

Joint Library Staff Association and Professional Forum Task Force

Reports to: Professional Forum, Library Staff Association and Library Executive Team

Formed: December 2010

Charge

The purpose of the Joint Library Staff Association (LSA) and Professional Forum (PF) Task Force (to be known as the LSA/PF Task Force) is to:

1. Engage Library staff in a review of the current LSA and PF organizations, significantly focusing on the following identified issues:
 - the purpose of the LSA and PF
 - what is meant by the term *professional* in both organizations
 - Professional Development Committee
 - Who is PDC for? Is there a continuing role for PDC?
 - Training vs Professional Development vs Staff Development?
 - Centralized vs decentralized vs hybrid organization of staff development?
 - Staff disenfranchisement and disengagement with these organizations
 - What can LSA/PF offer staff?
 - What would encourage staff to engage and participate?
2. Investigate, identify and recommend options for the evolution of the LSA and PF

Product and Expected Results

The product will be a report that outlines options for the evolution of the LSA and PF, and recommends a preferred option and action plan to LET and eventually the new Dean.

In doing so it is expected that the following activities will be undertaken:

1. Facilitate staff discussion of the LSA and PF by:
 - conducting staff focus groups
 - interviewing program area staff
 - creating and maintaining a Task Force wiki/blog which staff can contribute thoughts and communicate
 - consulting with the PF and LSA Officers and members
2. Analyze results of focus groups, interviews and wiki/blog and identify common issues and desired outcomes.
3. Investigate possible solutions for addressing identified issues and facilitate staff discussion of these.
4. Investigate and identify staff organizations and programs that are successful in other Academic Libraries, especially our aspirational Libraries (LMT to provide list). What makes these organizations successful? Why are staff engaged, energized and participatory?
5. Identify options for the evolution of the LSA and PF and analyze the potential benefits, impact and associated risks with implementing these.
6. Draft a report that outlines options for the evolution of the LSA and PF, and recommend a preferred option and action plan. A timetable for implementing the preferred option is to be included.

Description and Responsibilities

The Task Force is responsible for:

- Scheduling and conducting focus groups and interviews with staff
- Creating and maintaining a wiki/blog for the duration of the Task Force
- Gathering input from staff in regards to the issues with the LSA and PF and solutions to address these
- Gathering input from other Academic Libraries, particularly aspirational Libraries, to identify staff organizations and programs that are successful.
- Keeping the LSA and PF Officers informed of their activities and the results of their work via bi-monthly PF meeting
- Keeping staff informed of their activities and the results of their work via the wiki and the bi-monthly staff meeting
- Identifying options for the evolution of the LSA and PF, and recommending a preferred option and action plan to the LSA/PF membership and to LET.

Joint Library Staff Association and Professional Forum Task Force

- Providing a timetable for implementing the preferred option.

Limitations

- Timeframe: The report and recommendations is to be presented to LET no later than mid-July 2011
- The Task Force is not responsible for maintaining the LSA or the PF websites
- Keeping the LSA/PF Officers informed if they fall behind schedule

Membership

The Taskforce will consist of the following 7 staff members:

- Past-president of the LSA, Kevin Schuck (Chair)
- 2 non-exempt staff
- 2 Librarians/Archivists
- 2 exempt staff (not Librarians/Archivists)

The LSA President and PF Chair Elect—Lea Worcester, LSA Vice-President—Heather Scalf, and PF Chair—Karen Horsfall, will be available to the Task Force for consultation/advice as necessary.

An email will be sent to all staff to call for volunteers for the Task Force. If more than the requisite number of volunteers is received for any one group, staff will be able to vote for the members to represent them. Membership should represent Central and Branch locations.

Reporting Requirements

It is anticipated the Task Force will meet at least monthly, if not more frequently to plan and carry out its required tasks.

The Task Force will report:

- At both the bi-monthly PF and Staff meetings
- As required

Minutes and reports will be available on the Task Force wiki

Members, [2010-2011]

Kevin Schuck – Chair
Evelyn Barker
Donna Kelley
Antoinette Nelson
Rachel Robbins
Krystal Schenk
Cathy Spitzenberger