



Minutes

Library Staff Consultative Committee

MEETING NO.	3/2022
DATE / TIME	14th June 2022 2 pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Jerome O'Connor Heather Jenks Michelle Chudzinski Candida Spence Kumudini Watawala Rob Carruthers Ivo Lovric – Union Representative
APOLOGIES	Jo Boyanton Fiona Nelson Campbell Cathy Burton Carly Finley Jaimi Schmid Tina Anderson Rebeccah (Bee) Shumway Emma Gerts Margaret Prescott - Secretariat
HSR	Peter Shaw
OBSERVERS	Belinda Carriage

Part 1. Attendance and Apologies

1.1 Membership

Heather Jenks on behalf of the Chair welcomed the Committee, acknowledging apologies from
Jo Boyanton
Fiona Nelson Campbell
Cathy Burton
Carly Finley
Jaimi Schmid

Tina Anderson
Rebeccah (Bee) Shumway
Emma Gerts
Margaret Prescott

1.2 Minutes from the previous meeting

No amendments request of the Minutes 19 April 2022

Resolution	That the minutes of the meeting of 19 April 2022 be approved. Agreed
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Action ID

1.3 Action Items from previous meeting

Action ID	Description	Responsibility	Status	Notes
1/02	ACDC Review recommendations to be put up on intranet.	Roxanne Missingham	Complete	
2/02	How to dispose of assets with an asset tag? Use the asset disposal form ANUP_000910	Margaret Prescott	Complete	
3/02	Duress buttons for Underhill and D A Brown	Heather Jenks		
4/02	D A Brown building inspection issues	Heather Jenks	See WHS agenda item	

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

The report highlighted:

- Recognition of the contribution of Paul Duldig in his time as Chief Operating Officer and best wishes for his new role as CEO of the State Library of Victoria
- SIS – next staff meeting will include Prof Keturah Whitford (Chair LAC and Dean of Staff) and Dr James Brann, Director, University Experience as speakers

- Draft Workforce Plan for SIS for 2022-2025 will be out to all staff for feedback next week, currently with leadership group
- Draft SIS Symposium program will be out to all staff for feedback next week, currently with leadership group – date tba
- Noted new Division of Student residences – Director is Nicky Middleton with Richelle Hilton seconded to the end of December to assist
- Thanks to all working on the library systems platform project – a transformational change that is being superbly supported by staff across the Division led by Pip and Morgan. Fantastic work is being done by all involved.
- Emily Tinker is moving at the end of the month after her great work at the Press. The EIO is out.
- Do have a look at the Marie Reay exhibition in the Menzies Library.

2.2 Library and Work Health & Safety report (Heather)

- The WHS Audit has commenced. Thanks to everyone who has taken part in interviews so far. A big thanks to Margaret for all her coordination work and participation in interviews and preparation of documents. This audit was delayed due to COVID for 2 years and is now being undertaken by WHS staff.
- Wifi update for Underhill. 1 wifi booster has been installed and 3 more will be in place soon. A wifi duress button will be available in this area within the next fortnight.
- DA Brown building. During a recent building inspection for this building Peter Shaw, who is an SIS HSR, raised a number of issues. Most of the issues are logged in FigTree and I will follow these up to ensure completion.
- A reminder:
 - The SIS Local WHS plan is on the Intranet and has been promoted to staff including via email and the newsletter - chrome-
<https://anulib.anu.edu.au/files/document-collection/2.2-Appendix-A-Local-WHS-Plan-2022.pdf>
 - Information on Figtree can be found here
<https://services.anu.edu.au/information-technology/software-.systems/figtree-workplace-safety-incident-hazard-reporting-tool>. You can find a FAQ, the user guide and other information.
 - Both will be noted in the newsletter.
- There is great work occurring on the Library systems platform, particularly Alma, Primo and Rapido.
- Katie Ferguson will be leaving us shortly and the EOI for her position is out.

2.3 Reports from work areas present

JB Chifley Library and Art & Music

WK Hancock Library

Collection Management - Cathy had vendor meetings with HStalks and OVID

Information Access – Megs and Cathy taught in-curriculum class ENVS3041/6026, Total attendees – 16, This was a session to explore their researching their topics.

- **Highlight Research consultations –**
 - Research topic: What interventions, including staff education and patient support, will assist Australian indigenous children to experience Victorian Emergency Department visits as a culturally and therapeutically positive experience?
- **I/A team -**
 - updated teaching booklets for ANU Extension classes next month, determined new Subject guides to be undertaken, monitoring and following up on ITS jobs.
 - Megs attended the HDR market stall which was “great and positive and we got a few consults directly from that meet and greet session. Interesting consult about food security and agrifood innovation. (a new term for me), Bec and I updated our CPR cert for compliance, Started planning for collection highlight.

