Bylaws documents. Formatting will be guided by accessibility



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standards for documents, rather than previous versions. When completed, these will be put on the GW Provost's website.

1. Some of LAI's other documents point to the Code & Bylaws; these will need to be updated with the new numbering system for sections.

### II. Vote on updated LRDC Procedures (Vakil Smallen)

- a. Vakil Smallen sent out to council members [this year's changes to LRDC Procedures](#). Note: Changes made in the last year are highlighted in yellow.
- b. No objections, corrections, or concerns were raised by council members
- c. The procedures were voted on (17 yes, 1 abstain) and approved as written.

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

- a. Appointment period of time. Historically under PMaltzman (3 years); Blake approved 5 years; Bracy said not more than 3 years.
  - i. What was Bracy's reasoning? Did not say why he feels like 5 years is too much.
    1. Consistent with faculty appointment times
  - ii. C & B says up to.... by laws
  - iii. This years max. Will be 5 years;
  - iv. Need for consistency will this lead to faculty status? Monecia - Not likely (GH)
    1. Faculty Senate response was no
  - v. Evergreen appointments - if not renewed notified a year ahead of time; Bracy is not a fan of evergreen but there are alternatives.
    1. DB: Simplify process , get it standardized Code Y Bylaws standardized but it is a lot of work for individuals and LRDC.
    2. Mark: will 3 year appointment affect retroactive appointments? no
    3. DB:Will the alternatives be yes, will be voted on by council?
    4. Conversation might include LRDC, to better understand if the process we use is what the Provost and faculty affairs looks for in the packets

## NEW BUSINESS

### I. Eckles Librarian Position (Peter Cohn)

- a. The new [position description](#) includes changes in roles from the previous Eckles Manager position. Running Eckles Library will now be a collaborative effort between Access Services and the Eckles Librarian. Access Services will be responsible for hiring and supervising student workers and will be there all hours that the library is open. The Librarian will work set hours and will play a key role in engaging with leadership on the Mount Vernon campus. This position designation is On-Site (no telework).
- b. Per Bylaws Section VIII, Leah Richardson motioned to vote on forming a search committee and the motion was seconded. Motion approved by 19 and 1 abstained.
  1. Three nominations for the search committee members were made from the floor-- Cathy Zeljak, Kelly Grogg, and Misty Trunnell.
  2. Voting was conducted to elect 2 Council members to service on committee via hidden ballot.
  3. Misty Trunnell and Kelly Grogg were elected to the search committee.



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4. Committee Chair (Peter Cohn) has the option to appoint one additional Council member to the search committee and is still thinking about this.
- II. Faculty Senate Committee on Libraries
- a. 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)
  - b. Update from Faculty Senate Committee on Libraries:
    1. Holly Dugan is not a Faculty Senator this year, but Jannet Lewis is.
    2. The Committee on Libraries met three times this summer regarding the fall reopening
    3. The Committee on Libraries has not received an official charge for FY22 from the Executive Council for FY22. When they do, then they will write the committee's goals. The main goal will be to continue the productive, collaborative work between their committee and the Council of Librarians.

### ANNOUNCEMENTS

No new announcements.

### ADJOURNMENT

Motion to adjourn the meeting was made by Peter Cohn and seconded.

The meeting was adjourned at 2:59 p.m.