MINUTES
LAUC-I Executive Board Meeting
Tuesday, September 29, 1-3 pm  Langson Library 110

Present: Andrews, Brown, Ferry, R. Johnson, Light, Novak, Peterman, Sibert, Williams
Absent: Lin

1. Agenda review

2. Approve minutes from: LAUC-I Executive Board August 3 & 24
   ♦ Minutes from August 3 approved
   ♦ Minutes from August 24 approved

   ACTION ITEM: Remove mundane guidelines for LRC from LAUC-I website
   UPDATE: DONE (still exists on T:drive, which is only accessible to members)

3. Looking over the committee charges
   ♦ By-laws language in committee charges
   ♦ Implementation tasks for 09/10: Chairs should speak up if changes need to be made.
   ♦ Academic Librarianship Committee (ALC):
     o Environmental scanning and strategic planning.
     o Major documents in play about professional issues in librarianship (Dan Greenstein’s work, for instance; ACRL publication; the CDC white paper).
     o ALC could work in conjunction with other committees looking at the professional environment and create strategic plan about where we want to be as professionals
     o CROP brochure: great for recruitment.
     o If table is not free at the graduate school fair, should consider not participating this year; Brown suggests talking with Dave Gomez; R. Johnson said Program Committee might be able to contribute (statement retracted after learning the potential cost).
     o How much did we pay last year for the table? It’s unclear if we paid at all. Nothing was charged against the fund.
     o AMC should work on updating the Librarians@UCI website with volunteers who have agreed to be resources.
     o ACRL’s document (in implementation tasks).
     o Further integrate UCI Law Librarians; think about organizing a panel discussion with them.
     o Think about organizing a panel discussion regarding the CDC white paper.
     o Follow LAUC systemwide information as it comes down to us.

   ♦ Research & Professional Development Committee (RPD)
     o More of the same - previous years’ work has been great.
     o Send email reminders for people to get involved in poster sessions for upcoming conferences (MLA, ALA, SLA, etc).
     o Promote free things that don’t have travel component – highlight virtual participation possibilities.
- Highlight free resources for librarians who want to conduct research, put it higher on the website.
- Offer peer review sessions – one on one or with an audience.
- Actively seek out past UCI librarian published papers, presentations, etc. for eScholarship repository submissions.
- Highlight submissions to prove that they are viewable, findable – make it as attractive as possible to submit to eScholarship.

♦ Program Committee (PC)

- Different this year: plan and submit a program budget to D. Sunday for approval for any program that needs funds; she said she’d support two (2) programs that require funding this year.
- T. Brietbach is taking an extra year of maternity leave; decision needs to be made about whether to replace her on the committee.
  - R. Johnson thinks he can run the committee with three people, rather than replace her.
  - Peterman and Brown will discuss. Chair could appoint.
  - Possibility raised to recruit a law librarian.

♦ Library Review Committee (LRC)

- Continue as in the past.
- MyData – not really going anywhere this year. Munoff and Sunday tabled this for another year.
- Final review actions not known by LRC, so Novak unsure what the last sentence of the charge refers to – “The committee shall submit an annual report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.”
  - Is this a cumulative outcome? The language is also in the by-laws; Peterman will review by-laws to see if any clarification can be made.
  - LRC does not keep stats about the recommendations of the committee. Actions and deliberations are also confidential. Per Brown, even the number of recommendations are confidential. All files are deleted at the end of the year.
- Work with LHR to review procedures to include Dean of the Law School in the process. This is mostly done by Libraries Administration, not by LRC.
- Clarification needed for procedures for distinguished-step review process. At issue is how comprehensive the review has to be for a librarian who has already achieved distinguished status and is being reviewed again. Most think progression from step 5 to 6 should not have to be comprehensive. All of this is in the Academic Personnel Procedures (APP), but that document doesn’t address progression from step 5 to 6 specifically. The UC campuses interpret the procedures differently. People who have distinguished status feel they shouldn’t have to go through comprehensive review again, but Sunday thinks they do need to. There are currently colleagues who are reaching this point, so LRC needs to clarify what those procedures are. Need to define what process is leading up to distinguished status, as well as moving beyond the distinguished step.
**ACTION ITEM:** Novak will craft language to include clarification of distinguished-step review process in the implementation tasks for LRC for FY 09/10, will send via email to Peterman

