



Council of Librarians

AGENDA FOR THE COUNCIL OF LIBRARIANS MEETING

Held on November 16, 2021 at 1:30pm - 3:00pm

Via [Zoom](#) (attendees required to be signed into Zoom) or Gelman 702

Present (39): Brigette Kamsler, Leah Richardson, Dolsy Smith, Debbie Bezanson, Ann James, Paul Kelly, Laura Wrubel, Jen King, Vakil Smallen, Elizabeth Waraksa, Jennifer Froetschel, Mark Yoffe, Misty Trunnell, David Ettinger, Geneva Henry, Bill Gillis, Peter Cohn, Josh McDonald, Shira Eller, Matthew Bright, Dorinne Banks, Hannah Sommers, Yan He, Cathy Zeljak, Shmuel Ben-Gad, Morgan Stoddard, Matt Mihalik, John Taylor, Amal Cavender, Barbra Giorgini, Dan Kerchner, Holly Dugan, Ruth Bueter, Ann Linton, Laura Abate, Brian McDonald, Ian Roberts, JoLinda Thompson, Sara Hoover

CALL TO ORDER

The meeting was called to order at 1:31pm.

APPROVAL OF THE MINUTES

- I. The minutes from the last regular meeting on [September 14, 2021](#) were approved unanimously.

WELCOME NEW MEMBERS and GUESTS

- I. Paul Kelly, Digital Services Manager (Elizabeth Waraksa)
- II. Welcome colleagues from Himmelfarb Health Sciences Library and Director, Ann Linton.

REPORTS, UPDATES

- I. Return to Campus (all)
 - A. Feelings of uncertainty and stress, not just at GW but all areas feel being back at work. Acknowledge we are doing the best we can. Opportunity to share concerns or successes.
 - B. Ann Linton shared experiences on Returning to Campus from the Himmelfarb Health Sciences Library perspective.
 1. Reopened in July 2021 and prepared for students. Had hoped for 24/7 but weren't able to do that until September. Librarians are there onsite 4 days, driven by teaching staff.
 2. Overall going well. Workshops held online have been better attended. Ross Hall is hard for patrons to access, and they have open staff positions. Down four positions but recently hired two new people.
 3. Required staff to be flexible, and able to answer any question. Generally people happy to be back, but hate the commute
 - C. Floor opened for discussion on how the return to campus has been for each of us.
 1. Success in helping students with questions, even if they are onsite and librarian was offsite. Donors appreciate the opportunity to enter Gelman again.
 2. Librarians are adapting and flexible. Adjusting workflows between offsite and onsite is necessary, and adding padding between meetings. Nice to see colleagues. Recognizing safety concerns for ourselves and our families.
 3. Himmelfarb stays connected through email, webex and google chat. Anne Linton also introduced Himmelfarb attendees: Laura Abate, Sara Hoover, Brian McDonald, Ruth Bueter, JoLinda Thompson, and Ian Roberts.



Council of Librarians

- II. Search Committee, Eckles Librarian (Peter Cohn)
 - A. Search committee: Peter Cohn (chair), Misty Trunnell, Morgan Stoddard, Kelly Grogg. Dawn deVillasana rotated off because of other commitments. The committee has met, had a workshop with Jordan West for unconscious bias, and is getting ready to do project implicit tests.
 - B. Materials are with HR, who is working with faculty affairs to get job ad ready to post.
- III. Ad Hoc Committee on [Search Committee Procedures for Librarian Searches](#) (Laura Wrubel) (vote on approval)
 - A. Reminder of feedback incorporated into document:
 - 1. Included language encouraging inclusion of Himmelfarb and other librarians, a link to Box with other resources, and a bibliography of recommended readings, a link to faculty recruitment resources, clarified details around records retention, accessibility and sharing information with candidates so they can participate fully. How can we draft a position description to elevate new knowledge and perspectives for a better organization.
 - 2. Hannah Sommers thanked committee members for incorporating the cluster hire lessons learned/ benefits of this approach on Page 16.
 - 3. This will be an addendum to the Bylaws.
 - B. The procedures were voted on (25 yea, 0 no/abstain) and approved as written.

