



Minutes

Library Staff Consultative Committee

MEETING NO.	4/2022
DATE / TIME	9 th August 2022 2 pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Jerome O'Connor Heather Jenks Michelle Chudzinski Candida Spence Kumudini Watawala Tina Anderson Rebecca (Bee) Shumway Fiona Nelson Campbell Carly Finley Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Jo Boyanton Rob Carruthers Belinda Carriage Peter Shaw
HSR	
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, Rob, Belinda and Peter

1.2 Minutes from the previous meeting

No amendments request of the Minutes 14th June 2022

Resolution	That the minutes of the meeting of 14 th June 2022 be approved. Agreed
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Action ID

1.3 Action Items from previous meeting

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	Done	
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 userguide and other information.	Roxanne Missingham	Done	
3/03	Report on WHS Local Plan to be included in the 3rd SIS Divisional meeting to be scheduled in September	Roxanne Missingham/H eather Jenks		

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

The report highlighted:

- Acknowledged the contribution of Paul Duldig as Chief Operating Officer
- Prof Sally Wheeler has started as COO and International. RM meeting next Monday. Major hand over document has been provided. Looking to have Sally come to the next all staff

- Acknowledge the work of everyone with ALMA implementation. Working through ongoing issues. Largely going to plan and we are receiving great feedback from clients
- LEGANTO goes live for the pilot with RAPIDO partially operational and will be fully operational in about a month. REALTO will be the final to open.
- Review of procedures and practices has commenced to achieve streamlining of processes from the new systems.
- Workforce plan now up on the website. SIS Symposium likely to be mid October
- IARU passport now operational – members and exchange students who come to ANU are given U numbers and have access to the collection and services
- Student ambassadors are being recruited. There was a very strong field of applicants.
- Last week's storms caused some plumbing issues on campus. Thankfully nothing too serious for the Library buildings.
- F&S are currently undertaking a building condition survey to plan for building preventative maintenance over the next 3 years.
- Tina noted that the cracks in the Chifley Library from the earthquake are important to monitor.
A: F&S monitor and we will find out how we can get information on that monitoring.
- ACTION: Report back of how we can obtain information on the F&S monitoring of cracks in Chifley Library walls
- Ivor – Asked about monitoring of dust, mould and water in the libraries?
A: General environmental conditions in the libraries are monitored through the usual inspections including the F&S building condition assessment. After every major weather event all floors are inspected to look for water damage. If anyone identifies issues they should be reported for appropriate action.
- IVO –use student ambassadors
A: Standdowns are offered hours for work as casuals. Casuals who are not student ambassadors are also offered hours as per the normal library process.
- IVO is there an intent to recruit more standdown and casual staff?
A: We recruit when needed. Noted that the process of recruitment is lengthy.
- IVO – University financial status – is there a plan to use any of the surplus for staffing
A: The overall issue of university budget management should be raised elsewhere.

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

- Thank you for all the work on ALMA over the past few months. In particular those who worked weekends to get it ready to go live
- Positions currently advertised or awaiting contracts – thank you to everyone who is working harder while we work through the process and helping out when we have so many off with
- Local Plan discussion
- Installation of WiFi for Underhill – quote accepted and waiting for work to start.

2.3 Reports from work areas present

JB Chifley Library and Art & Music

WK Hancock Library

- Staffing
 - Sam Farrell has moved to an ANU04 at Chifley - in process of getting the job advertised
- Building matters