**UPDATE:** Sunday explained that this is included in the APPL. Novak reviewing APPL, if he doesn’t find this language, should be included on the Gen Mem Meeting on 11/4 (AI for Peterman)

**ACTION ITEM:** Peterman will take MyData out of the LRC charge  
**UPDATE:** DONE

**ACTION ITEM:** Peterman will review by-laws for clarification of last sentence in LRC charge  
**UPDATE:** LRC is charged with gathering stats based on reviews; the charge is directly from the by-laws, but does not specify type of stats at all. Need to get stats that are useful for us to measure the work done by the LRC. Prior reports included “x people went up for action; x people were reviewed for hire.” Novak unclear if the stats were meant to include percentages of people reviewed for and granted promotion. Details can be addressed in standing guidelines document rather than by revising by-laws. Difficult to quantify the amount of work undertaken by the committee without compromising confidentiality in terms of who went up for what and how many were recommended for action. Bottom line: Peterman fine with Novak reporting how many people went up for review and how many reviewed for hire, as Tsang did last year.

♦ Nominating-Election Committee  
   o Volunteers needed for the Election Committee

♦ Further discussion:  
   o Bylaws revisions – can we change the wording on things like statistical analysis in LRC’s charge?  
   o Review Academic Senate standing committees and representatives. Look for committees that have been rebranded or no longer active.  
     - Previous two LAUC-I Executive Boards have had a call to create an ad-hoc committee to look at the Academic Senate committee representations to make sure we have identified who our representatives are and have accurate committee names.  
     - The ad-hoc committee didn’t complete this in 08/09.  
   o Sibert put Academic Senate committee acronyms on wiki – if Brown identifies changes, he will let her know.  
   o LAUC systemwide Committee on Diversity: Imamoto’s appointment ends in September 09. Who replaces her? Can she continue? She was carrying out the rest of Scaramozzino’s appointment, so it was less than a full term.  
     - UCOP has Imamoto down as serving through 2010 – this needs to be changed in the LAUC-I documentation (Peterman did this during the meeting)

4. LAUC-I Budget  
   ♦ Ferry  
   o $2955.73 as of 08/31/09 (inaccurate; await updated budget at end of September).
o Won’t have actual budget in a report until 09/30/09.
o Per Sunday’s email on 09/01/09, the LAUC-I budget is $2500 this year; additionally two programs will be funded.
o Question from R. Johnson: Does Sunday have a template for submissions for program funding?
  - She just wants a budget, no template.
  - She has not given LAUC-I a maximum dollar amount, so need to justify the program and the projected budget.
  - No timeline for submitting program budgets, but R. Johnson wants to make sure everything is in to Sunday at least one month ahead of time.

5. LAUC Executive Board monthly conference call from 9/1
   ♦ Fall Assembly information
     o Scheduled Thurs, Dec. 3 at UCB
     o Only assembly this year.
     o Travel grants for newer LAUC members will be available
     o Delegate needed for LAUC Assembly in lieu of Vice Chair.
       - Ferry can’t attend; Peterman looking for someone else to go. Will discuss further.

   ♦ What’s going on at other UC campus libraries
     o Berkeley: Libraries Hours reduction—libraries closed on Saturdays with the exception of Law, Ethnic Studies, Main Stacks and Moffitt Libraries.

     o Davis: The Physical Sciences & Engineering Library will be shut down and integrated into the Shields Library by July 2011. The Biological and Agricultural Sciences collection, currently in Shields, will move to the Carlson Health Sciences library. They will also merge public service desks.

     o Irvine: Five task forces have been created to look at strategic planning. But there is no funding for new projects. They are also exploring patron aided acquisitions.

     o Los Angeles: Study teams will be appointed to examine the service and collection issues associated with closing the Arts and Chemistry libraries. Reduction in library hours-- the Biomedical Library, College Library, Science and Engineering Library in Boelter Hall, and the Research Library will be open Monday through Thursday from 7:30 am to 11:00 pm, Friday from 7:30 am to 6:00 pm; closed on Saturday and open Sunday 1:00 to 6:00 pm. Most other library units under the University Librarian will be open from 9:00 am to 5:00 pm Monday through Friday.

     o Merced: The semester has started so the building is full of students and the library is busy.

     o Riverside: The Diversity Committee launched a film series over the summer. They implemented a mentor program for library school students. Held a library workshop lead by the International Center, on how to help international students. If the
university does not come to agreement with union on furloughs, the libraries will layoff librarians.

