



**Academic Assembly of Librarians
Steering Committee
Tuesday, September 21, 2021
2:00 pm
Zoom: <https://temple.zoom.us/j/8788232907>**

Attendees

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

Agenda

1. Approve [Minutes of August Steering Committee Meeting](#)
 - a. Approved.
2. Report from Dean of Libraries (Joe Lucia)
 - a. Clarification about Dean's update - we will restructure these at GA meetings, but not SC (for now)
 - b. Disaster at Ambler Campus
 - i. Looking at temporary service delivery space
 - ii. Move of small collection to learning center space
 - iii. Temporary move of materials to Charles ASRS
 - iv. Insurance reimbursement questions about whether to rebuild or demolish buildings
 - v. Q: Is there talk of closing the Ambler Library?
 1. There could be a substantially reconfigured service arrangement in a new facility, but not a closing

2. This could be an impetus for Temple to reenvision and rebuild
the Ambler Campus
- c. Preparing for first one-on-one meeting with the new Provost
 - i. Compiling documents to make a case for additional resources, especially
for the Press
3. Report from Continuing Education Committee (Jasmine Clark)
 - a. Have set a meeting time, but haven't met yet
 - b. Adam Shambaugh, Sarah Jones, and Jasmine are current committee
composition
 - i. Richie will help recruit one additional member from Staff Council
 - c. Will set a calendar at next month's meeting
 - d. Will consider a theme, depending on continuing conversations
 - i. One potential theme could be transitions (such as Outlook, Zoom)
 - ii. Might send out a survey to determine interest in a theme
4. HSL Librarians being added to TAUP
 - a. Impact on PARA process
 - i. Joe in conversations about rank for incoming librarians, and who will be
brought in with regular appointment
 1. Likely that two will still be in probationary process
 2. This will be discussed with the current PARA committee
 - b. Merit pool will go up, along with number of staff eligible for merit

- c. SC can discuss if we want to extend committee opportunities to incoming members
 - d. SC should do an orientation for HSL librarians on PARA, Merit, etc.
 - i. Suggestion to appoint a mentor to work with librarians on their first round in the process
 - ii. Rebecca and Lauri went through a similar process, so they might be good resources
5. Next steps after sharing AAL membership survey results
- a. Documentation and communication improvements
 - i. Orientation for HSL librarians could be a good opportunity to evaluate and improve our processes
 - ii. Some of the documentation action items are more about creating templates and best practices, rather than revising bylaws
 - 1. Avoiding revision of actual bylaws will probably help expedite this process
 - 2. Focus on standardization from year to year (not necessarily standardizing across all committees)
 - a. For example, sharing the committee annual reports from previous years with new committee chairs
 - b. Creating SC working groups to address next steps
 - i. Emily and Erin will work on technical aspects of migration to a new platform

- ii. Vitalina, Rebecca, and Caitlin will work on best practices for committees
- c. Working group on AAL Elections (or “committee” - bylaws leave ad hoc committee membership fairly open)
 - i. This group should be comprised of AAL members (not just SC members)
 - ii. Recruiting members: open call vs. SC appointing members
 - 1. Nominations and Elections committee members should definitely be included (Jessica Lydon and Josue Hurtado)
 - 2. Suggestion to contact past N&E committee members
 - iii. Proposed process: Start with members from last few years, ask them if they want to solicit additional members by open call or appointment
 - 1. Erin will draft an email to past N&E members and share with SC for feedback
- d. Next steps for Dean’s Report at GA meetings
 - i. Poll results favored the pre-selected questions
 - ii. For the foreseeable future, AAL GA meetings occur close to All Staff Updates
 - 1. However, in the future, we may go back to having fewer All Staff meetings
 - iii. Joe expressed a preference for more communication rather than less, but also avoiding redundancy
 - iv. Pre-submitted questions could allow for greater engagement

- v. Next GA meeting is not until November, so we do have another SC meeting in between in order to prepare
- e. For future AAL agendas (both GA and SC), Erin will aim to send out agendas earlier, so staff can decide if they want to attend SC
 - i. This models transparency, which is what we have been aiming to do
- f. In a future SC meeting, we should discuss further how to move forward with open forums
 - i. GA poll indicated that membership wants to collaborate with SC on this
- 6. Old business
- 7. New business
 - a. Preparing to move documents off Confluence
 - i. Q: Is there a designated platform that we are moving to?
 - 1. Not one platform per se, but moving to ITS-supported tools like SharePoint, WordPress, Google Drive, etc.

Action items this month:

- Chair of the Steering Committee meets with Chair of PARA to review FY calendar and reminds PARA to begin consideration for reappointments and regular appointments at this time. (their recommendations due to the University Librarian by Dec. 1)
- Continuing Education Committee issues tentative schedule of meetings/programs for the FY.

Adjourned 2:58pm.

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