

LAUW Nominating Committee 2017

Report (updated May 3, 2017)

The LAUW Nominating Committee is pleased to present the following slate of candidates for the 2017/2018 LAUW Executive Committee. In accordance with the LAUW constitution, election will be by majority vote at the AGM, following a call for additional nominations from the floor.

President:

Agnes Zientarska-Kayko

Treasurer:

Sarah Brown

Secretary:

Caitlin Carter

Chair, Programs Committee:

Jessica Blackwell

Chair, Compensation Committee:

Rebecca Hutchinson

Respectfully submitted by the 2017/2018 LAUW Nominating Committee

Jackie Stapleton and Jane Forgay

May 3, 2017

AGENDA

Annual General Meeting of the Librarians' Association of the University of Waterloo
Thursday May 4, 2017, 12:00 – 1:30pm, DC 1568

* = supplementary reading material

1. Approval of the minutes of the May 10, 2016 LAUW AGM (SG)
2. Business arising from 2016 AGM (SG)
 - a. Documenting UL hiring process
 - b. Pending review of the LEH
 - c. Carrying forward professional development funding
 - d. Impact of lack of academic status on potential candidates
3. Appointment of scrutineers (SG)
4. Additional agenda items (SG)
5. Annual reports
 - a. President (SG) *
 - b. Treasurer (MD) *
 - c. Programs Committee (SB) *
 - d. FAUW Representative (KS) *
 - e. SWEC Representative (LB) *
 - f. Compensation Committee (LB) *
6. Proposed amendments to Constitution (SG) *
7. Annual approval of membership fees (MD)
8. Election of Officers and Chairs of Standing Committees for 2017/2018 (JS/JF) *
9. Ideas for 2017/2018
 - a. Librarian research activities (JS)
 - b. Other ideas from membership

Proposed amendments to the LAUW Constitution

To be voted on at the 2017 LAUW AGM

For reference: The LAUW Constitution is available at
<https://librariansassociationuw.wordpress.com/about/constitution/>

Proposed amendment #1

Current wording¹: The Vice-President shall assume the duties of the President in his/her absence.

Proposed wording: The Past-President shall assume the duties of the President in his/her absence.

Amendment objective: To allow smooth transitions in situations where the President is absent, it is recommended that the Past-President serve as the President. Currently, the Vice-President acts in this capacity however this presents known challenges regarding retrospective LAUW knowledge. For example, the Past-President will have recently completed one year on the Executive as President, and has a knowledge of current workings and issues which is crucial to the work of LAUW. This type of retrospective knowledge may or may not be the case for the Vice-President.

Note: If approved, minor housekeeping of Constitution text will be necessary. For example, it will be necessary to remove all references to the Vice-President.

Proposed amendment #2

Proposed wording²: All roles of the Executive Committee, excluding the President and FAUW Representative, shall serve a one-year term. The President commits to a two-year term: the first year as President and the second year as Past-President; the FAUW Representative shall serve a two-year term. Upon completion of her/his term, all Officers and Committee Chairs can be re-elected consecutively.

Amendment objective: For purposes of clarity, clearly defined terms are proposed for members of the Executive Committee³. While there is the assumption that most positions involve a one-year term, it would be beneficial to have this explicitly stated in the Constitution as an official document of the Association. Formalizing this detail will be especially useful for colleagues considering serving on the Executive Committee.

Note: If approved, minor housekeeping of Constitution text will be necessary.

¹ For more information, please see Article VII: Duties of the Officers.

² For more information, please see Article V: Officers and Committees.

³ For more information, please see Article V: Officers and Committees.

Housekeeping edits to the LAUW Constitution

LAUW Constitution

<https://librariansassociationuw.wordpress.com/about/constitution/>

Article I: Name

The name of the association shall be “The Librarians’ Association of the University of Waterloo” (LAUW).

Article II: Definitions

A professional librarian is defined as a library staff member holding a Bachelor of Library Science (BLS), Master of Library Science (MLS), Master of Library and Information Science (MLIS) degree or recognized equivalent degree from an accredited institution and working in a professional librarian position.

Article III: Purpose

The Association shall exist to:

- Promote the welfare of professional librarians at the University of Waterloo
- Support the professionalism of librarians at the University of Waterloo
- Promote the role of librarians on the University of Waterloo Campus
- Provide a forum for the exchange of ideas and discussion of issues relevant to librarianship.

Article IV: Membership

SECTION 1

All professional librarians employed by the University of Waterloo are eligible to be voting members of the Association.

SECTION 2

A fee shall be assessed for membership in the Association. At each Annual Meeting the Executive Committee shall present the amount of the fee to the membership of the Association for approval.

Funds derived from the fee shall be collected and administered by the Treasurer. The funds shall be kept in a bank account under the name of the Association. The signatures of the Treasurer and the President ~~or Vice-President~~ shall be used for the operation of these funds.

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Article V: Officers and Committees

1/ The officers of the Association shall be a President, ~~a Vice-President~~, a Treasurer, a Secretary and a FAUW (Faculty Association of Waterloo) representative.

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2/ There shall be an Executive Committee consisting of the Officers, the immediate Past President, and Chairs of the Standing Committees.

3/ Standing Committees of the Association shall consist of a Chair and at least two others. Standing Committees of the Association can be formed with the approval of a majority of the Association membership. The Standing Committees are:

- Programs Committee
- Compensation Committee

4/ Elections must be held once a year

5/ All roles of the Executive Committee, excluding the President and FAUW Representative, shall serve a one-year term. The President commits to a two-year term: the first year as President and the second year as Past-President; the FAUW Representative shall serve a two-year term. Upon completion of her/his term, all Officers and Committee Chairs can be re-elected consecutively.

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~~5/ The Vice-President shall be chosen from among the Chairs of the Standing Committees, at the first meeting of the newly elected Executive Committee. He/she is only entitled to one vote.~~

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6/ More than half of the members of the Executive Committee shall constitute its quorum.

7/ The Executive Committee shall have in charge the general interest of the Association.

8/ The Executive Committee from time to time appoints such Committees of the Association as may be necessary and shall delegate to them such duties as may seem desirable.

9/ In case of vacancy in the Executive Committee, the remaining members shall designate a member of the Association to discharge the duties of the office until the next Annual Meeting.

Article VI: Election of Officers

1/ A Nominating Committee shall be appointed by the Executive Committee at least four weeks before an Annual Meeting.

2/ The Nominating Committee shall communicate with each member whose name has been proposed and shall ascertain whether such nominees will stand for office.

3/ The Nominating Committee shall then draw up a slate of Officers and Chairs for the Standing Committees for election.

4/ The slate of Officers and the Chairs of the Standing Committees shall be submitted to all members in writing at least one week before the Annual Meeting.

5/ The method of voting shall be by simple majority vote.

6/ Any member of the Association may make additional nominations from the floor at the Annual Meeting.

Article VII: Duties of the Officers

The duties of the Officers shall be as follows:

a. The President shall

1/ Preside at all meetings of the Association.

2/ Represent the Association in its communications with the University Librarian, the academic community, and the University administration.

3/ Appoint a Parliamentarian who shall interpret procedure from the latest edition of Robert's Rules of Order when requested by the President

4/ Have full membership in Committees of the Association or may assign a designate.

b. ~~The Vice Past-President shall assume the duties of the President in his/her absence.~~

c. The Treasurer shall

1/ Collect and administer the fees of the Association

2/ Administer income to the Association from any other source

3/ Arrange for the payment of any debts which may be incurred by the Association from the funds received by the Association

4/ Maintain an up-to-date list of members.

d. The Secretary shall

1/ Schedule meetings, at the request of the President, and notify members of meetings

2/ Take the minutes of the meetings or arrange to have minutes taken if absent

3/ Distribute minutes of the meetings to all members

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4/ Distribute copies of the Constitution and any amendments

5/ Deposit copies of the minutes of the meetings, Constitution, and constitutional amendments in the University Archives.

e. The FAUW Representative shall

1/ Attend regular FAUW meetings as part of their Council of Representatives and as the LAUW Official Visitor (a non-voting member of the FAUW Board of Directors).

2/ Act as a liaison between FAUW directors and LAUW membership.

3/ Will advocate for the academic status of librarians at the University of Waterloo as appropriate.