GENERAL BUSINESS

- I. Report of the Standing Committees
 - a. Librarian Review and Development Committee (Vakil Smallen)
 - i. Currently reviewing reappointment packets.
 - ii. Held workshop on Reappointment/Promotion Procedures; recording available.
 - iii. Upcoming event: Research Leave/Professional Development workshop will be held as the last agenda item on January 18 Council meeting.
 - b. Grievance Committee (Cathy Zeljak)
 - i. Nothing to report.
 - c. Code & By-Laws Committee (Bill Gillis)
 - i. Committee members (Bill Gillis, Josh McDonald, Ann James, and Yan He) have focused on two main areas:
 - 1. First is making the formatting updates to C&B documents following accessibility best practices; this work is largely complete. Reminder that other Council docs that reference C&B may need numbering updated.
 - 2. Second focus on new updates to C&B. Identified some minor updates like names of offices have changed and the new Search Committee procedures. Official call for any updates or changes, which will be presented at the January 2022 meeting.
- II. Update from the Dean: Geneva Henry
 - a. Sent C&B documents to Provost Bracey on October 8. Provost has not completed his review; being a lawyer, it is likely he will read the documents in detail before signing.



Council of Librarians

- b. Geneva Henry met with incoming president Mark S. Wrighton on October 29. He will be known as President Wrighton, not interim president. President-elect Wrighton will make decisions about whether or not to fill current high-level vacancies while he is president or leave those decisions for the next president to make.
 - i. Explained about different libraries at GW and history of the administration considering whether or not to consolidate Himmelfarb with GW Libraries. There was very little savings that would have resulted since the libraries already collaborate with each other on collections and do not duplicate resources.
 - ii. Geneva will reach out to invite new President to a Town Hall.
 - c. Return to campus experiences have been mixed; wearing masks, commuting, and remote meetings were mentioned.
 - i. Students want all classes recorded but some faculty are resistant. Classroom technology is not working, students think faculty don't know how to use it.
 - ii. Feeling pain of shared services, people not getting needed support (Comms/IT/Facilities). Zero development support since DAR lost 70 positions.
 - iii. Staff vacancies frozen/not funded - still exist and plan to include in FY23 budget.
 - iv. Gelman and Eckles were low staffed and not 24/7 until September. Eckles staffed through entrance services and rotate between Gelman/Eckles. There is a temp librarian at Eckles while the search committee is underway.
 - d. Concerns with GW Master Plan and unclear what is just a concept and what is approved. There is an "H Street Project" committee chaired by John Wetenhall.
 - e. Visitor policy will continue as is until we hear otherwise; we follow the District guidance.
 - f. Question about library positions for FY23, attempting to fill all: software developer, metadata, RUS for Undergraduate Research. Staff position in Matt's area, instruction technologist is staff. Instructional Design Librarian moved to staff, no longer librarian. Library also has full time facilities needs but unsure how those will be met.
 - g. Jared Johnson will hire 4 more people in IT but they need more than that. Faculty Senate Subcommittee is looking at this and will make recommendations.
- III. NEA and RUS Librarian positions - Review and Discuss rationale and goals for the recommendation to form a single search committee to concurrently fill NEA and RUS positions (Hannah Sommers and Elizabeth Waraksa)
- a. Elizabeth Waraksa provided reminder that cluster search concluded with Paul Kelly's hire. LAI did fill a RUS position that is now vacant and NEA position was filled but person did not come. These two positions did not require an additional request for funds.
 - b. Leah Richardson has been appointed as Chair. Hope to form a single committee, with two pools.
 - c. Goal is expediency and efficiency, but not rushing. Want to ensure needs of organization are filled, recognizing everyone's bandwidths. Cluster Committee just completed, and Eckles Committee is formed.
 - d. Thoughts/Questions/Comments on Committee as suggested:
 - i. NEA and RUS applications were quite large, so it would be a lot of work.
 - ii. One committee, two pools - could one person be able to apply for both? Yes, that is a benefit but mechanics of it could be different.
 - iii. 2019 Council Exec [Recommendations](#) on Cluster Hire



