

W&M Libraries Professional Assembly (LPA) Transition Team Meeting: Minutes

Monday, March 6, 2017 9:00-10:00am

Swem Library • Group Study 119 (just behind the Research Desk)

Transition Team members present: Chris Byrne; Fred Dingley; Mary Molineux; Alan Zoellner. Not available that day: Jay Gaidmore; Martha Higgins.

Background: The Transition Team is comprised of those individuals who indicated (on a December 2016 survey sent to all library professionals) that they would be willing to help with the transition of the Librarians Assembly to the new W&M Libraries Professionals Assembly. If any other library professionals would like to help at this stage, they are most welcome. Please contact either of the current co-chairs: Mary Molineux (msmoli@wm.edu) or Fred Dingley (fwding@wm.edu).

I. May 2017 LPA meeting: per the assembly's Bylaws, a May meeting will be scheduled. Based on calendars, the first or second week in May looks best.

ACTION: By April 3, Molineux will send a Doodle poll with possible dates and times to all LPA members.

II. Bylaws Task Force: per discussions at the assembly's December 2016 meeting, the assembly's Bylaws need to be updated to reflect membership, name, and leadership changes. Current Bylaws are online at: http://www.wm.edu/sites/librariansassembly/bylaws/LibrariansAssemblyBylaws_051707.pdf

ACTION: Zoellner will chair the Bylaws Task Force with transition team members Dingley, Byrne, and Gaidmore; that task force will propose revisions to the Bylaws, with those revisions being sent to all LPA members at least 30 days prior to the May 2017 meeting.

At the May 2017 meeting, the Bylaws Task Force will lead a discussion of the proposed Bylaws revisions. When to take a vote on the revised Bylaws will be determined at the May 2017 meeting.

III. Issues Task Forces: transition team members reviewed the results of the assembly's December 2016 survey that asked members to rank issues.

Issues that received "Very Important" votes:

- PPF evaluation process: **19 Very Important votes**
- Be a voice on campus: **18 Very Important votes**
- Salaries: **15 Very Important votes**
- Status of PPFs on campus: **13 Very Important votes**
- Professional development: 6 Very Important votes
- Provide leadership opportunities: 3 Very Important votes
- Job ranks: 2 Very Important votes

A. PPF Performance Evaluation Task Force: to review the status of the PPF evaluation policy and process, with a review/discussion to be included on the May 2017 meeting's agenda.

Molineux will serve as the initial chair. Natasha McFarland and Linda Tesar have agreed to serve, and we seek additional interested assembly members. Please contact Molineux by 5:00pm Wednesday, March 29 at msmoli@wm.edu.

B. Salaries Task Force: to consider studies that would compare our salaries with those in our peer group and make recommendations.

Dingledy will serve as the initial chair. Transition team member Martha Higgins and former Librarians Assembly salary study coordinator Katherine McKenzie have agreed to serve. We seek a permanent chair and additional interested assembly members. Please contact Dingledy by 5:00pm Wednesday, March 29 at fwding@wm.edu.

C. Other issues. The transition team recommends that the assembly consider combining these three issues: "Be a voice on campus," "PPF status on campus," and "Provide leadership opportunities." At the May 2017 meeting, the assembly can discuss forming a task force to explore these issues.

IV. Webmasters/technical team: to update the old assembly's webpages and maintain the listserv.

ACTION: Co-chair Dingledy will be added to the list of persons able to access and update both the assembly's webpages and listserv. Once the Bylaws are updated, additional executive committee members and/or a special team might be appointed to this responsibility.

*Respectfully submitted,
Mary Molineux
3/8/2017*