



# Minutes

## Library Staff Consultative Committee

MEETING NO.	1/2022
DATE / TIME	8 February 2022 2 pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Fiona Nelson Campbell Heather Jenks Candida Spence Michelle Chudzinski Cathy Burton Carly Finley Heather Jenks Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Christobel Underwood Jerome O'Connor Jaimi Schmid Kumudini Watawala
HSR	Jo Boyanton Peter Shaw
OBSERVERS	Rob Carruthers Belinda Carriage

## Part 1. Attendance and Apologies

### 1.1 Membership

The Chair welcomed the Committee and noted apologies from Jerome O'Connor and Christobel Underwood.

### 1.2 Minutes from the previous meeting

No amendments request of the Minutes 14 December 2021

---

**Resolution**            That the minutes of the meeting of 14 December 2021 be approved. Agreed

---

**Action ID**

---

### 1.3 Action Items from previous meeting

Action ID	Description	Responsibility	Status	Notes
1/04 (continued)	Number of new staff employed	University Librarian	Ongoing	<ul style="list-style-type: none"><li>• 30 staff separated, approximately 15 FTE reduction overall</li><li>• 10 new starts 2022. New FTE number is 90.5 with a roughly 10% vacancy rate which is consistent with overall University rate. Staff budget is for 97.4 FTE and funding is unchanged from 2021.</li></ul>
1/06	Reporting of equipment that is not functioning or broken should have a job logged in Maximo to have the issue corrected.	All SIS staff	Ongoing	Committee members to remind their colleagues.

## Part 2. Reports and policy matters

### 2.1 Report from the Chair (Roxanne)

The report highlighted:

- The first of 2 half-day Planning sessions for 2022 was held on 3rd Feb and the second will be 16th Mar.
  - ❖ Included in the day a fabulous academic panel of Dr Rosalie Aroni, CHM, Prof Matt Tomlinson, CAP, and Prof Bruce Scates, CASS. All three are strong supporters of the Library and Archives who had good suggestions for future collaborations.
  - ❖ The Student Panel had PARSA President Delephene Fraser and ANUSA Vice President Chido Nyakuengama. Both had praise for the Library and Archives and want to work with us to ensure the needs of the students a best catered for from our services. There was a very clear discussion on messaging and it was noted that most students do not reading all the emails they receive, however both groups are very happy to send out our emails via their systems.
- SIS has submitted our 'Plan on a page' outlining how we support the University. It is on the Intranet.
- We are expecting a very busy year with opportunities to make improvements and new collaborations.
- Projects for 2022

- ❖ Library system upgrade to Alma and Rapido for Doc Del (also used by most of the other Go8 Universities) led by Pip Stott and Morgan Wilson
- ❖ Hail remediation work in Law, Menzies and Chifley. There is be a meeting for staff 3rd March 1pm in the McDonald Room and via Zoom.
- ❖ The ACDC Review has been completed and we expect the report in the next couple of weeks.
- ❖ SpringShare products are progressively coming on line. LibStaffer and LibCal are operational and LibChat is about to be launched very soon.
- ❖ Library Hours
  - Law is now 24/7
  - We are in the process of commencing a trial of 24/7 at A&M. Discussions are ongoing with the SoAD School Manager which include better use of the spaces, security with CCTV and access to toilets. Under consideration a four different models from full access for students and staff to access restricted to various groups e.g. academics only, A&M staff and students only.
- COVID-19 - safety. Thank you to all for keeping up-to-date and following the ACT health and ANU requirements. Air handling has been assessed and upgraded where necessary by F&S. We are thankful that any checking of vaccination certificates has been delegated to Security and not Library staff as in some other universities.
- Questions from Ivo Lovric:
  - ❖ With the increasing use of 24/7 what will be the impact for standdown staff?
    - There will be the same hours offered in semester 1, 2022 to standdown staff as in Semester 2, 2021.
  - ❖ Will each standdown member have the same hours as last semester?
    - This will be arranged in discussion with each staff member and in an equitable way.
  - ❖ Why has my 2/3 contract ceased?
    - HR have discussed your contract and can be contacted for further information.
  - ❖ Given hours for standdown staff have been greatly reduced, will you propose more work as part of the Enterprise bargaining (EB)?
    - The process continues to be for the EB that the union will table a log and management will table a log of issues. Individuals can put submissions to the Union for inclusion in the EB discussions. Standdown hours are dependent on the operational requirements of the Library and they can continue to look for other employment opportunities in the library.
  - ❖ Are you open to making a submission to make standdown staff positions more secure?
    - Standdown staff are in ongoing positions.
- Changes to copyright legislation - exposure draft out

