



WAGUL

Western Australian Group
of University Librarians

WESTERN AUSTRALIAN GROUP OF UNIVERSITY LIBRARIANS

Meeting No. 4

6 December 2016, 1:00 – 2:30

MINUTES OF MEETING

Attendees: Constance Wiebrands (ECU, Chair), Susan Ashcroft (Murdoch), Jill Benn (UWA), Catherine Clark (Curtin), Stephen McVey (ND)

Recording: Anne Simpson (ECU)

1. **Apologies** – no apologies
2. **Minutes of meeting** – 13 September 2016

The Minutes of the previous meeting were accepted as a true and accurate record.

3. **Actions arising**

- 3.1 Catherine to request David Wells (Curtin) coordinate establishing a group to look at KPIs for Technical Services and this group can report back to WAGUL in six months (mid 2017). *Complete*
- 3.2 Con to formally commend the Research Forum Working Group on providing an excellent session and their post forum report. *Complete*
- 3.3 Susan to ask the authors of the Post Research Forum Report if they are happy for their report to be posted on the WAGUL blog and if approval is granted, arrange for the post. *Complete*
- 3.4 Stephen to make amendments to the WAGUL Events Terms of Reference document as listed in Minutes of Meeting # 3, 13 September 2016. *Complete*

ACTION: Con to make amendments to document sent to her by Stephen and upload to WAGUL site.

- 3.5 Jill to check on Sharecase event progress and let members know via email. *Complete*. The group is working on the evaluation report; feedback has been positive.

4. **New business**

- 4.1 Potential WAGUL mentoring scheme – Jill Benn

Over the last 6 months there have been various requests from UWA library staff for mentors. Some people can find mentors within UWA but for others, Jill feels it would be beneficial if they can call upon WAGUL colleagues for mentors and asked the group if they would be interested in a mentoring scheme. UWA have found through experience, that a mentor within the same institution is not as beneficial as one either outside the library or another library altogether.

Catherine – Curtin are currently working on a mentoring scheme within their library and this will roll out in January 2017. At this stage Catherine cannot commit until the end of 2017 but expressed interest looking at the scheme into the future.

Sue – Feels it would be of great benefit having mentors across the universities and believes it's a very important part of professional development for staff.



Steve – Very interested. Asked if a call out for those interested in becoming mentors be sent and see what response this generates.

Con – ECU has an arrangement with the City of Joondalup, TAFE and the Police Academy for mentoring on which to draw.

Suggestions:

- Start small, perhaps one mentor from each institution
- Look at mentors for middle managers who are trying to step up into deputy rolls
- Pilot scheme does not have to cross all universities and mentors can be outside the library.

ACTION: Catherine will circulate to the WAGUL group Curtin's final report on mentoring.

ACTION: Jill to progress with proposal with Steve's help and inform the next WAGUL meeting in March 2017 of progress.

4.2 Workforce Planning Environmental Scan – Stephen McVey

Stephen is taking a fresh look at library structures and how positions and organisational structures are designed.

He outlined what information his team has been gathering and why and will send WAGUL the report once complete.

ACTION: Jill will circulate the survey UWA are sending to Academic staff.

ACTION: Stephen to send position description synthesis to WAGUL group.

5. Other business

5.1 The reconciliation of overdue lost reciprocal items between WAGUL will be reviewed.

ACTION: Catherine will present at the next WAGUL meeting in March, the proposed procedure for reconciliation of reciprocal debtors.

5.2 Stephen – The Technical Services event is currently being planned by ND and Stephen asked if WAGUL is wedded to the name 'Technical Services' or can we come up with something different. WAGUL agreed the name could be changed.

6. Information sharing

7. Next Meeting – TBA, March 2017

Event Hosting	2016	2017	2018	2019	2020
WAGUL Chair	ECU	Murdoch	UNDA	Curtin	UWA
Share Case (Nov)	UWA	ECU	Murdoch	UNDA	Curtin
Research Day (mid-year)	Murdoch	UWA	Curtin	ECU	UNDA
Technical Services (April)	Curtin	UNDA	UWA	Murdoch	ECU