4/ If the FAUW representative holds another LAUW position, he/she is only entitled to one vote.

~~5/ For consistency, this position is a two year term and can be re-elected for additional terms.~~

Article VIII: Meetings

1/ The Annual Meeting shall be held each year on or about the first of May and is open to all Professional Librarians.

2/ Other meetings of the Association shall be called (a) as directed by the Annual Meeting, or (b) as directed by the Executive Committee, or (c) at the written request to the President of one quarter of the members of the Association.

3/ At least two weeks notice and the agenda of any meeting of the Association shall be given in writing to the members by the Secretary.

4/ One third of the total membership of the Association will constitute a quorum.

Article IX: Amendments

The constitution may be amended at any properly called meeting of the Association at which a quorum is present, providing notice of the proposed amendment has been given to the membership, in writing, at least two weeks prior to the meeting. Constitutional amendment requires the approval of two thirds of the members who are present at the meeting and entitled to vote, excluding blank ballots and abstentions.

Article X: Other Matters

1/ On all matters of the parliamentary procedure not provided for in the Constitution, reference shall be made to Robert's Rules of Order.

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2/ The actions of the Executive Committee shall be subject to confirmation at the Annual Meeting.

LAUW Compensation Committee Report, 2017

Submitted by Laura Bredahl (Chair) and Rebecca
Hutchinson

Notes

- **CAUT**- Canadian Association of University Teachers
 - 2013-2014 statistics
 - Based on representation unit
- **CARL** - Canadian Association of Research Libraries
 - 2014-2015 Statistics/ 2015-2016 Salaries
 - Includes stipends
 - Non administrative librarians, administrative librarians, other professionals
- **ARL** - Association of Research Libraries
 - 2014-2015 statistics
 - Librarians and other professionals
- All salaries are expressed \$ CAD
- All graphs showing salaries begin at \$60,000, unless otherwise stated.

- Salaries are expressed in Canadian dollars
- CARL and CAUT collect every two years, these CAUT stats are most up to date
- CAUT:
 - Salaries reported do not include stipends
 - The term “Librarian” includes Archivists and Curators that are also organized in the same unit or report as part of the same occupational group, as well as administrative and non-administrative librarians
 - Who is/isn’t included really depends on who is in the bargaining/representation unit
 - Senior administrators who were deemed out of scope were removed from the dataset
 - One such senior administrator was removed for each of Athabasca University, Concordia University College, Ryerson University, **University of Waterloo** and York University in the 2013-2014 dataset
- CARL:
http://www.carl-abrc.ca/wp-content/uploads/2016/10/CARL-ABRC_Stats_Pub_2014-

15.pdf

- Salaries includes stipends
- Administrative librarians: associate and assistant directors; heads of branches, divisions, and departments
- Non administrative librarians: cataloguers, reference, those with less than 60% admin work.
- Other professionals: systems analysts, teaching and learning specialists, budget offices, accountants, media specialists, data curators, preservation specialists; those regarded as professionals but not requiring a professional library degree. In the past, Waterloo has included the following positions in that group: Head, Cataloguing; Head, Circulation Services; Head, Library Technology & Facilities Services; Director, Organizational Services; and, Systems Administrator and Analyst.
- ARL: *ARL Annual Salary Survey 2014-2015*. Retrieved April 2016, from: <http://publications.arl.org/ARL-Annual-Salary-Survey-2014-2015/>
 - This report only includes data that excludes Canadian medical and law libraries
 - Directors (Dean of Libraries, University Librarians) are included in figures for average years of experience and filled positions, but not in the average and median salary statistics
 - Includes heads, managers, librarians in any department... and whoever the individual libraries classify as 'professionals'

Universities included in Data

CARL	ALR	U15
Alberta	✓	✓
BC	✓	✓
Brock		
Calgary	✓	✓
Carleton		
Concordia		
Dalhousie		
Guelph	✓	
Laval	✓	✓
Manitoba	✓	✓
McGill	✓	✓
McMaster	✓	✓
MUN		
Montreal	✓	✓
New Brunswick		

CARL	ALR	U15
Ottawa	✓	✓
Quebec		
Queen's	✓	✓
Regina		
Ryerson		
Saskatchewan	✓	✓
Sherbrooke		
Simon Fraser		
Toronto	✓	✓
Victoria		
Waterloo	✓	✓
Western	✓	✓
Windsor		
York	✓	

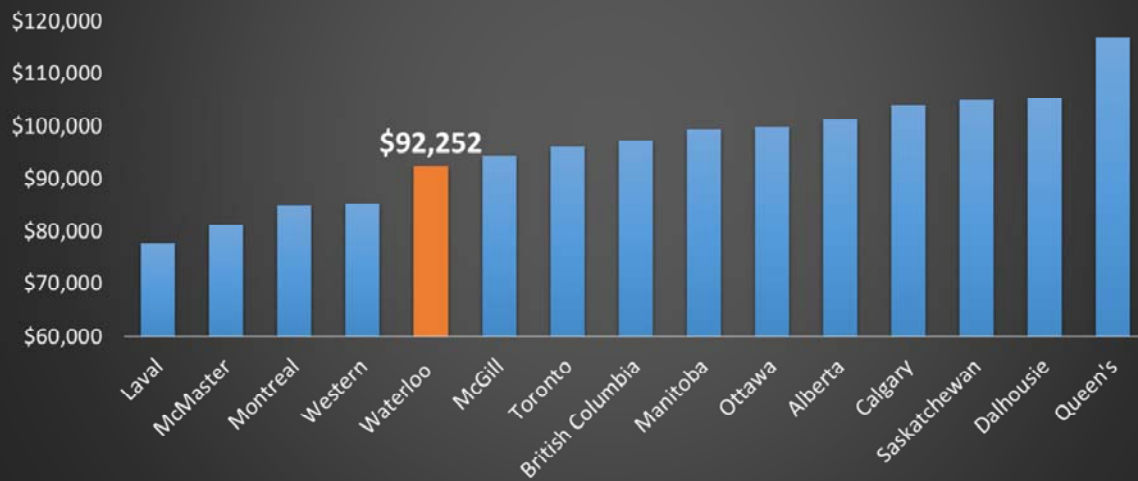
CAUT includes most-all Canadian Universities and Colleges. The U15 were selected as appropriate peer group.

OCUL gets their stats from CARL data.

How does Waterloo compare to the average salaries of librarians in Canada?

Librarians' Average Salary

U15 2015-2016 CARL



Among the U15 libraries across Canada, Waterloo ranks 11th.

How well is UW Library
supporting Librarians Professional
Development?

