

**Librarians' Assembly, College of William and Mary**  
**Minutes of General Meeting May 15, 2003**  
**Marshall-Wythe Law Library**

The general meeting of the Librarians' Assembly was called to order by President Stephen Clark at 10:00 a.m. on May 15, 2003 in Room 133 conference room at the Marshall-Wythe Law Library.

Clark introduced Pat Hausman who will replace Ellen Andes as president for 2003-04. Andes resigned her position at Richard Bland College, so is no longer able to serve.

Hausman listed the issues she hopes the Library Assembly will address in the coming year: salaries that reflect librarians' education and experience; librarians' status on campus as reflected in our job description and rank; librarians' standing on campus as seen in our ability to serve on committees and to process at graduation and other ceremonies significant in the life of the academic community.

The Assembly approved the minutes from the 2002 Library Assembly meeting.

Chris Byrne on behalf of the Handbook Committee presented the **Guidelines and Policies for Administrative and Professional Library Faculty: A Compilation**. It was requested that the Committee update the material in the handbook as circumstances require. <http://swem.wm.edu/libassembly/guidelines.doc>

Katherine McKenzie on behalf of the Salary Task Force presented the **2002 Report on Librarians' Salaries Librarians' Assembly, College of William and Mary**.  
<http://www.swem.wm.edu/libassembly/salary/report2002.htm>

The report indicates that the median and average salaries of librarians are substandard at Swem, VIMS, and Richard Bland in comparison to librarians with similar experience and education at peer institutions. Several members noted that the report is compelling and should be presented as part of a dialogue with the provost on the issue of improving librarians' salaries.

Alan Zoellner spoke as chair of the recently-appointed Faculty Status/Salary Committee (FSSC). Members on the Committee are: Charlotte Brown (PRC), Chris Byrne (MW), John Haskell, Carol McAllister, Katherine McKenzie, Diane Walker (VIMS), Alan Zoellner.

Zoellner described the charges to FSSC: 1) to carry on the work of the Salary Task Force's report, 2) to investigate the possibility and implications of faculty status for librarians. Zoellner emphasized that the charge did not say "Propose a plan for faculty status for librarians." Rather his committee's task is primarily one of exploration. At some point, however, the committee may offer some recommendations as options for the Executive Committee and membership to vote upon.

Zoellner listed the committee's preliminary list of activities as follows: 1) gather information about librarians' status at state and private institutions of higher education in Virginia as well as at SCHEV defined peer institutions. The committee asks that anyone in the Assembly who has contacts at any of these institutions of higher education, please contact one of the members of the FSSC, 2) review history of librarians' status at W&M, including information gathered by other assembly committees on the topic, 3) gather information about tenure/continuing employment procedures for other faculty at the college, 7) review any state information about the policy framework for librarians' status, 8) review the professional literature for information on librarians' status, trends, and opinions, 9) survey members of Librarians' Assembly for their views on librarians' status and what they would like to see happen, 10) meet with provost to solicit his views on librarians' status,

Discussion ensued as to when the best time would be to meet with the provost on the above issue. Should it be before the summer ends or after committee members have gathered more information. The committee will discuss this and agree on a schedule of work and timeline for the whole task.

Other questions were raised as well: When to meet with library directors, before or after meeting with the provost? How many professional and administrative faculty are employed at W & M? Do we want to identify with all of them, some of them, or none of them. Is it advantageous to define ourselves separately? Are there any clear definitions now in place for these categories?

Carol McAllister suggested that the committee also refer to the report of the Policy and Organizational Structure Committee (POSC) before meeting with the provost so as to be able to suggest librarian representation on specific faculty committees. Follow-up action might include urging Faculty Assembly to place librarians on these committees.

Zoellner warned that the issue of faculty status for librarians is very complex. He cited two web sites his committee will use in the information gathering and as a point of departure for discussion: **Standards for Faculty Status for College and University Librarians** and **Guidelines for Academic Status for College and University Librarians**

[http://www.ala.org/Content/NavigationMenu/ACRL/Standards\\_and\\_Guidelines/Standards\\_for\\_Faculty\\_Status\\_for\\_College\\_and\\_University\\_Librarians.htm](http://www.ala.org/Content/NavigationMenu/ACRL/Standards_and_Guidelines/Standards_for_Faculty_Status_for_College_and_University_Librarians.htm)

[http://www.ala.org/Content/NavigationMenu/ACRL/Standards\\_and\\_Guidelines/Guidelines\\_for\\_Academic\\_Status\\_for\\_College\\_and\\_University\\_Librarians.htm](http://www.ala.org/Content/NavigationMenu/ACRL/Standards_and_Guidelines/Guidelines_for_Academic_Status_for_College_and_University_Librarians.htm)

Susan Riggs, chair of the Nominating Committee, read the slate of Executive Committee officers for 2003-04: Bettina Manzo (Swem) Vice-President-Elect, Fred Dingledy (Law) Secretary, Ute Schechter (Swem) Member-at large, Virginia Cherry (Richard Bland) Member-at-large. The Assembly approved the slate with a voice vote.

Stephen opened a discussion about how the Librarians' Assembly should handle issues that relate to only one library. This discussion was triggered by a survey that was taken by the Executive Committee in April. It asked members whether they approved or disapproved of a resolution to recommend to Swem's University Librarian that the 2.25% raise be applied across the board this year. Clark felt the issue was handled poorly by the Executive Committee and some agreed with him, most notably Mack Lundy who was unhappy with the process and felt that since the matter was purely a Swem issue, it was not related to Assembly business. Rather it should have been handled within Swem library. His suggestion was for Swem librarians to pick up the phone and call the University Librarian when they had an issue. Marilyn Lundy and Merle Kimball also voiced disapproval with the way the survey was handled. Berna Heyman thought that Swem librarians could have convened a meeting on their own without involving the Assembly. Carol McAllister, Hope Yelich, Bettina Manzo spoke in support of survey. Chris Byrne found the survey, while not personally affecting him, provided useful information in relation to the situation at Law.

It was concluded that such issues should be considered on a case-by-case basis and that the Executive Committee should have some flexibility in deciding when to bring an issue before the Assembly.

The meeting was adjourned at approximately 11:30 a.m.

Submitted by  
Bettina Manzo  
Member-At-Large