The Executive Committee approved both sets of previous LSA minutes.

Discussed informing LSA about proposed method of selecting representation ahead of time. The group decided to ask for volunteers at the fall assembly meeting, and to collect further volunteers in the days after the meeting. Then a ballot with all those willing to run can be distributed to staff so the assembly can vote. Leah to draft wording regarding the representation proposal to be shared with LSA with the fall assembly meeting invitation.

Discussed wording of the draft Qualtrics survey set up to elicit feedback on issues LSA Exec can address in the coming year. Remove “ad-hoc or standing” from survey question – LSA Exec will determine whether this will be the case. New survey wording is as follows:

- Please list any needs or concerns of Libraries’ staff that you feel should be addressed by the Library Staff Assembly.
- Which of these needs or concerns could be addressed by the creation of committee(s) of the Library Staff Assembly?

The group decided to put both information about the committees and the representation proposal in a single e-mail announcing the fall assembly meeting/as prep for the meeting. Discussed potential dates for the assembly.

- Look for dates in late September
- Possibly after Sept 21 in 3 West? Look at the 22nd on Thursday morning.
- Need 35-40 attendees to conduct business

Marianne noted that Cabinet may still be formulating some suggestions for special charges.

Discussed finding a liaison to Organizational Development. Should this person be one of the representatives in order to avoid having to find more people to serve? Should it be a dedicated role so representatives can focus on their roles?

Mary Ann Baker suggested a structure for changing the process of selecting representatives in the future, should LSA Exec and/or the representatives decide a different method is needed after this year. She brought examples of governance codes that allow the governance executive group to make changes to an addendum that doesn’t require a vote to change the Code each time a change is added.

**Action Items**

- Leah to draft wording for representative proposal; group will edit by e-mail
- Leah to check on status of scheduling fall assembly (Sept. 22)
- Group to finalize wording for welcome message on library staff e-mail list; send to membership
- Create footers for LFSAs, LFA, LSA lists that contains info for web sites, pages for each assembly
- Greta to create Outlook invite to send with meeting info