PD Funding

UW Professional Development Spend on Librarians, over time



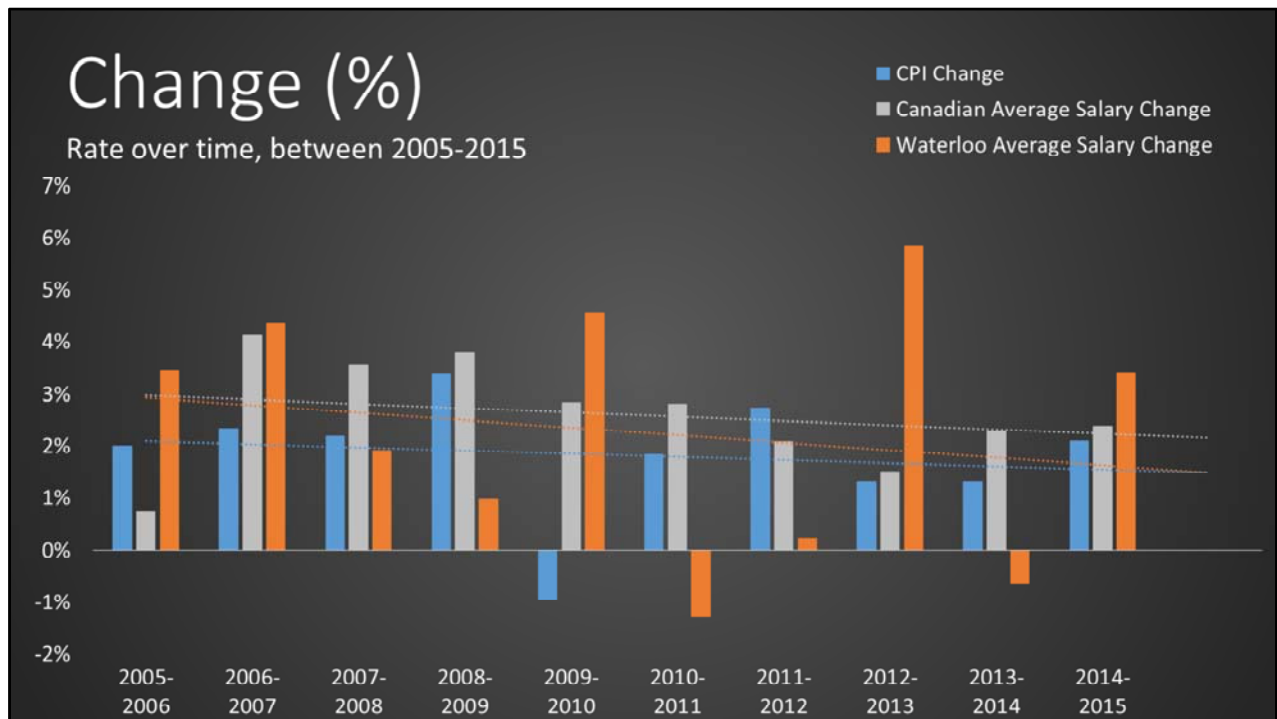
- These numbers only include professional librarians (administrative and non-administrative)
- The spike in professional development spend:
 - 2013-2014 includes approx. \$39,000 in expenses for the Association of Research Libraries Leadership Fellows Program
 - 2014-2015 includes approx. \$14,184 in expenses for the Association of Research Libraries Leadership Fellows Program
- Even without the Association of Research Libraries Leadership Fellows Program commitment, the spend has gone up a bit the past couple of years
- Does not include interview candidate expenses. Before 2013/14, interview candidates travel was included

Materials purchased for professional development/research, 2015-2016

- ARL annual salary survey (2 copies)
- Cool infographics: effective communication with data visualization and design
- Demystifying eResearch: a primer for librarians
- Difficult conversations: how to discuss what matters most
- Digital humanities in the library: challenges and opportunities for subject specialists
- E-learning and education for sustainability
- Exploration: a very short introduction
- Feminist and queer information studies reader
- Fierce conversations: achieving success at work & in life, one conversation at a time
- Geographic information science and systems
- Handbook of academic writing for librarians
- Information representation and retrieval in the digital age
- Introduction to information behaviour
- Leadership challenge: how to make extraordinary things happen in organizations
- Lean higher education: increasing the value and performance of university processes
- Lean library management: eleven strategies for reducing costs and improving customer services
- Librarian's guide to negotiation: winning strategies for the digital age
- Meaningful metrics: a 21st century librarian's guide to bibliometrics, altmetrics, and research impact
- New information literacy instruction: best practices
- Not just where to click: teaching students how to think about information
- One minute manager meets the monkey
- Rankings and accountability in higher education: uses and misuses
- Research methods: the essential knowledge base
- Scholarly metrics under the microscope: from citation analysis to academic auditing
- Story smart: using the science of story to persuade, influence, inspire, and teach
- Teaching information literacy threshold concepts: lesson plans for librarians
- Universal design: a practical guide to creating and recreating interiors of academic libraries for teaching, learning and research (2 copies)
- What got you here won't get you there: how successful people become even more successful

- Titles list purchased for library staff 2015-2016

How well are librarian salaries
fairing over time?



Highlights

- The average Canadian librarian salary is surpassing inflation
- Waterloo average librarian salary is also surpassing inflation but not to the same degree
- Cumulative change in: (2005-2015)
 - Canada CPI: increased by 18.2%
 - Waterloo average librarian salary: increased by 22.8%
 - Canada average librarian salary: increased by 26.1%

Notes

- “The Consumer Price Index (CPI) provides a broad measure of the cost of living in Canada.” http://www.bankofcanada.ca/wp-content/uploads/2010/11/consumer_price_index.pdf
- Big picture of consumer spending across Canada (averages, so individuals may not see it as being the same in their experiences) just like the average salary is not at all what every librarian experiences.
- As inflation rises, every dollar you own buys a smaller percentage of a good or service.
- Learn more <https://www.youtube.com/watch?v=qfKmJe3CK6E>
- We would like our salaries to keep pace with the rate as inflation. If it doesn't keep pace

then it's almost like having a pay cut because your expenses will rise with inflation (rent, gas, clothing, food) (assuming the things that went up are the things you buy)

Change (%)

overall between 2010-2011 and 2014-2015

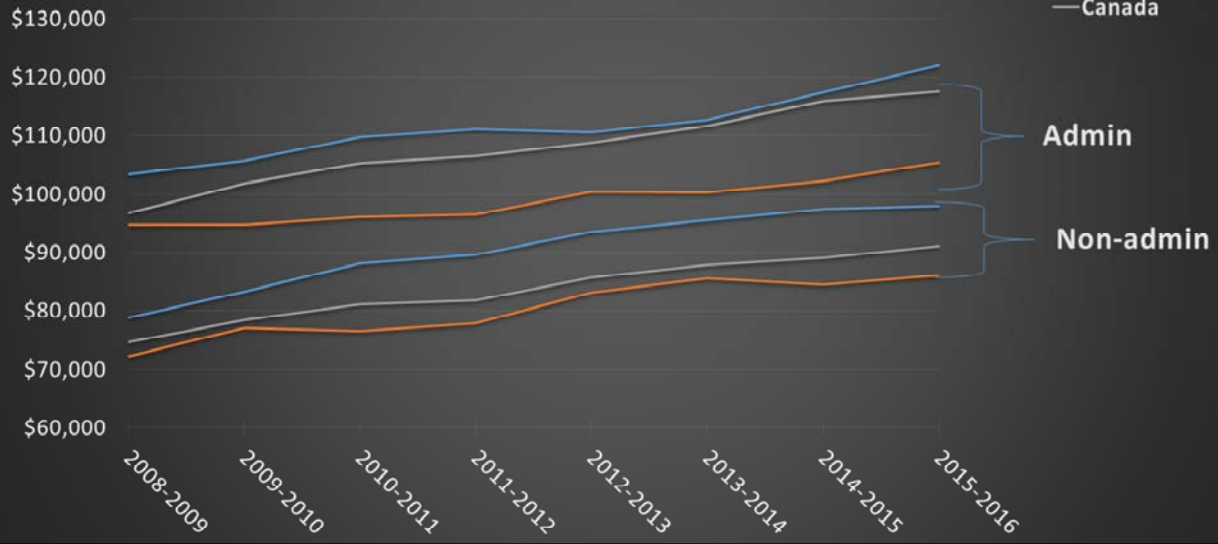


Highlights:

- Waterloo's salary increases are keeping up with inflation
- Waterloo's librarian average salary is about on par with inflation in Ontario
- Ontario CPI last year was 126.2(April 2015)-116.2(May 2010) but should be 126.9(April 2015)-116.2(May 2010) & Canadian average was used last year – this year it is the Waterloo average salary change

Change (\$)

Over time, between 2008-2016, CARL



How well are librarians salaries
fairing related to faculty salaries?