User Services

- The team have completed a shelf checked all 3HA collection.
- We delivered a box of books for the indigenous literacy book sale.
- Everyone has been working hard attending the Alma functional workshops. Brian and Cathy have been working on Alma configuration, and Josh has been working on Primo configuration with Bee and Frieda.

Hancock Projects

- **Stocktake** – both the circulation and I/A teams are working through checking the shelves for location anomalies.
- Both team are working on the next **Hancock Collection Highlights – Florilegium**, we have some specimens from The Herbarium at RSB, some rare books, theses and Banks Florilegium print from the Rare Book Room in Menzies and will feature highlights from the collection print and electronic.
- Staff went to Menzies to have training on the new **Microform reader/scanner**, by the wonderful Frieda! Thanks Frieda! – they had a great time being familiarised with this new piece of library equipment. “Spiffy reader!” “Cool zoom features, great definition!” “Pretty cool” were some of the comment of returning staff!
- Green Button installed for patrons to exit the building
- Enabled our Out Of Office message on science.library inbox, assist patron on the weekend with when we are staffed and how to log an ITS job.

RG Menzies Library

From Client Services (CIA):

- Staff have been working on the training and briefings for Alma
- Weekend and evening numbers for the extended hours – average 200 library visitors per opening period.
- A number of staff have been ill either with COVID or flu/colds.

CAD

- Alma training has been the main focus
- CAD have commenced workshops to put Functional training into practice
- Steps have commenced to recruit an ANU04 Technical Services Officer to cover Kathryn Newton-Doull’s Parental Leave

Law

SIS Facilities

- Hail remediation – copper is delayed
- Hancock – next week will be a crane in Biology place – staff have been advised
- Pavement issue – F&S to investigate
- Hume has had some mice with pest control occurring
- 75th anniversary time capsule – suggestions by 24th June – see On campus article
- Chifley sewerage work and RCD testing – relevant staff advised and notices will go up. Level 1 toilet will remain operational and RCD testing will mean the segments are out for 2 minutes one at a time.

Archives and Records

Digital Scholarship

- Digitisation projects underway and some completed
- 3 collections now available through JSTOR
- Started digitising NARU theses
- CartoGIS working on maps for AWM, much training and storymap project completed
- O-week – planning well underway. Michelle called for suggestions for a factsheet for staff on the SIS stall on Market Day

SIS Communications

- Morgan on parental leave, Bronwyn has joined the team
- O-week – planning well underway. Michelle called for suggestions for a factsheet for staff on the SIS stall on Market Day

ANU Press

ARDC

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ACDC

- Staffing news
 - Filling learning adviser position (ongoing) and parental leave vacancy
 - Academic integrity day being planned for 2 August – focused on staff.
- The Review of support for Academic Competencies & Digital Capabilities management response has been prepared. Audit/statistics project commenced
- Working on material to support graduate attributes.
- O week planning in hand
- Peer writers to work 12-2 semester 2.

Other business

Union Rep:

- NTEU is consulting to prepare a log of claims for the EB. Meeting scheduled this week.

HSR:

- Underhill and DA Brown Duress buttons - Heather reported
- DA Brown building issues identified in inspection - Heather is following up. She reported on resolved and outstanding issues.

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 9th August 2022 - 2pm.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
1/03	Next staff meeting will include Prof Keturah Whitford (chair LAC and Dean of Staff) and Dr James Brann . Director, University Experience as speakers	Roxanne Missingham		
2/03	Put in the next newsletter reminders: <ul style="list-style-type: none">• Link to the SIS Local WHS plan on the Intranet - chrome- https://anulib.anu.edu.au/files/document-collection/2.2-Appendix-A-Local-WHS-Plan-2022.pdf• Information on Figtree https://services.anu.edu.au/information-technology/software-.systems/figtree-workplace-safety-incident-hazard-reporting-tool.It includes a FAQ, the user guide and other information.	Roxanne Missingham		
3/03	Report on WHS Local Plan to be included in the 3 rd SIS Divisional meeting to be scheduled in September.	Roxanne Missingham/Heather Jenks		

4.2 Completed action items

Item minutes

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1/02	ACDC Review recommendations to be put up on intranet.	Roxanne Missingham	Completed	
2/02	How to dispose of assets with an asset tag? Use the asset disposal form ANUP_000910	Margaret Prescott	Complete	Available in the policy library