

## **Librarians Assembly: Full Membership Meeting**

**Friday, December 2, 2016 – 9:30am-11:00am**

**Ford Classroom, Swem Library, College of William and Mary**

### ***Present:***

Tami Back (Swem)  
Rebecca Beasley (School of Education)  
Chris Byrne (Law)  
Stephen Clark (Swem)  
Jenny Davy (Swem)  
Fred Dingley (Law)  
Georgie Donovan (Swem)  
Jay Gaidmore (Swem)  
Paul Hellyer (Law)  
Martha Higgins (Swem)  
Natasha McFarland (Swem)  
Katherine McKenzie (Swem)  
Mary Molineux (Swem)  
Lisa Nickel (Swem)  
Susan Riggs (Swem)  
Jennifer Sekula (Law)  
Lauren Seney (Law)  
Jean Sibley (Swem)  
Kim Sims (Swem)  
Lily Troia (Virginia Institute of Marine Science)  
Alan Zoellner (Swem)

### **I. 9:30-10:00am**

**A. Opening and welcome.** Molineux called the meeting to order at 9:35am and welcomed attendees. Introductions were made.

**B. History and projects.** Zoellner reviewed the history of the Librarians Assembly, including its original aim, and described some of the early successes of the group in securing librarian representation on campus-wide committees and an increase to W&M librarian salaries as a result of a salary study of librarians at peer institutions (see attached Librarians Assembly: History & Projects). The Librarians Assembly also helped launch the W&M Professional and Professional Faculty Assembly (PPFA).

**C. Continuing the organization.** Those present determined that the assembly, or some iteration of this group, should continue. While all librarians are members of the larger campus PPFA, there is value in the unique perspectives, skills, and issues related to librarians and library professionals. Those present also agreed that creating/maintaining an established library “voice” is beneficial when opportunities to share or communicate arise across campus, or beyond.

**NOTE: Although 21 of 47 possible members (including library professional staff) were present, which qualified for the 40% quorum, it was agreed to send a survey to all 47 members to get a broader confirmation of this decision and those issues below.**

**ACTION: Molineux will create a survey and send out in the next week or two.**

**D. Membership.** Clark led a discussion about the membership of the organization -- whether to expand to include all of the W&M Libraries' professional staff. Donovan reviewed the various categories of staff (e.g., professionals/professional faculty; operational; classified; hourly).

Those present agreed that expanding the membership is a good idea. Also, so that any interested library staff can attend assembly meetings and programs, those present agreed to publicizing the assembly's open meetings and encouraging other staff to attend.

**E. Name change.** Tied with the change in membership would be a change in the assembly's name. Those present discussed several options, with Library Professionals Assembly the apparent first choice. A question about the name will be included on the survey noted above.

## **II. 10:00-10:30am**

**A. Purpose, projects, etc.:** Byrne led a discussion about the assembly's current and future purpose, interest, and possible projects. Ideas included:

- PPF status on campus
- PPF evaluation system and forms
- Re-visiting the idea of ranks
- Pay grades – look at pay bands for various entry-level professional positions in W&M libraries & RBC libraries as compared to State Council of Higher Education peers and in-state peers
- Professional development/mentoring
- Leadership opportunities
- Visibility – having assembly members serve on more campus committees; promoting the work of W&M libraries

The survey will solicit additional ideas.

**B. Leadership:** Higgins led the discussion about the need for members to take leadership roles. Ideas included the possibility of a planning team to re-organize the assembly and/or a

leadership team of perhaps three co-chairs that could replace the traditional officer positions as currently outlined in the [Bylaws](#).

Those present agreed to include questions in the survey that would gauge interest from members in serving on either a planning team or leadership team.

### **III. 10:30-11:00am**

**A. Next steps for the assembly:** after the survey's results are received, those members indicating an interest in serving in leadership roles will meet and plan the next steps.

**B. Projects and issues include:**

- Planning for future meetings.
- Discussing leadership changes.
- Discussing changes to the Bylaws.
- Discussing projects.
- Updating the assembly's [web site](#) and assigning additional members with access.
- Updating the listserv's name to reflect the assembly's new name.
- Keeping the listserv updated and assigning list owners as leadership changes.
- Establishing a system for providing University Archives with assembly documents (history, minutes, reports, etc.).

### **IV. The meeting was adjourned at 11:00am.**

*Respectfully submitted,  
Rebecca Beasley  
12/12/2016*