Staff vs. Faculty

Salary Increases at Waterloo

Staff salary adjustments

as per contract time periods:

- 2010: 0%
- 2011: 0%
- 2012: 3%
- 2013: 3%
- 2014: 3%
- 2015: 1.95%
- 2016: 1.95%
- 2017: 1.5%



Faculty salary adjustments

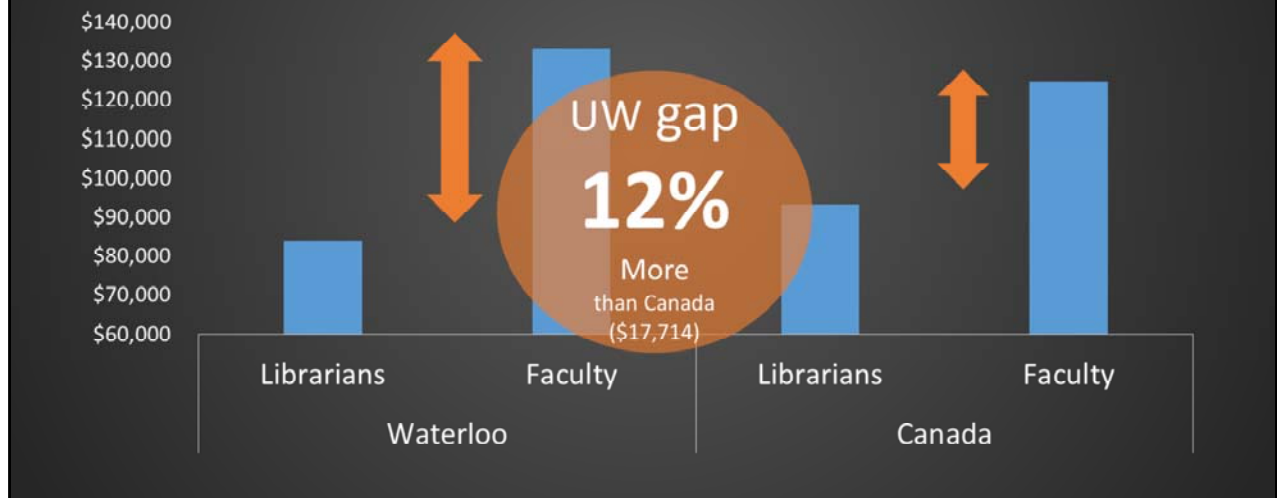
as per contract time periods:

- 2010: 0%
- 2011: 0%
- 2012: 3%
- 2013: 3%
- 2014: 3%
- 2015: 1.95%
- 2016: 1.95%
- 2017: 1.5%

- Increases have been fluctuating, but staff (including librarians) have been on track with faculty for the past 6 years and next year (the faculty piece here becomes important later)
- <http://www.bulletin.uwaterloo.ca/2010/dec/06mo.html>
- <https://uwaterloo.ca/faculty-association/faculty-compensation-waterloo>
- <https://uwaterloo.ca/human-resources/support-employees/compensation>

Faculty vs. Librarians

Average Salaries, CAUT 2013-2014



Highlights:

- Waterloo's gap is 12% larger than the average Canadian gap
- Waterloo compensates their faculty more than the national average for faculty, and compensates their librarians less than the national average for librarians

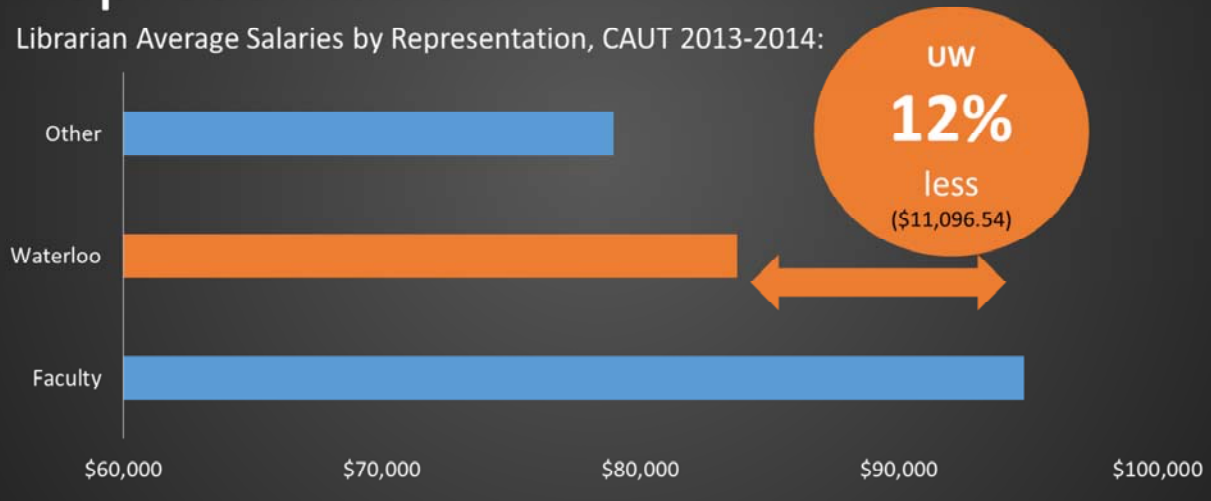
Notes

- Faculty do not include senior admin (deans, etc.)
- Librarian includes Archivists and Curators that are also organized in the same unit or report as part of the same occupational group. It includes administrative and non-administrative librarians. A few senior administrative librarians were left out (including Waterloo's)
- Canada includes 61 universities and 20 colleges

Are librarians who are represented
by faculty associations better
compensated?

Faculty Association Representation

Librarian Average Salaries by Representation, CAUT 2013-2014:



Highlight:

- The average librarian salary at institutions where there is faculty representation is 12% or \$11,096.54 higher than Waterloo's average salary

Notes:

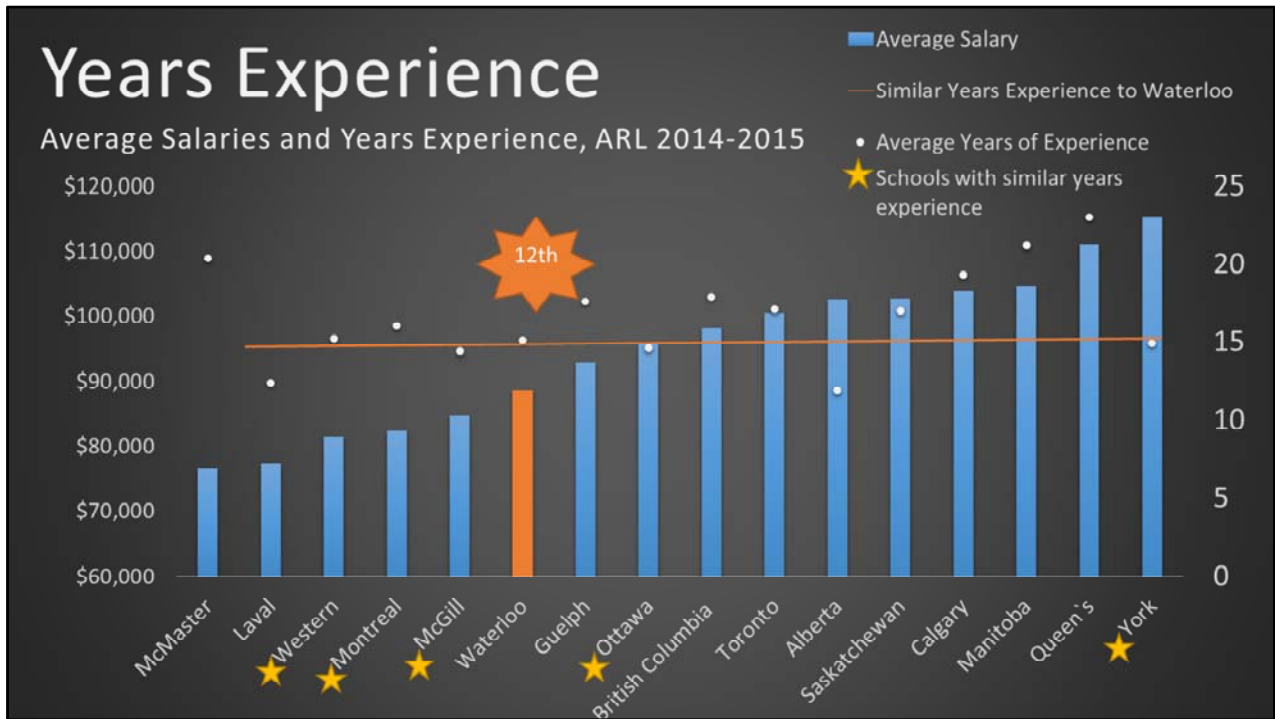
- This is the average for institutions whose librarians are represented by faculty associations
 - Do they have academic/faculty status?
 - There is no real, specific, agreed upon definition for this
- Compared to institutions where librarians are not represented by the faculty association (have other representation such as staff, librarians, etc.) includes:
 - McMaster – MUALA
 - Moncton
 - Nipissing
 - Royal Military College
 - Waterloo
 - 3? Others there was no data for
- Compared to Waterloo where librarians are not represented by the faculty association
- McMaster

- CAUT has two categories for McMaster: most of McMaster's Librarians unionized in 2011 and are covered under the McMaster University Academic Librarians Association (MUALA) agreement. As of 2013-2014, there are four (4) Librarians who are not part of MUALA and remain under the McMaster University Faculty Association (MUFA). MUFA still represents three (3) Level 5 Librarians (Associate University Librarians) and one (1) Level 2 Librarian (also described as senior academic librarians).
- MUALA at McMaster are not included by the overall average because they are not represented by faculty (not represented by staff as they are their own unit, so they may be considered to have academic stats?)
- MUFA is included in the overall average

How are UW librarian salaries
fairing considering years
experience?