## 2.2 Library and Work Health & Safety report (Heather)

- Keeping up-to-date with WHS training requirement are the responsibility of each individual. Benefits such as the first aid allowance will cut off automatically if training is not kept current.
- Outstanding items from the Art & Music Library return to work inspection that was completed in January have been addressed:
  - Sneeze screen will be installed tomorrow
  - Hand sanitiser has been refilled
  - Signage has been updated
  - We have found a duress button which is waiting for ITS to connect to WiFi for installation.
- WHS quarterly reports for the end of 2021 have been completed and signed off.

- Changes in ACT Health - university strongly encourages checking in using the QR codes and using the Canberra App. Please keep up-to-date with the ACT Health site.
- SIS WHS Local Plan 2022 will be available shortly.
- Issue raised by HSR regarding duress buttons in Underhill. While there is an expectation that there will always be two people in Underhill, they can be in different parts of the building. As such, a mobile duress button would provide the staff with additional security. The issue is that our mobile duress alarms operate via WiFi and Underhill has no WiFi connection.
  - For the safety of the staff could we have the WiFi boosted to allow for the duress button to function?
  - Heather responded: There are two fixed duress buttons in Underhill. Kathryn Dan has been investigating alternate options with ITS who are looking into the situation. To mitigate the risk, staff are now required to sign in and out of Underhill with staff ensuring that no one is unaccounted for.
- Question raised from the Union representative regarding ventilation controls in Library buildings and what does purging mean and how often does it occur.
  - This was answered by Jo Boyanton HSR: who explained that the filters in all Library buildings have been upgraded and a program of purging (flushing the buildings with fresh air) is in place. There is a report on the air quality and Jo will endeavour to obtain a copy.

## 2.3 Reports from work areas present

### JB Chifley Library and Art & Music

- 

### WK Hancock Library

- Starting collection displays for 2022. First up is Joseph Banks' Florilegium
- Tours have good registration numbers
- Teaching in the ANU community is going really well including tutorials with Rosalie Aroni.
- Working with academics to review and improve use of spaces in Hancock

### RG Menzies Library

From Katie Ferguson:

- Preparing for the Alma implementation
- Information on Read and Publish agreements – communication will be forthcoming

From Rebecca Higgins CAD:

- Establishing access and loading metadata for electronic resources
- Monographs are preparing for Semester 1
- ANU05 Bibliographic Access Officer fixed term vacancy advertised

From Jacky CIA:

LSCC update for Menzies Client Services:

- Still very quiet in the library in terms of visitors.
- Visitors are general very compliant with mask wearing and social distancing.
- Staff shortages throughout January with leave, covid cases and isolation. The team has managed very well.

- Work progressing on Des Ball project
- Donations in the workroom being assessed
- CAD staff trained in LibChat and helping with Back-Up shifts
- Library & Archives staff welcomed Prof. Peter Rimmer for morning tea, as part of our outreach and engagement programme.
- Fran has shown new starters Josh (HK) and Melinda (CF) around the Menzies library & workroom.
- Team are gearing up for O-Week Library tours.

## Law

### SIS Facilities

- Fire system upgrade in Menzies is nearly complete.
- Reviewing all branches to spruce up the spaces
- Lift replacements in Menzies is getting closer - still waiting to hear on Chifley
- Keeping up with general day to day work

### Archives and Records

- Everyone is mostly working back on campus

### Digital Scholarship

- 

### SIS Communications

- Preparing for Orientation Week
  - We have great numbers for our tours/information sessions already, with most of our branch tours at capacity.
  - The ANU Library will have a booth at Market Day on the 16<sup>th</sup> of February. Thank you to all the staff who have volunteered to help at the stall. Our theme for Market Day is 'Ask a Librarian', to promote our online chat service.
  - Our new Library bags are currently stuck in Sydney customs. But we still have about 1,000 green bags left – these will be distributed to the branches and given out on Market Day.
  - We have a new Library bookmark printed (which points to the Ask a Librarian page), these have been distributed to all the branches.
  - We are talking to ANU Space about getting more pocket maps for the branches to distribute.
- The ANU Library and ANU Archives websites have been updated to comply with the new ANU branding
  - Please let us know if you see any errors on the website due to the new style (such as boxes in the wrong place, images in incorrect sizes, broken text boxes, etc)

