

## Librarians Assembly Executive Committee Meeting November 7, 2017

In attendance: Scott Vieira, Joe Goetz, Jeanette Sewell, Scott Carlson, Sandi Edwards

- Sandi presented information about how she has conducted CAP reviews for the past several years. This issue had been previously brought to the committee since it differs from what is described in the bylaws.
  - For Librarians II-IV the review committee meets during the first review period following their second anniversary. If the employee is also seeking a promotion at the time of regular employment review then she tends to advise them to wait.
  - “When dealing with questions of regular employment status for Librarians II-IV, the Review Committee will meet as soon as possible after the candidate has completed his/her second year of employment.”—from pg. 7 of CAP document
  - Sandi noted that revisions to the bylaws can be tricky and, that if we decide to proceed, it would be best to have a list with suggested wording to present. She suggested that “regular employment occurs with the first review” may be a better statement.
  - The last revision to the bylaws occurred 7 years ago. The requirement to get annual reviews signed was added and details about choosing an alternate committee member.
  - Sara could approve these new changes without going outside the library.
  - Scott V. suggested proposing a vote about whether or not to move forward with this change at the next meeting. “That there isn’t a separate review process for Librarians II-IV. If you come in as a Librarian II, you don’t have to do anything else other than regular employment.”
  - At the next meeting we will formulate an agenda for the Executive Committee regarding conducting a staff vote about whether or not to change the bylaws.
  
- It was decided that we would not pursue further discussion of professional profiles/pages on the library website since this is being covered in the current Web Team documentation charge.