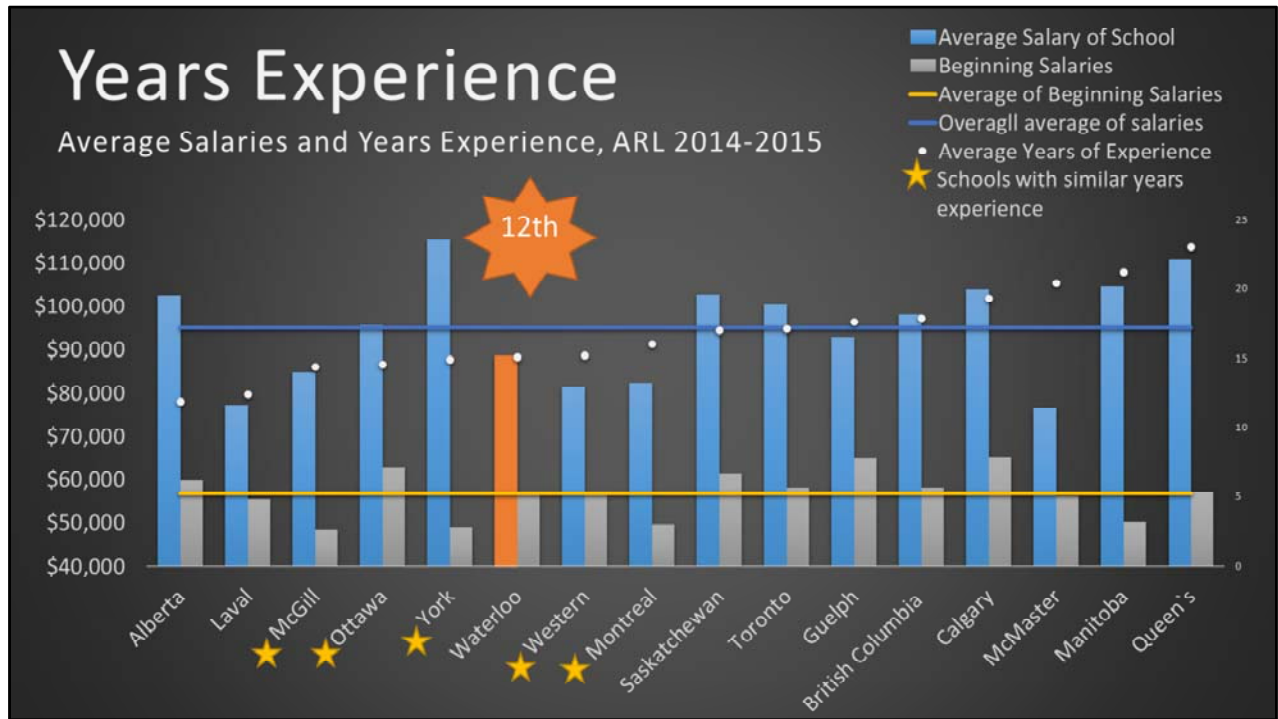
Years Experience

Average Salaries and Years Experience, ARL 2014-2015



Highlights:

- Western, Montreal, and McGill – similar years experience but make less
- Ottawa, York – similar years experience but make more
- See comparison, on next slide, to salary based and years experience sorted by years experience.



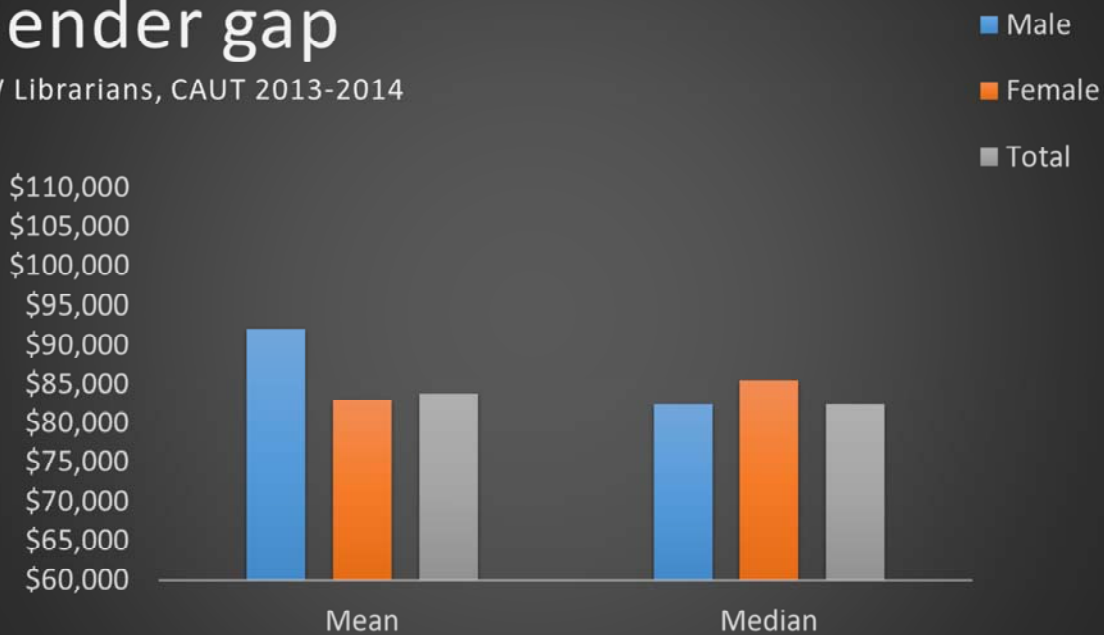
Highlights:

- Overall, although UW Librarian salaries rank 12th, they are still fairing well given that they also rank 12th for years experience. This is a possible correlation between the rankings.

Is there a gender gap in librarian salaries at Waterloo?

Gender gap

UW Librarians, CAUT 2013-2014



Highlight:

- UW is not largely different from Ontario and Canadian schools

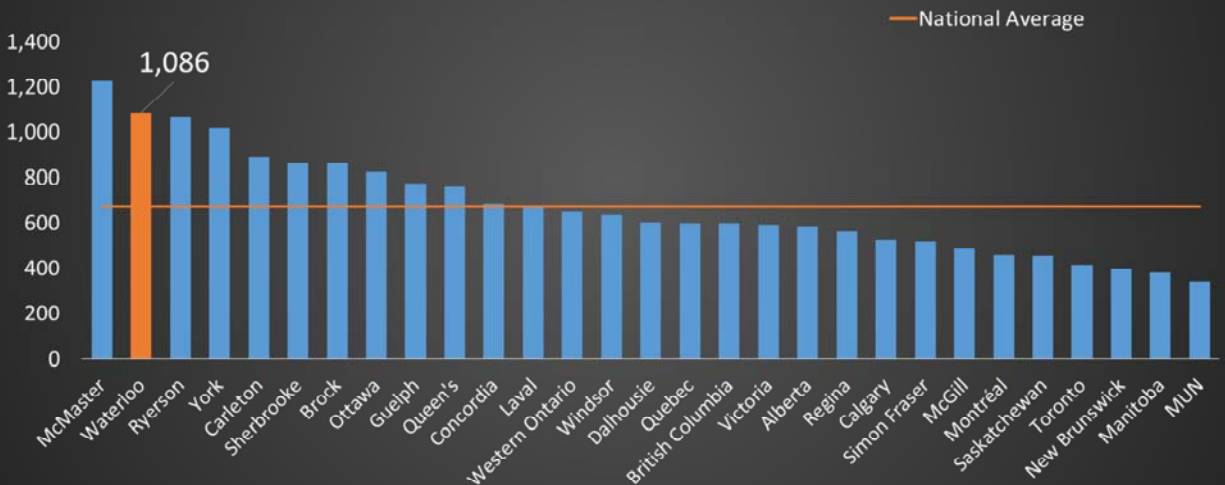
Notes:

- This was also in the 2014-2015 LAUW compensation report
- Differences between Waterloo's average and median salaries
 - The gap between Waterloo's male and female average salaries is large because males were not evenly distributed throughout Waterloo's range of salaries (most were located near the top)
 - Many librarians at the I and II level are female, which pulls down their average
 - The median is less influenced by salaries in the very top and bottom ranges

How is the Library treated within
the Institution?

