Minutes

Library Staff Consultative Committee

No. 5 2016

Monday 10 October 2016 2pm

Graneek Room, Chifley Library

Fiona Nelson Campbell
Belinda Carriage
Nic Welbourn
Tracey Cunningham
Andrew Clucas
Heather Gianquinto
Doris Haltiner
Heather Jenks
Jonathon Dean
Roxanne Missingham

Imogen Ingram
Rob Carruthers
Barbara Avis
Emily Tinker

Part 1. Formal items

1. Minutes from the previous meeting – Monday 8 August 2016

Draft minutes circulated.

Approved with one change – including Jonathon Dean as attending

Minutes of June meeting to be circulated

2. Matters arising

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Vacant positions</th>
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<tr>
<td>Action</td>
<td>One vacancy (Leanne Holgate) still to be filled.</td>
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3. Attendance and apologies – see above
Part 2. Reports and policy matters

4. Report from the chair

Roxanne noted that:

- The LibQual survey data should be available shortly and will be important for planning
- Statistics for quarter 3 to be collected shortly, but use of services is high
- ANU strategic plan should be available before Christmas
- Deselection – plan being developed for deselection based on principles including use, perpetual online access and other factors.
- Space issues remain with use of physical facilities high – ANUSA have organised a discussion on helping behaviours that would assist sharing library spaces.

5. Work Health and Safety

Heather Jenks, the SIS representative on the ANU WHS Policy Committee, reported that the committee met on 12 September. The major item was the self-insurance project with much policy work being undertaken to underpin this project. Fitness for duty policy has been discussed, together with chemicals management, radiation, and laboratory evacuation procedures.

Discussed the importance of raising WHS issues and bringing them to this committee which is the SIS WHS committee.

Umbrella stands – Heather reported that stands had been purchased and put outside Chifley Library to minimise slippages and water in the foyer. The issue will be raised at the Branch Managers meeting to ensure that any need for other libraries is considered.

Noted that an evacuation drill for Menzies is about due.

Fiona noted one ANDS staff member has been approved to work from home.

OSLOs – Nic raised the issue and the group discussed whether more staff should be encouraged to be OSLOs and noted that OSLO assessments should be undertaken for new staff.

Noted that a staff member has complained about dust on the top of the books in some areas in level 4, Chifley Library.

6. Reports from work areas

6.1. Digital Repository

No report.
6.2. ANU Press

No report.

6.3. Archives and Records

Jonathon reported that ERMS use is accelerating, CASS are participating strongly and work is occurring on CASS procedures. FOI work is very high. Carley has returned to work. Greg is sentencing full time.

6.4. Library branches

6.4.1. Chifley Library

Tracey reported that Anne Lahey has moved to the Department of Health, with Meredith Duncan commencing as the new branch manager. Vanessa is acting in Alisha’s role, Hume staff are spending one day a week each in Chifley learning returns, circ tasks and the desk.

Projects - begun work on reference and official documents deselection project. SRFs ongoing. Sue Clarke form the ERMS team gave two records training sessions. Opening hours Saturdays now extended, all floors are now open from 10 am.

6.4.2. Art & Music Library

Services are continuing. Veronica is back one day a week.

6.4.3. Hancock Library

No report.

6.4.4. Law Library and Document Supply

No report.

6.4.5. Menzies Library

Heather G reported that it was business as usual, Tara has joined the monograph team. Some casuals are doing hours while Fonny is on secondment in Hancock.

6.4.6. ILP

No report.

6.5. Library Communications

Library website update – branch pages and subject contacts being updated, including new templates.
LibGuides - newly designed template available, guides being transferred. Guideline with Heather Jenks.

Promotional items for 2017 being ordered.

New colouring book for exam period is being created.

Christmas ecard being developed.

New infoscreen management system in action.

6.6. **ANDS**

Fiona reported - Big presence at eResearch conference, 23 things has been a great success, Roadmap coming up, Karen on leave until early November, Dataopolis game coming, Paul Wong doing work with research integrity advisors,

6.7. **Report from Heather Jenks**

Info commons MFDs installed (thanks Belinda). Staff MFDs mostly replaced.

7. **Reports from service areas**

7.1. **TLCSS**

Belinda reported – setting up a meeting with Meredith. Records boxes need to move to Hume but there are pallets in the loading dock of unknown origin. Need to track down who is responsible.

First aid boxes being restocked Friday.

Fumigation 28/29 December.

7.2. **HR**

No report.

7.3. **Finance**

No report.

**Part 3. Next meeting and action items**

Stand down staff session – noted that the Library Managers meeting would consider whether there was a need and if so any timing issues.

**Pink Morning tea 25th October Menzies Library – with raffles**
The next meeting is scheduled for Monday December 12th 2pm.

Agreed that the committee would meet in the McDonald Room where possible next year.