



**Academic Assembly of Librarians
Steering Committee
Tuesday, June 21, 2022
2:00 pm
Zoom: <https://temple.zoom.us/j/8788232907>**

Attendees

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

Agenda

1. Approve [Minutes of May Steering Committee Meeting](#) [SCMinutes20220517.pdf]
 - a. Approved.
2. Welcome incoming Steering Committee members
3. Report from Dean of Libraries (Lucia)
 - a. Working on annual reporting, PDPs
4. Steering Committee Handover
 - a. File storage
 - i. Confusion as a result of moving off Confluence, towards Microsoft products
 - b. On-going projects and outstanding issues
 - i. Calendar situation
 1. Erin created an Outlook group for all AAL members
 2. Any change to calendar notifies all group members
 3. Erin will transfer ownership to Rebecca, if possible

4. Sara Wilson runs calendars differently, creating them and then sharing a link
- ii. Listserv
 1. Not done through Outlook group - uses old school listserv infrastructure
 2. [Administrator link](#)
 - a. List management → List Dashboard
 - b. Molly Larkin is also a list admin
 3. Erin will attempt to transfer ownership to Rebecca
 4. When new people join, Richie is supposed to add people to the listserv (he is the owner)
 - iii. Gender neutral language in merit documentation
 1. Erin sent to Richie
 2. Still need to be uploaded to site
 - c. Unfinished business
 - i. Need to provide greater clarity for process of submitting questions/topics for AAL
 - ii. Clarify Bylaws change process
 - iii. Alicia Pucci membership request
 - iv. Orientation schedule for new TAUP hires
 1. Plan orientation for Van soon, then plan for new hires later
 - v. [Librarian Emeritus status](#)

- vi. AAL documentation storage
- vii. [PARA process improvements](#)
- viii. [Merit documentation and process improvements](#)

- 1. Adding additional Merit committee members in next contract negotiation

d. Q&A

- i. Handoff procedures

- 1. Rebecca will contact all incoming committee chairs with links and committee description, welcome info

5. Agenda prep for September GA meeting

- a. Reminder that last September we performed the membership survey - should there be a mini version of that deployed this year?
- b. Voting on Alicia's application
 - i. Could include discussion on improving membership process
 - ii. Rebecca will tell Alicia why the voting process is delayed

6. Old business

- a. Merit Committee for next year - incoming chair needs to be determined soon, so that a calendar can be created and distributed
 - i. "It is recommended that the chair be a senior staff member" is the language in the documentation
- b. Jackie will wrap this up before July 1, tell the new chair to alert Rebecca and Richie (Jackie is on STO for month of July)

7. New business

Adjourned 2:36pm.

JL 07072022

RL 07072022