Student to Librarian

Ratio, CARL 2014-2015

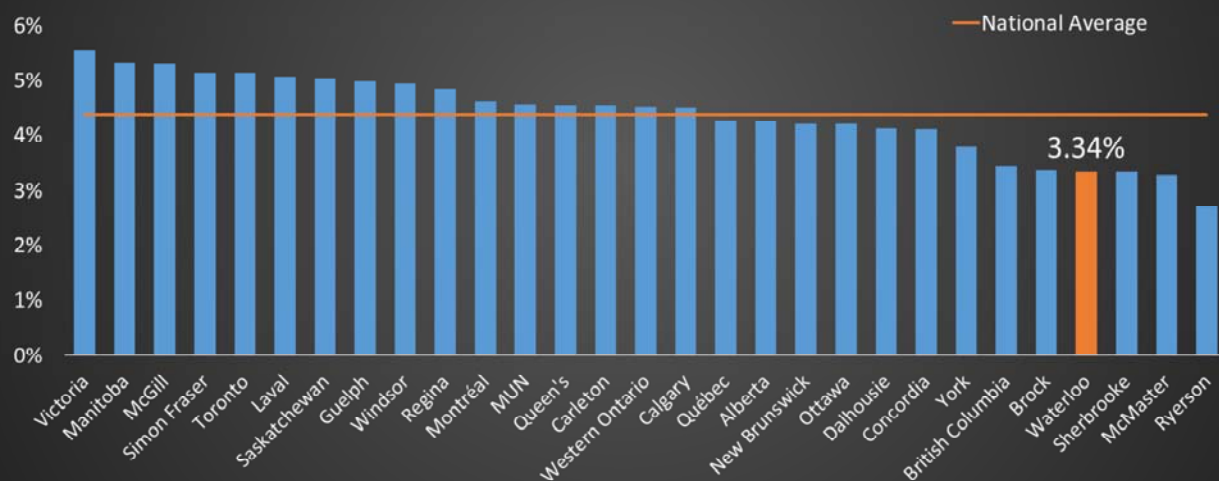


Highlights:

- For every Waterloo librarian, there are 1086.1 Waterloo students
- Waterloo has ~32 900 FTE students
 - Similar to Montreal, Alberta, BC, Ottawa
- Librarians at other institutions are looking after fewer students than those at Waterloo
 - True for all U15 schools except for McMaster (Toronto, Western, Queen's, etc.)

% of University Expenditures,

Total Library Expenditures as a % of University Expenditure, CARL 2014-2015



Highlights:

- Waterloo does not make the library as much of a (financial) priority when compared to most other institutions

Continue to Monitor

- Student/Librarian ratios
 - In light of new hires
- Average salaries considering average years experience
 - Waterloo's competitiveness at early, mid and late career salaries
- Library's expenditures as % of institution's expenditures
 - Compare over years
- Male/female average salaries
 - In light of new hires
- The gap between Waterloo's average salary and the provincial and national average salaries

FAUW (Faculty Association of the University of Waterloo) Representative Report, 2016/2017

Background

The [LAUW Constitution](#) describes the task of the FAUW representative as follows:

- Attend regular FAUW meetings as part of their Council of Representatives and as the LAUW Official Visitor (a non-voting member of the FAUW Board of Directors).
- Act as a liaison between FAUW directors and LAUW membership.
- Will advocate for the academic status of librarians at the University of Waterloo as appropriate.

FAUW is an independent and official advocate for faculty at the University of Waterloo. Some of their work involves compensation negotiation and helping develop university policies. You can find details about their work on their [website](#).

The FAUW Board of Directors (the Board) meets every 2 weeks from September until June of each year.

Summary of activities

The Board has a retreat at the beginning of each fall semester to plan for the upcoming year. I attended, contributing to conversations as appropriate. For public information on what FAUW is talking about, please see the [FAUW Blog](#). At the retreat this year, the Board heartily reiterated their willingness to assist LAUW with our pursuit of academic status. I expressed our appreciation of their support and informed them the process is still on hold from last year. They also expressed their appreciation for the work of librarians, and that was lovely to hear!

The Board president, Sally Gunz, made me aware of several opportunities coming from [CAUT](#), the Canadian Association of University Teachers. CAUT represents academic staff including teachers, librarians, and researchers. One opportunity was to fill vacancies on the [Librarians' and Archivists' Committee](#). At this writing, no Waterloo librarian has been available to apply for the position. There was also opportunity to attend the [Librarians' & Archivists' Conference](#). The October 2016 Conference explored how best to engage alongside faculty colleagues and have an impact at the negotiating table. With the support of FAUW, Laura Bredahl was able to attend on my behalf. Laura reports the conference was interesting and useful, with some confidential

sessions occurring due to the nature of the conference theme. You can find some meeting details at the [conference agenda](#).

The year 2017 brings a parliamentary review of the Copyright Act. CAUT created, and is hosting, a listserv whose purpose is to facilitate communication among individuals in the education community. I brought this to the attention of the Board, and a member with interest in copyright, George Freeman, is monitoring the list on behalf of faculty. The LAUW President, Shannon Gordon, also disseminated this information to professional librarians.

It is fascinating learning about the University from this perspective at FAUW board meetings, and I look forward to another year of interesting discussions.

Respectfully submitted,
Kathy Szigeti
April 18, 2017

2016-2017 LAUW President Report

Overview

Energy of the 2016-2017 LAUW Executive was strongly influenced by member ideas shared at the 2016 AGM as well as member feedback received throughout the year. As this report captures highlights from the last year, it is critical to recognize that all of these projects have only been possible due to dedication of the LAUW Executive, as well as several other LAUW members, who spearheaded various projects over the past twelve months. I am incredibly appreciative of the 2016/2017 LAUW Executive for their energy and dedication to professional librarians at the University of Waterloo; thank you to Rachel Figueiredo as Secretary, Jackie Stapleton as Past-President, Marian Davies as Treasurer, Sarah Brown as Programs Committee Chair, Laura Bredahl as Compensation Committee Chair, and Kathy Szigeti as FAUW Representative. Notable 2016-2017 highlights are captured below as well as in the other annual reports.

LAUW Programs

Programs Committee Chair, Sarah Brown, successfully led coordination of a range of LAUW programs including several LAUW Talks, a LAUW Celebration, and the inaugural LAUW Think Tank. Full details are outlined in the Programs Committee Report. Many thanks to Sarah for making all of these LAUW Programs a reality for colleagues.

LAUW membership

LAUW Treasurer, Marian Davies, is making it possible for LAUW membership dues to be paid via an e-transfer! Full details are in the Treasurer Report.

LAUW Information Gathering Group

With revisions to the LEH last taking place in 2010, the LEH is currently due for review as the LEH reads: "The Librarians' Employment Handbook should be reviewed *at least every 5 years* to determine whether revisions or amendments are required." As the UL sits on the LEH Review Committee, the needed review has naturally been paused until a new UL is in place. To help inform the pending LEH review, the LAUW Information Gathering Group (IGG) distributed a LEH-focused survey to all professional librarians at the University of Waterloo Library during summer 2016. Survey results were shared with professional librarians, and the Library's Director, Organizational Services, on September 9th 2016. This exercise was valuable as it identified areas of consideration for the forthcoming LEH Review Committee. A special thank you is extended to Jackie Stapleton for leading this special project in collaboration with Sandra Keys, Zsuzsanna Lancsak, and Courtney Earl Matthews.

