MINUTES

MEETING LIBRARY STAFF CONSULTATIVE COMMITTEE
MEET No. 1 2015

DATE/TIME Monday 9th February 2015 2pm
VENUE Graneek Room, Chifley Building

Part 1. Formal items
1. Minutes
The minutes from the last meeting 8th December 2015 as circulated were accepted.

2. Matters arising
All matters arising from the previous meeting were covered by items on the agenda.
Action no 1: SIS Communications Team to put Emily Rutherford’s CAP Digital Badges presentation on Library website. COMPLETED
Action no 2: Human Resources to update the list of Library first aiders. COMPLETED

3. Attendance and apologies
PRESENT:
Roxanne Missingham (Chair), Heather Jenks, Tracey Cunningham, Barbara Avis, Sally Haysom, David Gardiner, Louis Malaise, Emily Rutherford, Belinda Carriage, Louis Malaibe, Andrew Clucas, Doris Haltiner, Christine Bryan, Fiona Nelson Campbell, Chris Harney (minutes taker)

APOLOGIES: Rob Carruthers,

Part 2. Reports and policy matters
4. Report from the Chair (Roxanne Missingham)

4.1 SIS achievements 2014
The statistics for January to December 2014 have been completed however there is some question about the Reference Enquires and Press downloads, this is to be investigated.
Statistics can be found on the Library Internet at: Jan-Dec 2014_Stats report.pdf

4.2 Library Change Management

4.2.1 Sunday staffing
The Change Management implementation plan for the new model of Sunday opening hours has been finalised. The model of opening Chifley and Hancock with a Security Guard present is now adopted.
Majority of stand down staff have been accommodated with other shifts. A meeting of Stand down effected by this change will be held in the first week of the semester.

4.3 Library Planning and Design thinking
- There were interesting presentations by ANUSA and PASA representatives.
- Sally Peoples, Museum and Collections, Centre for Heritage and Museums, School of Archaeology and Anthropology, lead the group with a session on Design Thinking aimed to open the mind to new ways of thinking and create innovative solutions to planning and problem solving. It was an enjoyable experience investigating the psychology of ideas.
- Proposed Union Court redevelopment to revitalize precinct: An urban plan will be developed in the coming 3-6 months to create a clearer understanding of what will be needed in the new Union Court area. It includes development of a new library on the Chifley site that would bring together Art & Music, Chifley, Hancock and Menzies in the one building as other buildings to replace the Union building, Concessions area and more.
- On the second day Prof. Richard Baker, Pro Vice-Chancellor Student Experience, Prof. Jennifer Corbett, Pro-Vice chancellor (Research & Research Training and Dr Inger Mewburn, Director of Research Training spoke to the attendees.
- Chris Grange, Executive Director, Administration and Planning, answered questions and spoke of the University’s future plans and the retirement of the VC Ian Young early next year.

4.4 24 x7 – F & S out to tender for work, planning continuing
- The trial of 24x7 opening hours in Chifley Library for two weeks during exam weeks in Semester 2 was successful. Congratulations to the Chifley Library staff who worked through a range of issues.
- Over 13,000 visitors entered the Chifley Library during these extended hours. The students were appreciative of the extended opening hours and were well behaved.
- The Library is working with Facilities and Services on a project that would see Level 2 in Chifley open 24x7 to students and academics in early 2015.
- A new CCTV video camera system is currently being installed in Chifley.
- Work has been completed to upgrade the wireless services in all ANU Libraries.

4.5 Research planning
The Research portfolio have identified a range of initiatives for 2015 including the following which will have SIS involvement:
- Repository
- ERMS
- Citations – Print and Proposed Program impact of Research

5. Work Health and Safety report (Heather Jenks)
- Heather reported that the WHS Policy Committee were looking at a range of issues, but primarily focusing on smoking. Recommendations will be made to the Vice Chancellor. Any comments on the proposal for making ANU a smoke free environment can be referred through Heather to the WHS Policy Committee.
- A reminder that WHS is a very important issue in SIS and all members are encouraged to raise any issues. WHS is a permanent agenda item of this meeting. The LSCC operates as the WHS committee for SIS.
- LSCC members were asked whether there were any priorities for WHS training in 2015 such as manual handling.
- Noted that there will need to be some updates to Chief Fire Wardens as staff have left (to Mark Pritchard)
- Heather noted that a management of WHS cases continued and it was important to treat these seriously. Sally said that a staff member had said to her they did not know how to report an incident.

ACTION. Information on the location of the incident reporting form to be put into the newsletter.
6. Reports from work areas (only those that are present)

6.1 Digital repository and E press (David Gardiner)
- David Gardiner is leaving and moving to Sydney, his job has been retitled as Publication Coordinator and has been advertised.
- Emily Tinker a new staff member

- Archives and Records (Christine Bryant)
  - New Parking in Underhill soon
  - New display in Menzies starting
  - ERMS – testing is being completed.
  - Staff records continue to be digitised and project has been extended.

