



**ACADEMIC ASSEMBLY OF LIBRARIANS
STEERING COMMITTEE
TUESDAY, November 16, 2021
2:00 pm**

Zoom: <https://temple.zoom.us/j/8788232907>

AGENDA

1. Approve [Minutes of October Steering Committee Meeting](#)
[SCMinutes_20211019.pdf]
 - a. Approved.
2. Report from Dean of Libraries (Lucia)
 - a. Annual Report going out to print
 - b. Board of Visitors meeting coming up this Thursday, 11/18/21
 - c. Leadership succession planning for Marcus Bingenheimer in Scholars Studio
3. Report from PARA Committee (Rawdon)
 - a. Committee: BB, FR, KR, JS
 - b. Calendar finalized, up on Confluence (for the time being!)
 - c. Candidate applications due January 28
 - d. Dean's recommendations due to Provost on March 25 (Joe's birthday!)
 - e. Erin has updated PARA procedures, including revised L3 to L4 criteria
 - f. 6 candidates for contract renewal, including 2 for regular appointment
 - i. Could be additional candidates who choose to go up for early promotion

- g. HSL librarians now part of TAUP, have entered PARA process at various levels and contract statuses
 - i. Have been in touch with KR with questions
- h. Katy has been keeping notes of recommendations/comments, suggestions for future PARA work
 - i. Examples:
 - 1. Richie's request to not write formal letters to every librarian every year
 - 2. Issues with bring non-TAUP folks into TAUP (not currently described in procedures)
 - ii. Will bring to SC for future discussion
- i. Q: Are some librarians coming in with regular appointment?
 - i. Yes, two are coming in with RA, three are not
 - ii. Those three may benefit from additional support around the process
 - iii. Katy thinks two may be going up in this cycle, applying for second contract
 - 1. Discussion of timing for renewal/promotion/etc., alignment with start date
 - 2. It may be challenging to compile supporting documentation when you weren't planning to!
 - 3. PARA committee is aware of this challenging situation, will consider individual circumstances when reviewing

iv. Question from applicant: does the work that you did at Temple prior to being part of TAUP count?

1. This year, it has to, but how far back do you “count” your work?
2. It will be good to write down these procedures for the future!

v. Q: Last year there was an option to defer the contract renewal process - does that exist this year?

1. Katy believes that was a one-time thing - PARA has not received information that suggests that was an option

- a. Joe confirms that this was a decision by the Provost, and he did not receive similar guidance this year

2. For special cases, individuals may request to defer, but this would be a conversation with library administration

3. Professional development will not be equally weighted during committee deliberations, since funding was unavailable during the year under review

- a. Joe: should there be official communication from administration that professional development should not be considered in the typical way?

- b. Katy: yes, that would be helpful

4. Projects resulting from AAL membership survey

- a. Review adding open discussion to General Assembly

i. Suggestion to tweak the form in order to distinguish general discussion topics from questions for Joe to address

1. Joe agrees that this clarification would be helpful
- ii. Use of Jamboard was interesting, lead to discussion
- iii. What will we do with the comments in the Jamboard? Was the discussion itself the outcome?
 1. Suggestion to archive the Jamboard in a preservable format
- iv. We created some confusion by having too many options for feedback: Google form, Jamboard, comments in meeting
 1. Also, longer comments were difficult to see on the Jamboard
- v. Will try again for next meeting, incorporating what we have learned
- vi. Try to share the topics earlier so people have a chance to think about them
- vii. Suggestion: consider using breakout rooms during the meeting. It can be intimidating to talk in front of everyone.

viii. Did we figure out if HSL has a meeting conflict with AAL GA?

b. Update on AAL documentation storage

- i. Emily talked with Cynthia, who suggests that going back to the WordPress site will probably be the best option
- ii. Cynthia shared that the “public” setting in OneDrive is not fully public - just public to all Temple users

1. This won't work since we want this to be available externally,
eg to prospective job applicants
- iii. Next steps: determine what needs to be public vs. available as a
working document
 1. This is not actually as time sensitive as we thought - we are
reducing the number of Confluence users at the end of the year,
but not removing any content
 2. Can work on this for the rest of the fiscal year
 3. Erin and Emily will regroup in January
- c. Update on nominations and elections working group
 - i. Karen contacted Erin to request to come to December SC meeting, in
order to propose some potential changes to present at January GA
meeting
- d. Update on creation of committee best practices
 - i. Large project - may begin by working on handover procedures for
committee chairs
 - ii. Rebecca and Caitlin will meet to discuss this on Monday, 11/22
5. Old business
6. New business
 - a. Orientation for new HSL librarians
 - i. Not really new to AAL - relationship to committees are different, TAUP
procedures, etc.

- ii. Plan to combine forces and do a joint TAUP/AAL orientation
 - iii. Host by early December?
 - iv. Rebecca and Caitlin will discuss next week
 - v. Rebecca will send a Doodle poll to HSL librarians to find a time
 - vi. Suggestion: include Katy (PARA chair) in the orientation
- b. December meeting currently scheduled for December 21, when many people are likely taking vacation
- i. Erin will reschedule the December SC meeting

Adjourned 2:52pm.

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