LAUW Fact Sheet Working Group

The LAUW Fact Sheet Working Group was formed during June 2016 to create a fact sheet capturing key LAUW details for the new UL. Intended as an informational document, it currently includes an overview of LAUW (role/structure/membership/resources), an introduction to the LEH (overview/uniqueness), important issues to LAUW membership, current LAUW efforts, communication between LAUW and the UL, and LAUW campus relationships. The draft fact sheet was shared with professional members for

feedback during March 2017. Thank you to Laura Bredahl for leading this timely project alongside Lauren Byl, Courtney Earl Matthews, and Shannon Gordon.

Advocacy

The LAUW Constitution identifies one purpose of LAUW as being to “Promote the welfare of professional librarians at the University of Waterloo”. For this reason, the LAUW Executive explores, and advocates for, issues identified by LAUW membership. Concerns explored during 2016-2017 reflect feedback offered at the 2016 AGM, via the summer 2016 LEH survey, and from members throughout the year. A few examples include:

- *Professional development:* In January 2017, the LAUW Executive met with the Acting University Librarian Team (AULT) to learn more about librarian professional development funding. Insight was offered into the three funds supporting growth activities (admin, training, and PD), as well as other details to consider when submitting a funding request. The general question of whether librarians could possibly carry PD funding forward to future years was discussed; exploring this possibility will be paused until the new UL is in place. A meeting summary was shared with professional librarians, via email, on February 22nd 2017.
- *Recruitment practices:* In October 2016, the LAUW Executive met with the AULT to learn more about hiring practices for librarian positions. Clarification was offered regarding the process of appointing temporary positions for existing librarian positions, as well as Policy 18's Expanding the Pool section. A meeting summary was shared with professional librarians, via email, on November 4th 2016.

UL Nominating Committee

During the last year, these individuals represented the Library on the UL Nominating Committee: Nancy Collins, Alison Hitchens, Sharon Lamont, Adam Savage, Laurie Strome, and Shannon Gordon. Many thanks to these colleagues for representing the interests of the Library, particularly LAUW members Nancy and Alison for their commitment to this group. In response to LAUW member feedback, all non-confidential elements of the 2016-17 hiring process of the new UL have been captured in a draft document; once the document is finalized it will be shared with professional librarians for information/feedback. This document is being created for future reference; all details in the draft document have been publicly available to all Library Staff which means that the document does not include any confidential information. To date, all Library representatives of the UL Nominating Committee have been invited to provide feedback on this working document.

LAUW members

During the last year, the Library said hello and goodbye to several librarians. The Library extended a warm welcome to two librarians entering permanent positions, Kate Mercer (as a Liaison Librarian) and most recently Lauren Byl (as Copyright and Licensing Librarian). The Library also extended warm congratulations to Helena Calogeridis due to her upcoming retirement, as well as Annie Bélanger who will soon be entering the role of Dean, University Libraries at Grand Valley State University.

Upcoming year

Ideas that the 2017-2018 LAUW Executive may wish to consider include:

- Continue to offer opportunities for all LAUW members to be involved with unique LAUW-projects.
- Continue to create role timelines to ensure long-term knowledge transfer for Executive positions.
- Share/finalize document overviewing non-confidential hiring process for the new UL.
- Once UL is in place:
 - Share LAUW Fact Sheet with incoming University Librarian.
 - Share LAUW IGG survey summary with pending LEH Review committee for consideration.
 - Continue to explore possibility of carrying forward PD to future fiscal years.
 - Re-open academic status conversation once UL arrives, and is situated.

All the best to the 2017/2018 LAUW Executive, and special thanks to Jackie for continuing to serve as Past-President once I begin my parental leave this July!

Submitted by Shannon Gordon, LAUW President 2016/2017

2016 – 2017 LAUW Programs Committee Chair Report

LAUW Programs has had an interesting year. LAUW continues to provide many of our successful programs including LAUW Celebrations, and LAUW Talks. Unfortunately, this year LAUW Exec made the difficult decision to cancel LAUW's Journal Club. Attendance has always been tricky for this and the time commitment to maintain no longer seemed feasible. However, we continue to think of ways to engage with our members and to provide programming that facilitates conversations and supports networks within the Library. With these objectives in mind LAUW introduced a new program this year, the Think Tank. LAUW has also been rethinking the Librarian to Librarian (L2L) program in order to ensure the program remains updated and continues to support our members.

LAUW Celebrations

LAUW Celebrations are often quite popular and offer an opportunity for newly hired permanent librarians a chance to meet their new colleagues in an informal setting. This year we welcomed Kate Mercer in Davis ISR! A number of librarian positions are currently in process or are being planned for hire this year, I expect we will see many more LAUW Celebrations in the coming year.

LAUW Talks

This years' LAUW Talks continue to provide a forum for us to explore new ideas, initiatives and services, some from within the field of academic librarianship and others more specific to the Waterloo campus community. LAUW hosted six talks this year covering a range of topics:

- **June** - HeforShe Campaign Update with Diana Parry
- **October** – Getting Rid of Wordiness Workshop with Judi Jewenski
- **October** – Highlights of the 2016 European Summer School for Scientometrics with Shannon Gordon
- **December** – Student2Scholar with Colleen Burgess and Melanie Mills
- **February** – First Person Scholar with Emma Vossen and Alexandra Orlando
- **April** – Leadership & Libraries with Ali Versluis

Thank you to all of our speakers for taking the time to share your insights and thanks to our attendees who continue to show the need for programming such as this.

Recommendations

Recommendations for the incoming Programs Coordinator is to continue to uncover diverse and niche areas of the profession as well as updates that relate to our unique environment here at Waterloo. Members of LAUW are encouraged to keep an eye out and your ears open as conference season approaches, and to forward any suggestions for LAUW Talks to our incoming Programs Coordinator.

LAUW Think Tank

This year LAUW Programs hosted our first ever Think Tank. The Think Tank is an opportunity to bring library staff together and discuss ideas in a very informal way. For example, things that someone has seen at a conference, in a webinar or other places, and would like to share with colleagues. These can be half-baked ideas, no slides required, and just a chance to develop informal discussion about how something could work or might be approached, here at Waterloo.

The first Think Tank went really well. Nancy Collins, Devina Dandar, Sarah Brown and Effie Patelos presented on their ideas and lively discussion ensued! Feedback from attendees was requested following the event and to date feedback has been overwhelmingly positive along with some suggestions for upcoming Think Tanks.

Recommendations

It is recommended that this programming continue once or twice a year and feedback will be forwarded to the incoming Programs Coordinator to adjust planning as appropriate.

LAUW Librarian to Librarian (L2L)

The L2L program is an in-house mentorship program and provides a service that LAUW Exec still believes is important to be able to offer to our members. However, L2L is in need of a revival, many of the previous volunteers have retired, and of the two remaining only one will still be with us by the end of May. This program can only be successful if members are aware of it and if we have diverse representation amongst volunteers.

Recommendations

It is recommended that a call for volunteers be announced at the upcoming AGM and a formal call be sent out in email shortly following the AGM. Volunteers will need to commit to a two-year term, after which they can renew if they'd like. Calls for new volunteers should be sent out annually not only to refresh participation but these calls will also serve as a reminder to members that the program is available to them.

Thank you to our members, who continue to support LAUW Programs over the years, it has been a pleasure to work with LAUW in this capacity

Sarah Brown

SWEC Representative Report

Submitted By: Laura Bredahl, SWEC Representative, 2016-2017

Status of Women and Equity Committee (SWEC)

SWEC is a committee of the Faculty Association of the University of Waterloo. An overview and membership of the committee can be found on the [SWEC Website](#).

Highlights:

Equity and Inclusivity Award recipient for 2017 is the [Waterloo Aboriginal Education Centre](#).

- An award reception was held April 18th, 2017

Gender and Equity Scholarship Series (GESS):

- Oct 18th, 2016 – Corey Johnson, Challenging Men to Understand Privilege
- Dec 13th, 2016 – Madhur Anand, A Sample Size of None: Creating Your Own Career Path
- Feb 6th, 2016 – Jennifer Clapp, Bigger is Not Always Better: Implications of Recent Agribusiness Mega-Mergers for Equity and the Environment

Waterloo Women's Wednesdays

- Subscribe to the W3 [mailing list](#) to stay up to date about coming events and to communicate with other W3ers. And don't forget to join the [Facebook group](#)!