Council of Librarians

- iv. Search committees are something that Council members like to participate in. Not hearing why fewer librarians on searches is better. More people would have the opportunity to meet with Jordan West and discuss, etc...
 - 1. Two librarians are elected to a committee, the Chair can confirm one person and the chair is also a librarian.
 - v. Reminder that standing committees offer another way for Council members to get committee experience. People can also be involved in search in other ways, like small meetings or interviews.
 - vi. When will these positions go live? Probably a few weeks once faculty affairs receives all the information it needs.
 - vii. Serving on a search committee is a valuable thing when thinking about forming a cluster. Everything has balance - efficiency when navigating through university, balance interests, can be challenging to fill multiple committees, there will hopefully be more opportunities next FY.
 - viii. Will be transparent and will have inclusivity, will follow the new addendum and other ways to involve hiring managers, recognizing cluster work just finished.
 - e. Jen King motioned and Bill Gillis seconded for the formation of a single committee for two positions, which was voted on (22 yea, 1 nay, 1 abstain) and approved as written.
 - f. Discuss the position descriptions - salary minimums will be in description before they are posted. There will be one ad for NEA and one ad for RUS. Council does not vote to approve descriptions.
 - i. [NEA position description](#) [draft]
 - 1. Were there any changes from the last time it was posted? Minor changes, person will do instruction and research support. Introduction and Council info was added to this individual description, rather than used generally.
 - 2. These three ranks listed are what is available from the endowment.
 - ii. [RUS position description](#) [draft]
 - g. Search Committee - Nominate/approve search committee members
 - i. Nominations from the floor.
 - 1. Jen King nominates Debbie Bezanson
 - 2. Dolsy Smith nominates Matthew Bright
 - ii. No other nominations from the floor meant that the nominations were unanimously approved. No "nays" or "abstains."
 - iii. Leah Richardson will email about additional appointments.
- IV. Faculty Senate Committee on Libraries Report (Holly Dugan)
- a. Committee met in November to discuss charges from Faculty Senate Executive committee from September. The Library Committee has questions they are taking back to Exec, and Holly will report on this in the future.
 - b. Encouraged to take up following tasks:
 - i. Clarify work scope from LAI and GW IT, monitoring classroom tech transition
 - ii. Monitor library's online presence
 - iii. Address library space issues - HVAC
 - iv. Impact of limited budget and other librarian staff openings versus collections



Council of Librarians

- c. They were surprised by this and have questions about these tasks.
- d. Ongoing issues -- Library Committee plans to take on facilities as an agenda item, advocate for immediate repairs to Gelman that are needed rather than things like the facade. Student interest in academic technologies and IT transition, and this is coming up through Student Assembly at Columbian College. Student rep is going to meet with these student groups to understand what is needed to make classrooms accessible.
 - i. Unclear what Library Committee role might be since services were moved out of LAI and into shared services.
- e. Meeting again in early December to set their own agenda and reconsider these tasks with which they have been charged.
- f. Why was online presence singled out? Could be about accessibility of website, but unsure. Need more info on what Exec was thinking about.
- g. We don't have enough money in either collections or staffing, how are they leaning? Holly and committee is going to take this back since they reject this binary. Staffing cuts are the ones that are most troubling and essential and need to be addressed, and they are hoping this is a recognition of that but the language of the charge makes it unclear.

NEW BUSINESS

No new business.

ANNOUNCEMENTS

No new announcements.

ADJOURNMENT

Motion to adjourn the meeting was made and seconded.

Meeting adjourned at 3:03pm.