

**Academic Assembly of Librarians
Steering Committee
Tuesday, July 20, 2021
2:00 pm
Zoom: <https://temple.zoom.us/j/8788232907>**

Attendees

Erin Finnerty (chair), Rebecca Lloyd, Joe Lucia, Vitalina Nova, Caitlin Shanley (recording), Emily Toner

Agenda

1. Approve Minutes of June Steering Committee Meeting
 - a. Approved.
2. Report from Dean of Libraries (Lucia)
 - a. Currently completing information request from the new president: high-level summaries from Deans about schools/areas of university
 - b. Return to work issues
 - i. Managing onsite workers attending Zoom meetings will be a challenge
 1. Emily shared that LTD has advice and guidelines to share on this, since they have been working for remote colleagues for several years
 - c. Activity resuming on campus, including in-person campus tours
 - d. One more impending 3% budget cut

- e. Return to campus gathering for staff on Charles terrace - in discussion in LLC
 - i. Charles terrace may be open for public use by the end of summer,
pending installation of glass barrier
 - f. Work on air handling issues in Charles is also underway
 - g. Planning an opening for Charles art collection at some point in Fall 2021
 - h. Furniture is being purchased for Charles, including some individual seating
(not carrels, but something similar)
 - i. Won't be purchased until Spring 2022
3. The "Return to Work"
- a. Steering Committee and General Assembly meetings location
 - i. Marianne contacted Erin about room reservations for AAL meetings
 - ii. Erin will announce that all AAL meetings will be held virtually until
further notice
 - 1. In-person workers may be challenged to attend meetings since
they do not have private space
 - 2. Erin will request that anyone who has concerns or issues let her
know
 - iii. Q: Are there any accessibility issues to be concerned about?
 - 1. Virtual meetings may actually allow for greater accessibility
 - 2. Should plan to use captioning feature on future Zoom meetings

- iv. For the future, we should plan to have a larger discussion on staff workspaces
- b. AAL communication after Outlook migration
 - i. Erin received a suggestion to replace AAL listserv with Microsoft Groups
 - 1. Managing the AAL calendar using Groups results in a lot of unnecessary notification emails
 - 2. Groups do not allow for easy transfer to new owners
 - 3. Suggestion: have Marianne manage the calendar, so we don't have to worry as much about continuity
- c. Status of library-wide guidance or policies
 - i. Joe and Richie receiving loose guidance from central HR
 - ii. Desire for some consistency around expectations
 - iii. Other units on campus are anxious about how all-remote work will operate, how policies will be applied to all workers equitably
 - iv. HR wants to develop policies, but in TULUP we have been leaving this up to individual work groups
 - v. Day-to-day collaboration will be challenging because staff is unaware who is onsite
 - vi. Policies around usage of communal spaces do not exist
 - vii. It's possible that AAL is not the right body to make this decision, but we can help inform Administration about staff needs

viii. Joe: it won't be possible to share a detailed account of who is where at what time (such as an in/out calendar), since that will be fluid

1. It is not easy to share this information in a way that is complete, clear, and accurate
2. Joe will take this topic to LLC for further discussion

4. Preparing agenda for September GA meeting

- a. No special content typically covered at September meeting
- b. Will address survey results (more below)

5. Old business

a. Robert's Rules in AAL meetings

- i. This is part of the bylaws, so we cannot abandon it easily
- ii. We may consider amending the bylaws in the future
- iii. It would be good to have some method/process, but Robert's Rules is perhaps overly formal

b. Membership survey

- i. Emily distributed [draft of survey](#)
- ii. Assuming that there is no additional feedback, we could send it out
- iii. Timing for sending survey?

1. First AAL GA meeting is in September - let's plan to share the survey ahead of time, in order to discuss at the September meeting

- iv. Emily will draft the survey announcement email this week, in order to distribute in the next week or so
 - c. Scheduling additional SC meetings outside our usual schedule
 - i. Maybe Slack (or Google Drive, or another asynchronous platform) could be used for intermittent communication, rather than scheduling additional meetings?
 - ii. Add an additional half hour to the monthly meeting?
 - iii. For now, let's plan to use Slack
 - 1. Erin will create a new Slack DM with the current SC members
 - 2. Will revisit in the fall to see if that is working
 - d. Transferring management of First Wednesday lunches to Staff Council
 - i. Do people even want to attend these lunches?
 - ii. Erin will email Richie about Staff Council taking these on
6. New business
- a. Communications re: honoring Latanya at a Chat in the Stacks event
 - i. Faculty Senate Committee on the Status of Faculty of Color contacted Joe about hosting an [event to memorialize and recognize Latanya](#)
 - ii. FacSen Committee wants to set up a memorial fund
 - 1. TULUP has received some donations from both Temple and outside Temple

2. Latanya's family's request was for donations to the Animal Welfare Association
- iii. Q: Will there be an announcement to campus about Latanya's passing?
1. Nice example of a [blog post](#) about a colleague who passed at Durham Tech library
 2. Could we share something like this in September, along with the event announcement?
 - a. Sara Wilson could help to coordinate this, since her group is involved in planning the event
 - b. There could also be a story in the fall TULUP newsletter
 - c. Erin will contact Sara about this
 3. SC will continue to work on this asynchronously

Adjourned 3:15pm.

JL 7/27
EF 8/16