- Libraries (Branches – Art & Music, Chifley, Menzies, Hancock, Law)
  
  6.3.1 Art & Music Library: (Doris Haltiner)
  Things are proceeding as normal and preparing for the start of seminar. Closed Reserve material is being processed ready for 1st seminar.

  6.3.2 Chifley Library: (Tracey Cunningham)
  - Tours, classes, concierge shifts and rosters for O week and week one have been scheduled.
  - A team from Student Services will be based in Chifley next during O week and Week One to assist new students.
  - New furniture is going to be delivered to Chifley during next Monday for the foyer area.
  - New staff have joined the Chifley team – Vanessa Galloway in the E-reserve position previously held by John; Rachel Armstrong filling Broderick’s position until October and Janet Wardman is assisting the Circulation team with the large volume of ANU3 tasks at the moment.
  - All PCs in Chifley/A&M/Hume as part of the Work Space Project have been upgraded with exception of the machines with multiple users and generic logins (such as the Returns PC)
  - Return Room PC and the PC linked to the book eye at Hume are currently being worked on.

  Question from Chifley staff regarding the date for the Sunday Stand Down change management meeting? Advised as previously that it was first week of semester (19 February).

  6.3.3 Hancock: (Barbara Avis)
  - Compactuses have been installed in level 1 west in Hancock to store most of the monograph collection. This is an important part of the whole Hancock West project.
  - Book retrieval service in Hancock Library has finished and clients now have access to basement as well.
  - Marianna Pikler is acting in the Branch Manager Menzies position and Samantha Jackson will be the Acting Hancock Branch Manager.
  - 3 False fire alarms from builders activity in Hancock
  - Carpet re-laid on level 1 after compactus was installed.

  6.3.4/5 Menzies & Law Library: (Daniel Pask)
  - Document Delivery has moved to Law Library.
  - Video on JD Workshops is online.
  - Marianna Pikler is acting in the Branch Manager Menzies position
  - Rebecca Wong’s farewell held.
  - Stephanie Dangerfield is now in Menzies Circulation

6.3.6 Information Literacy Program: (Emily Rutherford)
- Jan-Feb ILP staff plus Staff from branch libraries completed Introductory Academic Program (IAP) IT and Library Research training for 160 postgraduate international students

- “free training at ANU” Business Cards produced by Library Communication Team

6.3.8 Library communications: *(Sally Haysom)*
- O week activities are underway today
- Menzies 5 week display of CASS & CAP
- Cathy Burton gave a session to 100 Medical students
- Nick has created opening hours signs
- Archives Treasuries – Take 2 open in Menzies

6.4 ANDS: *(Fiona Nelson-Campbell)*
- Planning Day
- Canberra Conference
- Funding until June

6.5 HR *(Louis Malaibe)*
- Time sheets by Friday please to ensure stand down staff receive prompt payment
- Patricia Hood on leave Monday
- Daisy Gao returns from leave Monday

6.6 TLSCC *(Belinda Carriage)*
- Fumigations completed 29 January (moth traps for Rare Books Rob to chase up)
- Robert Carruthers on leave
- 17 PC’s from Law moved on Level 3 Chifley
- 300 chairs various locations
- 70 new Lounges – New furniture arriving tomorrow
- Skip for old furniture at the back of Chifley
- First Aid Kits done last Friday
- Records moved to and from Hume Repository
- Maps given out to libraries – small amounts to start with.
- Problem from DHL with return address labels on Doc Del parcels going to Menzies not Law.

7. Library Coordination Groups. *(Summarised from the minutes)*

7.1 Reference Services Coordination Group
No meeting update available since the last meeting. New combined group is called Information Access Coordination Group (IACG)

7.2 Technical Services Coordination Group
Heather Jenks advised of the changes to budget codes:
Please ensure that you and your staff are aware of the budget code changes that were introduced last year –
- Art & Music R 20820
- Chifley R 20810
- Hancock R 20850
- Law R 20840
- Document Delivery remains the same R 20470 07
- Menzies R 20830
- Any salary charges for Stand down staff are to be charged to R 20800
  Finance to get the codes in OfficeMax changed accordingly.

Mark Huppert has added a new patron code for people borrowing more than 40 items

8. University Staff Consultative Committee

- Chris Harney reported that a meeting was schedules soon. She advised that would be stepping down from the role as representative on the University Staff Consultative Committee.
- The LSCC thanks Chris for her tireless and wonderful service representing SIS on the committee.
- Fiona Nelson-Campbell and Tracey Cunningham expressed interest in the role.

ACTION. Fiona and Tracey to discuss representing the Division on the University Staff Consultative Committee.

Part 3. Other business

9. Other business

Next meeting of the Library Staff Consultative Committee will be held on Monday, 13 April 2014 in the Graneek Meeting Room, Chifley Building.
Change of date because Easter Monday is the 6th April

Also the meeting on June will be 1st June because of the Queen’s Birthday weekend

ACTIONS;

Information on the location of the incident reporting form to be put into the newsletter.

Fiona and Tracey to discuss representing the Division on the University Staff Consultative Committee.