International Women's Day Dinner

- March 6th, 2017. There were 8 librarian attendees. A wonderful turnout.

Visit from Margaret Price (disability studies and rhetoric/composition/literacy):

- Feb 13th, 2017 – Public Lecture: "[Moving Together: Toward a Theory of Crip Spacetime](#)."
- Feb 14th, 2017 – Workshop: "[Creating a Culture of Access for Mental Disability in University Space](#)."

#[WeAreAllUWaterloo 2](#) - Read-in event at Dana Porter Library lobby. Feb 10th, 2017 (see also: <https://uwaterloo.ca/library/events/wearealluwaterloo-read>)

SWEC - Committee Work

- Response to the universities intended transition to online course evaluations. This is an ongoing issue for the committee as there are equity concerns and a project team was struck.
- Advocating for accommodations procedures to be clarified, and for the university to fund accommodation centrally. Accommodations funded through the approval of departments can cause unfair barriers, including disclosure to a direct manager and accommodation denial due to funding limitations of the department.
- Responded to Salary Anomalies Report from the University.



*Treasurer's Report
2016-2017*

Membership:

Section 1 of Article IV: Membership of the Constitution states: "All professional librarians employed by the University of Waterloo are eligible to be voting members of the Association." In accordance to the definition 31 staff were members eligible for LAUW membership, of which 27 paid. The difference includes three complimentary memberships, and one not interested at this time.

Two items of interest:

- Introducing the option to pay your membership via an e-mail transfer
- When professional librarians start their employment at the University of Waterloo Library, membership fees are due at their first AGM

Statements:

Expenditures (May 1, 2016 – April 18, 2017):	\$489.87
Membership dues (May 1, 2016 – April 18, 2017):	\$810.00
Service charges ¹ –	\$3.00

LAUW bank account balance

Bank balance (as of April 18, 2016):	\$849.59
Bank balance (as of April 18, 2017):	\$1,159.37
Membership share balance:	\$5.00

All the invoices, checks, receipts, bank transaction records, and printouts are available from the Treasurer.

Submitted April 18th, 2017
Marian Davies
LAUW Treasurer, 2016-2017

¹ 70 cents per cheque until the end of September 2015; 75 cents from October 2015 to the present.

Agenda for LAUW AGM on May 10, 2016, 12:00, Davis Conference Room

Present: Jackie Stapleton (chair), Alison Hitchens (secretary), Effie Patelos ([Sskype](#)), Caitlin Carter (Skype), Rebecca Hutchinson, Danielle Robichaud, Sara Cressman, Marian Davies, Jane Forgay, Courtney Matthews, Agnes Zientarska-Kayko, Helena Calogeridis, Lauren Byl, Nick Richbell, Jessica Smelko, Rachel Figueiredo, Jennifer Haas, Shannon Gordon, Kathy MacDonald, Tim Ireland, Kathy Szigeti, Sarah Brown, Laura Bredahl, Zsuzsanna Lancsak

Called to order: 12:10 p.m.

1. Approval of the minutes of the Annual General Meeting on May 8, 2015
 - Motion to approve: Jane Forgay Seconded: Marian Davies
 - Approved with no changes
2. Business arising
 - none
3. Appointment of scrutineers
 - a. Two volunteers: Tim Ireland and Rebecca Hutchinson
4. Additional agenda
 - LEH Handbook – add to number #8
5. Annual reports
 - Motion to accept all reports as printed: Sarah Brown Seconded: Helena Calogeridis
 - Each person offered an oral summary and then open for discussion
 - a. President (Jackie Stapleton)
 - Acknowledge membership changes, welcomed new members and offered best wishes to people who have left through retirements or other opportunities
 - Thanked Rachel for the range of LAUW programs
 - Thanked those involved from academic staff document completed in previous years. The final version [was](#) completed in September based on feedback and was circulated to FAUW board. With many library administration changes and library review, the best course of action was to pause our efforts and focus on the issues around hiring a new university librarian and the external review.
 - There will be major changes over the coming year in administration; communication about this academic staff document will be important piece in onboarding of new administrators
 - The hiring process, composition of committee, and the question of term appointment were investigated through communications with Dr. Orchard
 - LAUW Exec met with the external reviewers using discussion points shared with LAUW
 - Questions/Discussion:
 - Q: Has there been documentation of the hiring process? A: no further discussion has occurred. Don't think it will be addressed for this hire but we should pursue it once the time crunch is over so that it is documented for future hires.
 - Q: Are there other policies/procedures for hiring at executive levels? A: Only for the deans/academic hires
 - b. Treasurer (Marian Davies)

- There were a lot of membership changes
 - There was a question about co-op and MLIS students, should they attend the AGM? Decision was made last year not [to include them](#) because [they are](#) not yet officially professional librarians and didn't have the context for the issues.
 - Cost per cheque went up by \$.05 per cheque
 - Our account is in good standing: current balance is \$849.50 (not including lunch expense)
 - The treasurer will not be recommending a raise in fees
- c. Programs committee (Rachel Figueiredo)
- We continued our 3 major initiatives welcoming new permanent librarians, LAUW talks and the [Journal Club](#)
 - Thanked all speakers and highlighted the talk on advancement as being very useful to all of our new librarians
 - Did some evaluation of the journal club and implemented some changes: consistent day and time, offered food, and getting recommended articles from others
- d. Compensation committee (presented by Rebecca Hutchinson)
- Presented a slide presentation on compensation data from CARL, ARL, CAUT with reminder that can't always compare because definitions differ
 - Question: how do you investigate the cause of larger gap of librarian/faculty at Waterloo than across Canada? Start with some hypotheses and test
 - Showed income comparisons across Ontario and Canada looking through a variety of interesting lenses but not showing causation, just different ways to look at the data
 - Comments: salary per average years of experience comparison was useful comparison due to a lot of new staff; need to keep an eye on it as experience grows
 - Comment: would be useful if LAUW Exec decided on which things we are interested in and committee could spend time pursuing that
- e. FAUW representative (Shannon Gordon)
- Highlighted 2-year term as a very positive experience; group has been very supportive and welcoming
 - Numerous ways for the position to be involved in FAUW subcommittees, such as the FAUW communications committee
 - Comment: Jackie thanked Shannon for her deep involvement in FAUW; Shannon commented on the relationship that Christine Jewell had created
- f. SWEC representative (Rachel Figueiredo)
- Committee was concerned with storm closures and equity issues around access to campus; working on recommendations for better guidelines
 - [Participated](#) in the Equity and Inclusivity award sub-group: given to Fem Phys
- Motion to approved the reports:
Accepted: Laura Bredahl; Seconded: Zsuzsanna Lancsak. Approved
6. Membership fees
- At each annual meeting we present the amount of the fee for approval. Motion to approve \$30: Marian Davies Seconded: Rachel Figueiredo

- Discussion: current budget has sufficient money for program, dinners, gifts - verified with treasurer and programs
 - Approved at \$30
7. Election of officers and chairs of standing committees for 2016/2017
- Nominees for Officers received in advance:
 - President: Shannon Gordon
 - Secretary: Rachel Figueiredo
 - FAUW Representative: Kathy Szigeti
 - Nominees for Standing Committee Chairs received in advance:
 - Programs Chair: Sarah Brown
 - Compensation Chair: Laura Bredahl
 - No nominations from the floor therefore the nominees were acclaimed.
8. Ideas for 2016/2017
- Reminder to forward publications, presentations, etc. for Librarians Activities page
 - Librarians Employment Handbook (LEH)
 - Professional advancements and study leave requests going ahead in the interim period
 - Revision of the LEH – 5-year renewal has come and gone
 - Housekeeping changes suggested by Mark and Sharon
 - It would be difficult to move forward with full revision without new UL present
 - LAUW could do a lot of work on gathering information and feedback on issues to be addressed in the review which is work that would be done anyway; suggest 2016/2017 committee to initiate that process e.g. through a sub-committee of LAUW
 - Faculty can save PD funds for the next year – consider pursuing for LAUW
 - Do we want to track the applicants we get for positions e.g. are we losing out because we don't have academic status? Logistical issue: how can this be tracked?

Adjourned: 1:26 p.m.