Library Governance Committee Final Report

Fiscal Year: 2016-17
Committee Name: Library Staff Assembly (LSA) Executive Committee
Committee Chair: Marianne Reed
Members (with terms): Leah Hallstrom, Vice-chair/Chair-elect (2016-2017); Greta Valentine, Secretary (2016-2017); Ann Snow, member-at-large (2016-2017); Sunita Gandhi, member-at-large (2016-2017); Sharon Riley, member-at-large (2016-2017);

Standing Charges:
The Library Staff Assembly (LSA) Executive Committee:

• Ensures the orderly and effective operation of LSA
• Is the first point of contact for any matters referred to the attention of LSA, save those which are specifically assigned to standing committees in the Code, and where appropriate, assigns such matters to standing or ad hoc committees
• Brings governance issues concerning all faculty and staff to the LFSA Executive Committee
• Designates a liaison to the Organizational Development Unit and an ex officio liaison to LFA to ensure communication and information sharing
• Monitors KU governance issues that may affect LSA, including the Staff Senate and the University Senate Committee on Libraries
• Takes no action contrary to the desires of the LSA

Standing Charges Progress/Accomplishment Summary:
• Conducted tuition assistance survey and provided feedback about this benefit to Libraries administration
• Brought suggestions re: programming on HealthQuest and other benefits to LFSA Exec.

Special Charges:
• Solicit the Library Staff Assembly for feedback to determine if there are needs of the membership that may be met by the formation of LSA committees.
• Solicit the Library Staff Assembly for feedback regarding the selection of representatives to serve on the LSA Executive Committee.

Also, last year’s outgoing LFPA Executive Committee also made the following recommendations that pertain to LSA Exec.
• Continue in transition activities, as new governance structure will be in place on July 1.
• Revise governance website to reflect new governance structure

Special Charges Progress/Accomplishment Summary:
• In September, a survey was sent to the LSA membership, questions below, to get input on directions for LSA for 2017-2018, as well as the perceived need for LSA committees. The results were discussed at the LSA general meeting on September 22.
  • 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?
At the LSA general meeting on September 22, the LSA membership voted to create no additional LSA committees in 2016-2017, but to revisit this in 2017-2018.

At the LSA general meeting on September 22, the LSA membership voted to elect 2-4 members-at-large to the LSA Executive committee for 2016-2017, with the option of revisiting the structure (representational vs. at-large) in 2017-2018. Three members-at-large were elected in October, 2016.

Successfully transitioned staff governance from the LFPA/KULSS structure to the new LSA structure

Updated governance website to reflect new structure

Other Activities or Accomplishments:

- Improved lines of communication within LSA
  - KULIBSTAFF-L distribution list
  - Anonymous feedback form for staff

Potential Charges for Future Committees/Recommendations:

- Solicit candidates for committee appointments: Senate Libraries (1 support staff/1 unclassified professional. Let Kathy Reed know after appointments have been made.)
- Clearly outline the duties of the LSA Executive Committee Secretary in the Code, especially regarding updating the LSA part of the website. See attachment for suggestions.
- Find content for the LSA part of the governance website
- Regularly update the membership of the KULIBSTAFF-L list
- Develop strategies to demonstrate to staff the value of shared governance and participation therein, with the understanding that not all staff will want to participate
  - “Governance gives staff a voice,”
  - Make time commitments clear
  - LSA Exec members share personal stories about why governance is important
  - New staff lunch re: governance
  - LSA presentation at departmental meetings?
  - Add information about time commitments for LSA Exec to the LSA website
- Create a plan to cultivate candidates for LSA leadership positions (personal contacts have proven to be effective in the past)
- Develop opportunities for staff to get to know other staff members. This is a challenge because of the number and geographical location of staff. These optional activities should be approached with the understanding that some staff don’t want to get to know other staff
  - Helping staff to get to know other staff
  - New staff get-together
  - Barbeque/Picnic
  - Staff happy hours
  - New edition of Who’s Who in the KU Libraries (staff can fill out similar information on Delve, so this may not be useful)
  - Welcome to new staff (partner with KULSA?)
- Post bios for those running for elected positions in LSA
- Encourage staff to vote (Separate LSA Exec email to kulibstaff-l list reminding staff to vote; on ballot: “vote for up to XXX,” instead of “vote for XXX”)
• Publicize LSA Exec contact information, kulibstaff-l list and anonymous feedback form by using a consistent footer in official communications from LSA Exec

Please review the Committee’s portion of the Library Governance website and the Code. Does it need updating/correcting?

The duties of the Secretary of LSA (as well as the Secretaries of LFSA and LFA) need to be more explicit, especially regarding the updating of the LSA website. Suggestions have been forwarded to LFSA Exec for all three groups, but could be acted upon separately by LSA if needed. See attached for suggested changes to LSA portion of the Code.

Prepared By: LSA Executive Committee
ARTICLE III. LIBRARY STAFF ASSEMBLY

Purpose. The Library Staff Assembly (LSA) serves the interest of all Libraries Unclassified Professional Staff and Support Staff. The LSA discusses matters and decisions concerning staff and acts as an advisory body to the Dean of Libraries, subject to the policies of the Board of Regents, the University Senate, and the Dean of Libraries.

Privilege. It is the privilege of LSA to address itself to the Dean of Libraries, to the LFA, and to the University Senate on those matters of concern to the library staff.

SECTION I. MEMBERSHIP AND RIGHTS OF MEMBERS

Membership. LSA consists of all library Unclassified Professional Staff and Support Staff.

Rights and Responsibilities
- All members have the full privilege of voice and the rights to vote, hold office, and serve on committees.
- Members are strongly encouraged to attend meetings of the Assembly and are welcome to attend LSA Executive Committee meetings. Members may make their opinions known to their representatives and tell their representatives how they wish to be informed.

SECTION II. OFFICERS
- Titles. The officers are the Chair, Vice-Chair/Chair-Elect, and Secretary.
- General Duties.
  - Chair. The Chair acts as the presiding officer of the LSA Executive Committee, presides at LSA meetings and acts as the official representative to the Libraries’ administration.
  - Vice Chair/Chair Elect. The Vice-Chair/Chair-Elect assumes the duties of the Chair in the latter's absence, orients new members, and ensures that committee reports are forthcoming in a timely manner. The Vice-Chair/Chair-Elect or designate is also responsible for monitoring the activity of the University Staff Senate and reporting back to the LSA Executive Committee.
  - Secretary. The Secretary schedules meetings, and takes and posts minutes, and updates pertinent pages on the Libraries governance website. Pertinent pages include membership/terms/contact information on both the committee pages and membership pages for all LSA committees, including LSA Exec; as well as charges and reports. The Secretary deposits copies of all agenda, minutes, reports, and other records of the deliberative bodies and committees established in the Code, into the University Archives.
  - Meeting with the Dean. The Chair and Vice-Chair/Chair-Elect meet with the Dean on a regular basis.
  - All officers serve on the LFSA Executive Committee.
- Election of Officers. The Nominating and Ballot Committee provides a slate of candidates and conducts the election.
- Terms of Office. The officers are elected to serve for one year or until their successors are elected. Their term of office begins July 1st. No member holds more than one LSA office at a