



**AGENDA FOR THE COUNCIL OF LIBRARIANS MEETING
HELD ON JANUARY 18, 2022
VIA WEBEX**

Present: Dean Geneva Henry, Associate Dean Hannah Sommers, Associate Dean Elizabeth Waraksa, Faculty Senate Committee on Libraries co-chair Holly Dugan, Shmuel Ben-Gad, Matthew Bright, Amal Cavender, Peter Cohn, Shira Eller, David Ettinger, Jennifer Froetschel, Bill Gillis, Kelly Grogg, Yan He, Ann James, Brigitte Kamsler, Paul Kelly, Daniel Kerchner, Jennifer King, Josh McDonald, Matt Mihalik, Dolsy Smith, Vakil Smallen, Morgan Stoddard, John Taylor, Misty Trunnell, Cathy Zeljak (27)

Absent: Deborah Bezanson, Megan Potterbusch, Leah Richardson, Mark Yoffe

CALL TO ORDER

The meeting was called to order at 1:32pm.

APPROVAL OF THE MINUTES

The minutes from the last regular meeting on [November 16, 2021](#) and the special meeting on [December 14, 2021](#) were approved unanimously.

REPORT FROM THE DEAN (Geneva Henry)

Dean Henry noted that the Code and Bylaws changes have been officially approved by the Provost and [posted on their website](#). Code and Bylaws is working on an updated format for the document, where the information will stay the same but the numbering within may change. This new format will need to be approved by the Provost. Other updates have already been provided during the LAI-wide meetings held recently.

A question was raised regarding budget planning as we look to the next fiscal year. Information is being gathered from each LAI unit and going through budget requests. Dean Henry is still hoping for all positions to be filled, but in particular the facilities person as the building needs assistance.

REPORT: Faculty Senate Committee on Libraries (Holly Dugan)

In beginning their report, Professor Dugan noted that the Committee has not yet met for the Spring semester but will convene soon. The Committee received clarification on their charge and the [report to the Faculty Senate](#) has been filed. They hope to have more to report soon.



A question was raised about who gives the charge to the Libraries Committee. Professor Dugan explained that it comes from the Executive Committee of Faculty Senate and it is what they believe should be the focus; the Libraries Committee also adds their own focus. The Libraries Committee is empowered to set their own agenda, and attending Council meetings also to understand the issues the Library is facing. Advocacy and education of Faculty Members are constant charges. The Committee received clarification on their charges including the pressing issues of Gelman's facilities, resisting calls of staff versus collections, and a concern about hybrid learning and accessibility. Important issues include budget, facilities, and other issues of shared governance/LAI with shifts to shared services with IT and Facilities.

Question regarding retention in the report and what steps were being taken. In the report, the Committee was trying to draw attention to the fact that it needs to be a conversation and how important it is. The amount of labor that goes into searches is key, but attention to morale that shifts in shared services have impacted. The committee is aware of the highly skilled and labor intensive work that librarians do.

The Council is encouraged to reach out to Professor Dugan with questions: hdugan@gwu.edu

REPORT: SEARCH COMMITTEES

1. RUS and NEA librarians (Dolsy Smith)
 - Job postings have been submitted to HR but not yet posted. The committee has met with hiring managers and completed training with Dr. Jordan West on Unpacking Unconscious Bias training. Official posting will be circulated to various places for advertisement. Question regarding an information session, which the Committee will be moving forward with; date not yet set.
2. Eckles librarian (Peter Cohn)
 - Position was posted, and the committee members got access to applications last week. Implicit bias tests have been completed, and did a debrief with Dr. West. The Committee is thinking through this more with how people interact with our spaces (in-person or virtual). Thanks to those who have shared the job posting; review is underway but still able to apply.

REPORT: STANDING COMMITTEES

1. Librarian Review and Development Committee (Vakil Smallen)
 - Committee has finalized reviews from the Fall and sent recommendations to the Dean. Begun work of scheduling and planning for spring reviews. Those up for promotion and/or review will receive a letter from LRDC next week explaining next steps. Preparing for workshop happening after Council meeting today. Additional work outside of split year review work.



2. Grievance Committee (Jen Froetschel)

- Grievance has nothing to report.

NEW BUSINESS: Updates and/or Changes to the Code & Bylaws (Yan He)

Yan He has been selected as the new chair of Code and Bylaws. As Dean Henry previously mentioned, the Code and Bylaws are now on the Provost's website, but more edits need to be made.

The Committee is proposing to formalize the rule of procedures for Code and Bylaws, including the process for communicating documents with Provost. There has been confusion recently in large part because of how long this process has gone on. Version control is an issue. The Committee is looking for ways to track changes internally as well as with the Dean. They will run this by Council before any actual changes are made. The Committee proposes to postpone any further changes until Council is happy with this documentation. Documents scattered and plan to clean up and bring all these documents together and organized.

Question from Associate Dean Elizabeth Waraksa regarding suspension of changes to C&B while this organizing takes place. She asks if there is a to-do list or a place to propose/collect thoughts for future changes? The Committee is getting those in order as well. They want to complete the enumeration changes and document it in a red lined version, or if people are out/leave then the replacements will understand. Committee will bring any rules of procedure to a vote so Council can see what is proposed, and they want to track this other than email.

Question from Associate Dean Hannah Sommers about scope. Are we saying that inscope for housekeeping activities for C&B also includes the various procedures, such as procedures for professional development leave. It is unclear how many procedures there actually are - where are procedures defined and where not? Could be scope creep if other things were added. Perhaps a larger Council conversation. Clarifying the procedures for C&B for the documents that are in their purview. Search procedures were just worked on, other procedures documents. It was noted that the Bylaws say any rules of procedure become addenda to the Bylaws, but we haven't done a good job of making those readily findable. The C&B Committee explained that it will be an in-house cleanup for C&B committees documents only. The committee will start with creating a table of content for the convenience of Council members' reference. A suggestion was made to form a Task Force if necessary.

ANNOUNCEMENTS

Remind everyone moving into February, the Code and Bylaws Committee also becomes the Nominating Committee. Over the next month or so, the Committee will work to put together a slate for nominees for Council officer positions and committee positions. Invite all to think of your willingness and interest to serve.



Council of Librarians

Reminder of the LRDC workshop coming up next.

ADJOURNMENT

The meeting was adjourned at 2:11pm.