MINUTES
LAUC-I Executive Board Meeting
Wednesday, November 25, 11am to 12:30pm  Langson Library 110

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

1. Agenda review  ALL

2. Approve minutes from: LAUC-I Executive Board September 29 and Oct. 28  Sibert/All
   Minutes from 09/29/09 approved
   Minutes from 10/28/09 approved

3. LAUC-I Budget  Ferry
   Ferry not present, will report later by email
   Update: From Ferry, via email: budget as of 10/31/2009 was $2445.65

4. LAUC Executive Board monthly conference call from October 6 and November 3  Peterman
   • Fall Assembly information
     ♦ Scheduled Thurs, Dec. 3 at UCB.
       o Williams, Sibert, Peterman attending
       o Williams could blog/tweet; he'll send email to Phoebe Ayres at UCD about blogging.
     ♦ Topics to include roundtable discussions role of librarians within UC for second half of program.
       o Professional Governance committee will select 6-7 issues to highlight at the discussion to help create a framework. After these sessions, the group will reconvene as a whole to debrief. The Professional Governance committee will draft an announcement outlining the discussion, offering topics for discussion, and a brief reading list. Brian Schottlaender’s study on job descriptions might be used (see LAUC-I’s Academic Librarianship Committee wiki for a copy of Schottlaender’s PowerPoint).
       o Where we are headed as a profession? We should look at Schottlaender’s study on job descriptions; he is Chair of ULs. Link to PowerPoint (scroll to bottom of page, under Files, “Schottlaender.pptx”): https://dekiwiki.lib.uci.edu/LAUC-I/Academic_Librarianship_Committee_%28ALC%29/Future_of_Academic_Librarianship
     ♦ Travel grants for newer LAUC members still available
   • Research and Professional Development Grants
• Two kinds – standard and mini and presentation– see http://www.ucop.edu/lauc/committees/rpd/index.php, details on wiki, Michelle Light and company.
• Light will cover this later
• Professional Governance:
  ♦ 2 co-chairs are Matt Connor (UCD) and Heidi Hutchinson (UCR).
  ♦ Pauline Manaka represents UCI.
  ♦ Anything to say about professional governance, talk to Manaka. This is about the future of the profession, and it’s a standing committee. Last big action was revision of by-laws in 2004. In general, the committee takes on larger issues. They are now looking at Greenstein’s comments, as well as actively pursuing an interpretation of Next-Gen TS. HOTS, and the ULs as a group, are interested in pursuing shared-work-type programs to reduce the number of specialists, do more with less, apply next-gen formulas across the board. CAH discusses this in terms of 24/7 coverage, but it could go much further than that, governance-wise, at the UC level.
• Diversity:
  ♦ Gary Colmenar (UCSB) will be new chair.
  ♦ The committee has been charged with updating the website and examining how diversity relates to the afternoon discussion at the Fall Assembly.
  ♦ This is also a standing committee. They are looking at how diversity relates to governance issues, which will come up at Fall Assembly. They’re not looking at recruitment & retention this year; Library HRs have routinely not responded to requests for information about this, so the issue can’t move forward.
• Reminder about LAUC Position papers at http://www.ucop.edu/lauc/about/ on such topics as The Academic Librarian in the University of California
  ♦ Position paper 5 specifically should be reviewed; it outlines the traditional position librarians have had. 1998 was last time anyone looked at this issue seriously. Important to the history of LAUC and supporting documentation for criteria for advancement. We should read these before attending the Fall Assembly next week. Ultimately the real issue is what makes an academic librarian.

5. Standing Committee Reports/Information
• Academic Librarianship Committee (ALC) update Andrews
  ♦ Not much to report yet – next meeting is 12/10
  ♦ They are done with the libguide and working on putting together the panel
  ♦ If anything to add to the wiki, let Andrews know.
  ♦ More to report at next meeting.
• Library Review Committee (LRC) update  
  ♦ Info up on wiki: mostly documents that are otherwise hard to find on Libraries HR site, such as links to APM, etc. Removed mundane guidelines from website, instead they’re now on the wiki.
  ♦ During the last law librarian hiring process, LRC encountered some procedural questions about how the Law Library is involving and not involving the LRC. Novak is setting up a meeting with Law Library HR, also Dean of Law School (like they do with our Lib UL, Lib HR). LRC needs to be the bridge between Law Library & Libraries HR, otherwise there’s not a lot of communication. How much is Law Library really going to depend on LRC?
  ♦ Peterman (aside): Law Library is seen as a very good resource, but this is not their defined set of procedures nor those that they will necessarily follow. However, files will go through LRC, so cooperation is necessary.