- San Diego: The Art Library (in the Geisel Library building) is almost complete. Reduction of hours is being looked at. Reclamation project is complete.

- San Francisco: New Teaching and Learning Center (http://tlc.library.ucsf.edu/) [Dates are inaccurate because funding was frozen and just recently restored; projected open date Jan. 2011]. Library Hours reduction http://www.library.ucsf.edu/locations/hours/reduced. They are closing Saturdays at the Parnassus campus (the 5 story building) and both weekend days at the Mission Bay campus (the basic science campus, where we have a one floor library.) They are also closing earlier during weeknights at Parnassus—10 pm rather than midnight Sunday-Thursday.

- Santa Barbara: Looking at hours and collections reductions. No decisions have been made yet.

- Santa Cruz: The libraries will be closed in Saturdays. Hours on most days will be 10am – 10pm. The McHenry Library renovation should be complete in a year.


- This is something that will inform fall assembly and affect governance.
- In the Inside Higher Education article, Greenstein is quoted as saying, “The university library of the future will be sparsely staffed, highly decentralized, and have a physical plant consisting of little more than special collections and study areas.” http://www.insidehighered.com/news/2009/09/24/libraries
- The quote was made at the Ithaca meeting at Baruch College of City University of New York. The audience was ULs from all over the country.
  - James Neil from Columbia thought it was nonsense.
  - The UL from Duke said the library should be more than a pretty building.
- Also comes directly from the CDC white paper on 21st-century libraries.
- Greenstein was misquoted on outsourcing cataloging to Google; he actually said he expects cataloging outsourcing to OCLC, and can imagine Google creating an open source platform to divvy up cataloging. People annoyed by this statement because this is already being done and he should know this.
- Each LAUC should talk about his statements and what this all means to librarians.
  - Should be treated as a discussion of an idea, not a plan.
  - Brown: CDC is working to prepare a memo targeted to campuses; the ULs are particularly interested in the CDC paper on 21st-century libraries; we should be thinking of it as a conversation piece; the NextGen Tech Services and NextGen Bibliographic Services will inform the conversation. The NextGen Tech Services survey that went out to CDC chairs was supposed to push the conversation into the
bibliographic arena, though nothing on the survey was related to bibliographers, only to tech services.
  o ALC should discuss and try to figure out what this all means to librarians. It will significantly impact how we are defining ourselves as professionals at some point.
  o Bib group and CCC will be discussing further.
  o ALC could create a panel on this; could be a Lunch with LAUC-I. ALC and PC should discuss further.

**ACTION ITEM:** ALC consider partnering with PC to create a program around Dan Greenstein’s comments.

**Update:** Meeting with ALC tomorrow, will discuss then

7. Standing Committee Reports/Information
   ♦ Academic Librarianship Committee (ALC) update
     Andrews
     o No report, will meet next week to look at charge
     o In meantime, Andrews is considering the Grad Fair, whether we’re going to participate, logistics, etc.
     o Need latest version of last year’s CROP brochure as a Word document saved to the T drive folder; need to synch the PDF version and Word version.
     o Peterman doesn’t want ALC to waste time updating the Librarians@UCI webpage; might want to direct visitors to ALA, MLA, websites instead.
       ▪ Williams: Could it be a LibGuide page instead?
       ▪ Peterman: Make it as easy as possible to update and to find information

   ♦ Library Review Committee (LRC) update
     Novak
     o LRC met with Munoff and Sunday to go over what’s expected of this year’s reviews.
     o Scheduled a November meeting with Peterman for introductions.

