



# Minutes

## Library Staff Consultative Committee

|             |  |
|-------------|--|
| MEETING NO. | 6/2022   |
| DATE / TIME | 13 <sup>th</sup> December 2022 2 pm  |
| VENUE       | Graneek Room and Zoom  |
| ATTENDING   | Roxanne Missingham - Chair<br>Jerome O'Connor<br>Thomas (Tom) Foley<br>Michelle Chudzinski<br>Candida Spence<br>Fiona Nelson Campbell<br>Carly Finley<br>Margaret Prescott - Secretariat |
| APOLOGIES   | Rob Carruthers<br>Peter Shaw<br>Jo Boyanton<br>Rebeccah (Bee) Shumway<br>Kumudini Watawala<br>Tina Anderson<br>Ivo Lovric – Union Representative   |
| HSR         |  |
| OBSERVERS   | Belinda Carriage   |

## Part 1. Attendance and Apologies

### 1.1 Membership

Chair welcomed committee and noted apologies.

### 1.2 Minutes from the previous meeting

No amendments request of the Minutes 11<sup>th</sup> October 2022

|                   |  |
|-------------------|--|
| <b>Resolution</b> | That the minutes of the meeting of 11 <sup>th</sup> October 2022 be approved. Agreed |
| <b>Action ID</b>  |  |

### 1.3 Action Items from previous meeting

| Action ID | Description  | Responsibility     | Status   | Notes |
|-----------|--|--------------------|----------|-------|
| 1/05      | Reminder to all staff to report breakages and anything requiring fixing      | Roxanne Missingham | Complete |       |
| 2/05      | Information on injury prevention   | Roxanne Missingham | Complete |       |
| 3/05      | When reporting anything related to hail remediation works, cc SIS Facilities | Roxanne Missingham | Complete |       |

## Part 2. Reports and policy matters

### 2.1 Report from the Chair (Roxanne)

- Thank you everyone who worked amazingly throughout another exceptional year. Some of the major activities included:
  - Governance with records
  - LMS changeover
  - Flood replacement roaring ahead
  - Roof replacement finally commencing
- Continue building Library services to support the university
- Next year’s challenges include:
  - Storage
  - Buildings
  - Bedding down Leganto, Druple 9 and updated D-Space
  - Grad attributes
- 2023 projects
  - Graduate Attributes
  - Indigenous needs – collection, MOU AIATSIS and indigenous project to be led by Christian West our new Associate Director Library Services.
  - Future of the Library and Archives project – what next for integration and technology, discovery, teaching and best practice. – ideas and learnings to be sourced from a range of areas including International Alliance of Research Universities (IARU), meeting is to be held in Cape Town next year and the Australian Group of 8 Universities e.g. rare books virtual access
  - Communication holistically and exploring new client assessment process, possibly focus groups.

- Prof Sally Wheeler now confirmed as Deputy Vice-Chancellor (International & Corporate)
- WHS – Audit went well, but highlighted that easily providing necessary information to all staff has been an issue. A paper has been sent to all staff regarding possible solutions – Would the committee please encourage their colleagues to read and provide feedback on the document which is also attached to the LSCC agenda.
  - Other issues raised:
    - Intranet but needs to be up to date – additional content to be included when developd.

## ■ 2.2 Library and Work Health & Safety report (Tom)

- Ensure you review the WHS email from Roxanne, discussed above
- Post COVID first aid and wardens don't have to be rostered anymore – just ensure we have sufficient for business as usual. Where there are shared spaces, first aid and wardens can be shared to ensure cover.
- WHS training requirements to be on PDRs to ensure plans are made for recertification of training before qualifications expire. This is the responsibility of the staff member and their supervisor.
- Please remember that electrical equipment cannot be brought into the office for use without being tested and tagged. We have this arranged annually.
- Chifley roof tours tomorrow
- Law have had initial talks for roof works which will hopefully commence around March.
- Scaffolding is going up around Hancock for lighting and sprinkler work
- Leganto – now in pilot, will be implementing integration with learning Management System.

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**Action ID 1/06**      Committee to encourage colleagues to provide feedback on the WHS reporting document sent to all staff and in the agenda.

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## 2.3 Reports from work areas present

JB Chifley Library and Art & Music

WK Hancock Library

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RG Menzies Library

- From CIATeam –
  - Accepted a couple of donations including an extensive K-Pop collection. Merchandise has been donated to the ANU Korean club. Donations in the workroom have been reviewed – and clearing of items not being accepted is underway
  - A number of researchers have been in touch to organise visits to Menzies. Several scholars are interested in the extensive microform collections.
  - Wan has been nominated and accepted a role as co-chair in the EFS committee.
  - Considerable push by CMLs in the last few weeks to spend their remaining funds, with recommendations by academics
  - CIA is hosting a 'drop-in' afternoon tea for CAP academics to say thank you and happy holidays on Wednesday 14<sup>th</sup> Dec from 2.30pm.
- From CAD Team
  - Working on keying invoices in preparation for fiscal close this Friday

- We have been placing one-off orders using the remaining expenditure in the monograph funds for 2022
- Examples: key titles from Adam Matthew covering **Gender Studies and Research Methods for Primary Sources**
- A Climate Change & Law Collection
- Lots of Science e-book series and packages

## Law

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## SIS Facilities

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## Archives and Records

- 88 FOIs
- Trained over 350 people
- Carly is clearing overdue destruction of files

## Digital Scholarship

- .
- CartoGIS
- .
- Open Research
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## ANU Press

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## SIS Communications

- Farewelled Patrick – Michelle taking on the role officially from January but unofficially now
- O-week planning is well underway and market day
- Morgan back mid-Jan
- End of year messaging going up shortly

## ACDC

- Orientation Week February 2023
  - Orientation week (13-18 Feb 2023) (Tues-Thu) on campus 12 sessions in Marie Reay (2.02, 3.02 & Superfloor) and Friday 4 repeated sessions offer online.
- SSAF Application and Approvals
  - Peer Writers, Writing Coaches & Conversation group leaders advertisements pending funding and will be advertised widely.
- ANU Undergraduate Research Journal
  - Work is almost completed on the latest volume of the ANU Undergraduate Research Journal, to be published in the first quarter of 2023. Twelve outstanding student papers on a range of both topical and evergreen issues will be showcased in the journal, and further student opportunities were created through peer reviewing and co-editing roles as well as cover art drawn from the 2022 School of Art and Design Graduate Exhibition. Student authors are implementing final feedback on their work, and the volume will be professionally copyedited in January.

## ARDC

- Getting set for end of year and commencement of next year

- Underpinnings planning underway
- Reorganising some office spaces for efficiency to accommodate the staff better.

#### Other business

Union Rep:

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HSR:

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### Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 7<sup>th</sup> February 2023 - 2pm.



#### 4.1 New and ongoing action items

| Action ID | Description  | Responsibility    | Status | Notes |
|-----------|--|-------------------|--------|-------|
| 01/06     | Committee to encourage colleagues to provide feedback on the WHS reporting document sent to all staff and in the agenda. | Committee members |        |       |
| 02/06     |  |                   |        |       |
| 03/06     |  |                   |        |       |

#### 4.2 Completed action items

Item minutes

| Action ID | Description | Responsibility | Status | Notes |
|-----------|-------------|----------------|--------|-------|
|-----------|-------------|----------------|--------|-------|