### ANU Press

- 

### ARDC

- ARDC will have 2 new first Aid officers when training is available, Grant Ward and Kristan Kang
- Jon Smillie is now withdrawn from first aid service at Feb 2022

- New staff are Mihail Staicu, Business Analyst (Bushfire: Data Challenges) started 19/1 and Amanda Tombolato, Systems and Business Analyst (Health & Medical) who will start 28/2
- ARDC staff are now mostly on campus working Mon – Wed in the office and Thurs- Fri WFH

## ACDC

1. Staffing news
  - Emma Gerts, from Sydney University Library, has been appointed to the position of Digital Literacy Trainer – start date March 2022.
  - Dilnoza Ubaydullaeva has been appointed to the position of Learning Adviser for 12 months – started 10 January.
  - Bhavani Kannan has been appointed to the position of Learning Adviser for 6 months – started 17 January.
  - Peer Writers, Writing Coaches & Conversation group leaders advertisements closed and appointments to be confirmed.
2. The Review of support for Academic Competencies & Digital Capabilities Team and Scholarly Information Services completed. Followed by a report prepared by the panel with implementation plan discussed at the meeting of the Library Advisory Committee in 2022.
3. 2022 training completed:
  - National Indigenous Australians Agency (NIAA) (CBE) Graduate Management Program (3-4 Feb 2022) 28 attendees attended four workshops. Workshops conducted by Academic Skills Learning Advisers, Law Library Staff and Digital Literacy Staff covering: an overview of academic studies at ANU, expectations, time management, balancing working/study, being a scholar at ANU - Academic reading and note-taking - Introduction to Library Services - Finding and Evaluation Information Sources.
  - ASEAN-Australia Defence Postgraduate Scholarship Program Introductory Academic Program (18 Jan – 11 Feb 2022). Participants have understood the assessment of creating an annotated bibliography, delivered an argumentative presentation and preparing an essay to be reviewed and feedback to provide to participants by Learning Advisers.
4. Orientation week (14-18 Feb 2022) different running procedure this year with morning sessions 9am-12pm (Tues-Fri) face to face on campus and late afternoon session 4pm-8pm (Mon-Thurs) online for our workshop delivery. All face to face are repeated in the online afternoon session timetable.

## Other business

### Union Rep:

#### Local Level

The NTEU ANU Branch continues to organise for Enterprise Bargaining, which will commence this year. Bargaining, a key union activity enables the Union to improve wages and conditions for staff.

The NTEU has been engaging in robust consultation on Workplace Health & Safety measures during this latest Omicron outbreak. In this regard, the ANU Branch Office purchased a CO2 Monitor that it is making available to members and HSRs, who can keep tabs on air quality and ventilation in their area.

#### National Level

NTEU QUTE activists or Queer Unionists in Tertiary Education have been actively campaigning against the government's proposed Religious Discrimination Bill. Last Sunday in Garema Place ANU Branch members participated in a rally and a march to protest against the Bill. The snap rally was organised by the ANU Queer Department.

NTEU members continue to make contributions to the Senate Select Committee on Job Security, discussing insecure work and wage theft in the Higher education sector as well as the impact of precarious employment on social cohesion and workplace rights and conditions.

Last week NTEU National President Dr Alison Barnes criticised the federal government's research funding cuts through reduced allocations to the Australian Research Council's essential Discovery and Linkage programs. "Over the past nine years, the Coalition has slashed \$1.47 billion from the Australian Research Council alone," Dr Barnes said adding that, "Over the same period, the Morrison Government has pulled \$10 billion from the Commonwealth Grant Scheme and funding per student place in our universities will fall around 14 per cent under the recent Jobs Ready Graduate cuts."

HSR: See notes above

- See notes above on Underhill and ventilation

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

The next meeting is scheduled for Tuesday 12th April 2022 - 2pm.



#### 4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
1/06	Reporting of equipment that is not functioning or broken should have a job logged in Maximo to have the issue corrected.	All SIS staff	Completed	Committee members to remind their colleagues.
1/01-2022	HSR Jo Boyanton to locate the air quality report for the Library buildings.	Jo Boyanton	Underway	

#### 4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
1/04 (continued)	Number of new staff employed	University Librarian	Completed	<ul style="list-style-type: none"><li>30 staff separated, approximately 15 FTE reduction overall</li><li>10 new starts 2022. New FTE number is 90.5 with a roughly 10% vacancy rate which is consistent with overall University rate. Staff budget is for 97.4 FTE and funding is unchanged from 2021.</li></ul>