- We had a minor leak in the building with the recent heavy rain. Hail Remediation team came out
- Alma/Primo
 - Team has been identifying bugs in Primo/Alma and reporting them through the LibAnswers form
 - Getting workflows in place post GO LIVE for both teaching and circulation
 - Cathy and Josh are now Primo VE admin certified
- Leganto/Course Reserve
 - Course Reserve work for week 1 & 2 has been undertaken. The Leganto pilot program starting next week, and we have 2 science academics involved in this pilot.
- O-Week
 - Well attended Library tours in O-week - including 60 students from Shandong who are articulated 3rd year science students.
- Teaching this week
 - In curriculum class for Postgrad Biology 8291 (usually this class is about 12-15, it has grown to 35 (50% online 50% in person) Extra numbers due to the Shandong students joining the course
 - 4 x Undergrad ENVS1004 - first time we have collaborated with Academic skills, a 2hour class, library first hour Academic skill the 2nd. ENGN 4350 Professional Practice undertaken.
- Collection update
 - RSB (c/o Dr Paul Cooper is accepting to the RSB Herbarium our rare Book collection of Herbarium sheets , handover is next Monday

RG Menzies Library

- Focus and priority has been on Alma, getting to go live required significant effort from staff and that effort is continuing as we sort out bugs in the data, migration and integration issues and settle into the new system
- Leganto pilot will begin August 16
- An ANU 2/3 position within the team was reviewed with the outcome of moving to an ANU4 position and recruitment for that is expected to begin shortly, other vacancies within the team due to staff covering other positions within the team will be filled from merit list candidates.
- Client Services staff have been focused of the transition to ALMA and supporting clients with their access to resources via PRIMO, and trouble-shooting issues as they come up.
- Lots of extra chats that the team are answering – primarily around access to resources, and PRIMO related queries.
- Lots of staff illness and absences so the team have been picking up extra desk and chat shifts.
- Library has been busier and patrons are happy with extended opening times. Recent library postcard left in a feedback box 'Thank you for opening Menzies on Saturdays
- Mostly ALMA/PRIMO focus for the team.

Law

- Anne and Alisha are teaching Legal Research and Writing subject. This is for the whole semester. Leganto is also being piloted by Anne and Alisha, anyone wanting to know what the layout the lecturers see in Leganto, please contact Anne or Alisha.
- .EOI for Alisha's ANUO6/7 at Law Library, 12/9 to 4/11 (8wks). Teaching component will be mostly over, project work will be assigned. Opening next week.
- Ivo will spend more time at A&M
- Law Library has a new MFD
- Law Library roof leak is continuing to be managed with buckets and absorption soak up pack

SIS Facilities

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Archives and Records

Digital Scholarship

- Digitisation
 - Projects completed: Adelaide Steamship company photo albums, Maritime Union of Australia photos, Australian Business and Trade Union Photographs
 - AV Digitisation project (combined Library and Archives) continues to assess the AV collections to determine format types, quantities and condition.
 - Digitisation photo lab set up and digi team staff training completed.
 - Treventus (Robot scanner) moved to Menzies library. After 2 weeks of workflow adjustments and training it is now fully up and running.
- CartoGIS
 - Ongoing work for Australian War Memorial History Volumes
 - Training is on hold for Semester 2 2022 with Sandy's position unable to be filled.
 - Preparations will begin later in August to move the Hanging maps into the new map cabinets in the Menzies downstairs storage room.
- Open Research
 - JSTOR community collections project has been completed with 8 collections being loaded into the platform.
 - Preparations and configuration updates are underway for the upgrade to DSpace 7 for the repository which will hopefully provide workflow and front-end search improvements.

ANU Press

- Book publishing continues. State and Society in Papua New Guinea in the 21st Century will be published on 9th August.
- Emily Tinker - Deputy Manager, ANU Press has left - Recruitment is currently underway for the ANU Press Manager position.
- Jaimi Schmid - Marketing and Communication Coordinator (6/7 level) has resigned. Recruitment will begin for this position soon.

