

Staff Advisory Council Agenda

Date: January 10, 2023

Present: Janina Siebert, Krista Oldham, Kristen Chilek, Bonnie Gardner, Alyson Vaaler, Dianna Morganti, Marisol Moreno

Documents/Links

 Priority Project List

Agenda

Dedicated time with UL, Julie

How does she envision this group working with her, how she wants communication, list of questions for her? Also, discussion about our preferences for how we want this to be and how we want this to function

- UL's vision for SAC
 - Wants a strong shared governance group that includes representation from library staff and faculty members, making sure that there's a voice and connection to the Libraries leadership.
 - Wants this group to identify gaps, address needs, and share with UL.
- Current structure of designate time with UL
 - The 25-minute structure is an effective use of the time to share things that are happening. Also an opportunity for the SAC to report to the UL things shared with them.
- What are the barriers for library professionals to participate?
 - Staff may feel like branching out of their own units is something that is not possible.
 - The SAC may offer itself to participate in departmental meetings to share out what is happening; also an opportunity to listen about what is happening on the ground.
- Disseminating information to the Libraries
 - The function of the HUB is to have space to provide transparency about role of the SAC
 - UL shared that the Libraries will be shifting away from the HUB to a university-centered network.
 - Do we need to invest time on populating the HUB if it will be changing?
 - There are current issues with the HUB, but it would be worth adding content for the time being.

- HUB content: add guidelines, form, agenda, meeting minutes, contact information of members. Communicate that SAC members can join division meetings
- ULET discussed perhaps creating a Libraries newsletter to report on things that are happening in the Libraries (eg. hiring new Marketing Directors, MSL moving). This may also be a way to dispel rumors
- Sharing out at town halls
 - Is there a need to have more than one town hall a month?
 - UL would like the SAC to share out during town halls.
 - The SAC needs to be added to the agenda to designate time for us to share. Chair will speak with Winona to arrange that.
- Are there other forums where people may feel more comfortable approaching the UL and library leadership?
 - Face to face gathering may be helpful to prevent siloing.
 - Dean's coffee have been previously designed for staff across all libraries to engage with each other.
 - What issues do people generally share with the UL during office hours?
 - Sometimes issues with departments/colleagues; sharing new items

In-person/zoom preferences for meetings

Also note that these are open meetings, as per the guidelines, how do we want to express that to people? When should a call for agenda items go out, how do we want to report out from this committee? etc.

- Consensus to have in-person meetings. Have Zoom available in case it is needed
- Open meetings - what is the best mode to communicate and create structure?
 - Communicate at town hall our regular meeting time
 - The Secretary will send out a call to the Libraries for agenda items. Include a tidbit at the end of the call, "this is an open meeting for anyone to attend..."
- What value does the SAC bring to the Libraries?
 - We need to be clear about what authority we have/don't have.
- A method to collect ideas, project initiatives, and thoughts from the Libraries is making a form available
 - Clarify that can't address grievances
 - Start off with a simple question box.
 - What influence do we have over policy? Identify areas where we may implement standard practices across the Libraries (e.g. work injuries, accessibility, diversity)
 - Embed form into the HUB
 - Janina and Dianna will work on a draft of the form

Update on University Staff Council (USC) position, how many people do we have? Process for facilitating that election; deadline for nominations is January 13th.

- Currently, there are two nominations.
- Who would like to facilitate the election process?

- Alyson will send out instructions by January 17 about the election process
- Duties of USC representative include: attending monthly USC meetings; report out to the SAC; set realistic expectations to prevent work overload.

Task Force Updates

- Internship and fellowship - group met to review recommendations draft. Goal is to submit to the SAC by February.
- Wellness task force - the group will be meeting soon to review survey responses.
- Diversity task force - currently reviewing survey responses.
- Hiring task force - collect feedback from MSL AUL search committee to see what worked/didn't work/changes to be made
- Re-engage with the Libraries about the ongoing task forces

Priority List

- See '[Documents/Links](#)' section
- Future discussion of:
 - Standing Professional Development Committee and Standing Mentoring Committee
 - Promote the benefits of participating in the committees (e.g. contribution to staff evaluations)
 - Promotion & Eval Documentation in Guidelines?
 -

Action Items

- ☐ Janina and Dianna will work on the form
- ☐ Bonnie will populate content to the HUB
- ☐ Marisol will move notes to a separate document. Tag with topics to make it discoverable.