   ♦ Research & Professional Development Committee (RPD)
     Light
     o Had first submission to eScholarship from C. Johnson (graphic of poster presentation); not fully uploaded yet.
     o Coordinating with K. Laughtin for a process whereby K. Laughtin will submit uploads one week before the monthly meetings. After review, K. Laughtin will upload to eScholarship.
     o By next meeting, will start coordinating how to cast a wider net to gather submissions.

   ♦ Program Committee (PC)
     Johnson
     o Nothing to report yet.

   ♦ Nominating-Elections Committee
     Brown
     o Nominations committee: actions won’t start until December.
     o Brown will meet with Jackie Woodside (new Law Librarian) soon
     o Still need to coordinate with Jessica Wimer, Melody Lembke and Beatrice Tice
ACTION ITEM: Peterman will submit workticket for permissions for listserv and wiki
UPDATE: DONE

8. Agenda for the next Executive Board with Executive Council meeting
   Discussion of topics to bring to Executive Council
   ♦ Budget
   ♦ Furloughs from LAUC-I perspective
     o Results of furlough plan votes (systemwide) should be in today. Voting finished
       Friday; Brown waiting to hear from Karen about statewide results, will send to group
       as soon as he receives it.
     o Impact of furloughs on workload and service.
     o Will furloughs meet the salary savings?
       ▪ We are actively pursuing their goals in terms of programs, budgeting, etc.
     o Do we want to talk about CDC white paper? Is it too early?
       ▪ Lucia Diamond will have met with the ULs by the time of this meeting, so it
         may be good to raise this as a topic of discussion.
     o Munoff’s perspective on future direction of libraries.
     o Librarian 5 and 6 status (clarification about comprehensive review at these steps) –
       this issue comes from LAUC, not from the MOU. Interpretation of Academic
       Personnel Policy to cover represented and unrepresented librarians.
         ▪ Do we want to include this in the Exec. Board with Exec Council meeting?
         ▪ We’re asking specifically for clarification of the rules for review procedures
           for the following:
           ▪ The review process for distinguished-status librarians
           ▪ The review process for librarians moving from step 5 to 6 and above
             (is 5 to 6 just a merit increase, or is it a comprehensive review?)
           ▪ It’s never been clear what characteristics are necessary for a distinguished-
             status review process
           ▪ Are we asking UCI Libraries to clarify the local interpretation, and are we
             asking for APP to be revised?
             ▪ Brown: no, this is not addressed specifically in the APP, so nothing to
               revise.

ACTION ITEM: Novak will email Libraries HR and copy LAUC-I Exec Board, allow
HR to decide whether to have the discussion at the meeting or by email
UPDATE: DONE

9. New business:
   ♦ LAUC-I Website http://lauci.lib.uci.edu/
     Ferry
     o A number of tools are available now that weren’t available previously.
     o Web Services has some time to assist; there is a great deal of work to be done by
       someone other than Kristine in her role in LAUC-I.
     o Perhaps appoint an ad-hoc group to review at the website and make decisions about
       changes, whether some content can move to new tools, etc.
Has been managed in the past by someone who has the skills and the time. A few years ago, there was a paid student who built the structure of the website. If we started working now, it would be ready for release summer 2010.

**ACTION ITEM:** For a future meeting (November), Ferry will prepare something to share with Exec. Board outlining the options for revising the LAUC-I website.

**UPDATE:** Pending; Peterman and Ferry have discussed.

**ACTION ITEM:** Peterman will consider appointing someone to maintain LAUC-I website for this year, apart from updates by Sibert.

**UPDATE:** Pending; Secretary should update roster, charges, calendar, minutes, agendas; beyond that, maintenance duties are in flux and will be dependent on discussion with Ferry in November; archival issue need to be dealt with, maybe move to using something like the wiki to ease workload. Archival format needs to be determined; in past, print was format of record; is this still viable?

Williams and Lin will review 1999 document that called for archival procedures, discuss at Gen Mem meeting on 11/4, make recommendation to the Exec Board sometime thereafter (AI for 10/28/09 minutes).

10. **Wrap up and Adjournment**

Meeting adjourned 2:10 pm

**Next meetings:**

2009

Executive Board with Executive Council – Oct. 19, LL110, 11am-12pm

Executive Board – Oct. 28, LL110, 11am-12:30pm