SIS Communications

ACDC

- Staffing news
 - The two Learning Adviser permanent vacancies have been filled by Dilnoza Ubaydullaeva and Caroline Henderson-Brooks. Dilnoza has been with the team since January on a temporary contract. Caroline comes from the Central Queensland University.
 - Bhavani Kannan has been appointed to fill the Learning Adviser vacancy for parental leave coverage Aug 2022-Feb 2023. Bhavani has been with the team since January on a temporary contract.
- ANU Library Academic Skills provided an Introductory Academic Program (IAP) for 28 Australia Awards students (26 graduate coursework students, 1 undergraduate, 1 higher degree research) 23 June to 15 July 2022. The winter 2022 IAP program provided the opportunity for

students to become familiar with the ANU, its services, procedures and expectations. It enabled them to build upon their existing academic skills in order to prepare for the challenges of their future programs. All students were strongly encouraged to continue to use ANU Library Academic Skills resources and to make use of the one-to-one appointments to further consolidate the learning from the IAP. The following changes over the winter program were made: bring more Academic Skills staff into sessions to provide more one to one advice while students engaged in group activities and individualised writing tasks. Provided Digital Essentials and an EndNote taster, to get students started on building their digital literacy skills.

- O-week Semester 2, 2022 (431 attendees at 17 sessions) – Reflecting the change in a few workshops consolidating content across two workshops (Managing Your Time and Success Strategies, Researching & Finding Sources and Using Sources, Referencing and Academic Integrity). We provided all workshops online, and selected workshops on campus. Academic Skills Orientation 2022 Wattle Site contains all Orientation Week workshop recordings, handouts and presentation slides. Students provided positive feedback on the workshops, and appreciated having a range of support available. The new initiative of having Peer Writers involved in most sessions to provide student insight and experiences on the topic was highly appreciated by the facilitators and the students.
- Chifley Library Escape Challenge was an O-Week gamification event that introduces students to the library spaces and services by leading them around the space through a series of puzzles and clues. The primary purpose of the challenge is for students to leave the event remembering that they did something fun in the Library, and with a Library branded prize to remind them that the Library is a friendly and welcoming space. The event was attended by 261 students over 14 sessions between Monday and Friday. All 200 of the badges were claimed, and 100 water bottles, 20 caps, and 100 bracelets provided by ANU Future Students were all given away as prizes. The average satisfaction rating by participants was 4.6/5 stars. Full report is being written about the planning and implementation (lessons learnt, successes) and future events. Thank you to the Chifley Branch staff that assisted with staffing shortage, given Terra was out with COVID, and in prize giving.
- Academic Integrity Awareness Day for staff was held on 2 August 2022 by the ANU Library Academic Skills team with Royston Gustavson, Centre for Learning & Teaching (CLT) and an external speaker (Rowena Harper). There was high engagement from ANU staff (77 attendees across 3 sessions), with attendees utilising interactive tools to further explore Academic Integrity and its application to their teaching. Changes from last year include adding a Guest speaker session.

ARDC

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Other business

Union Rep:

- [Union Representative Report for Library Staff Consultative Committee meeting, Tuesday 09/08/22 National Level](#)
- In July, Union members at University of Canberra voted to go to a protected action ballot.
Local Level
- NTEU ANU members are calling for an immediate 5% pay rise in these inflationary times, particularly after staff voted to defer a pay rise in June 2020 and haven't received a pay rise since.
- ANU posted a \$232.4M surplus after pay deferrals and 467 job cuts. Staff have taken on larger workloads and cost-of-living pressures, and deserve a pay rise and better conditions.
- NTEU members have started organising local forums across the University as part of the union's campaign to get ANU management to the bargaining table.

- The ANU NTEU ANU Branch is waiting for the university management to issue a notice of Employee Representational Rights or NERR

HSR:

- No issues have been reported since the last meeting.
- DA Brown issues will be on going, and F&S are working through correction of the actions raised in our inspection report.

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 11th October 2022 - 2pm.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
1/4	Sally Wheeler to be invited to speak at the next all staff meeting in September	Roxanne Missingham / Margaret Prescott		
2/4	Report back on how we can obtain information on the F&S monitoring of cracks in Chifley Library wall?	Heather Jenks / Roxanne Missingham		

4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
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