• Research & Professional Development Committee (RPD)  
  ♦ Most pressing issue for RPD is the joint RPD/PC program on 12/16/09 (professional development activities). So far, only one volunteer; need many more.
    ○ Sibert, Peterman, Brown volunteer.
    ○ Will follow structure of lightning talks: 3-5 minutes, say everything you want to say about your presentation, make sure you give the main point of the presentation. Questions are most important part of lightning rounds. Scheduling will depend on the number of volunteers.
    ○ Happening in conjunction w/ annual LAUC-I holiday party.
  ♦ Working on figuring out a way to alert people that conferences deadlines are approaching:
    ○ Instead of hitting email boxes, RPD is setting up a blog through the new UCI blog service; staff can then subscribe to RSS feed.
    ○ Wiki page links to 5 or 6 different resources that announce conferences, grants. Virginia set up a search engine that will search those sites & gather updates.
    ○ Will advertise both once the blog is up and running.
  ♦ Grants: deadline to submit is 1/8.
    ○ Relying on Peterman to send out announcements.
    ○ Peterman would like Light to write a blurb about the deadline for RPD to review submissions before LAUC deadline.
    ○ Deadline will really need to be the first day back from holiday break; will publicize this at holiday event on 12/16.
    ○ Imamoto happy to talk to anyone who is thinking of submitting a grant.
    ○ Timing is a problem still with smaller grants. Though deadline is January, money won’t come through until FY 10/11. Causes confusion when applying for a grant for a paper that will happen
before beginning of new FY.

- **Program Committee**
  - **Johnson**
  - 2 events coming up:
    - GIS in Libraries and Research on Thursday, 12/10/09
    - Professional development activities lightning talks and holiday celebration, Wednesday, 12/16/09, with RPD
  - New member: Jackie Woodside from the Law Library. She is not in Oracle and can’t access drives, so that has been challenging.

- **Nominating-Elections Committee**
  - **Brown**
  - No updates yet, most of the work will start in December, particularly with nominations

6. **Librarians and governance**
   - Manaka (guest)
     - LAUC-I Executive Board asked Manaka and Judy Bube to investigate membership of LAUC-I on Academic Senate Committees to determine where representation is missing and which committees have term limits.
       - Preliminary report is ready, will go up on wiki.
       - Came up with chart outlining where representation exists.
         - Questions about memberships that were renewed 09/10: those committees now have representation until 2012. Manaka and Bube say that we should not have renewed these memberships, because it’s clear that the terms are intended to be 3 years and then the member should be replaced. It’s ok that LAUC-I renewed those members, but it also would be ok not to in the future.
         - Came up with list of committees that are lacking representation and noted current contacts for those committees. Bube has some association with some of the contacts, so will send email indicating significance of LAUC-I representation on these committees.
         - Question to Exec Board: are they on right track to ask that LAUC-I be represented on more committees, and do they have the ability to recommend to the Exec Board that term limits be imposed?
           - Peterman says they can make those recommendations, keeping in mind that LAUC-I is interested in pursuing representation on committees of high value to us, i.e. anything with honors, students, etc.
         - (Williams) Can LAUC-I remove members from the committees after appointment?
           - No, they have to serve out the current terms, then appoint new people next time.

- **LAUC Committee on Professional Governance:**
  - Committee charge includes having a big presence at Assembly in Berkeley. Initial program is setting the base for the future for an ongoing
assembly discussion on the future of the UC librarian. This committee is coming up with preliminary documents and structure for this year.

♦ Chair of committee is Matt Connor at UCD. Five people total on committee, including Lucia Diamond. Manaka will look into where LAUC-I Exec Board comes in, where the intersection is. LAUC-D asked for input, which Matt Connor then relayed to committee.

♦ Eight topics will be covered at the Assembly; the 9th topic is a free-for-all

♦ Committee members have a deadline of today for recommending to LAUC key issues as they pertain to the eight larger topics. The committee member responsible for any given topic will gather research regarding key issues to be presented at the assembly. Conversations will continue after the Assembly via the blog.

♦ Manaka will put info on the wiki; blog is already set up on LAUC assembly website, so we can contribute to the conversation now if we want to.

♦ Role of LAUC-I Exec Board and LAUC-I membership: we need our experts to be active in these conversations.

♦ At beginning of the Assembly, the committee will explain why this discussion is happening, then at end they will report about the discussion back to LAUC Exec Board. Report will address the ongoing conversation.

♦ Committee charge is to look at our role as UC librarians in libraries of the future; the UC commission is charged with getting things done in response to the budget specifically. Librarians are asking for clearer involvement as university makes plans for the future.

♦ LAUC-I Exec Board is invited to send questions, comments, to Pauline.

7. Appointment of Ad Hoc on LAUC-I website migration to Content Management System.
   LAUC-I T drive access, archiving, past reports, etc. 
   
   Peterman

   • Members: Sibert, Melody Lembke, Kristine Ferry (ex officio), Kathryn Kjaer
   • To address: how to accommodate both libraries – Law and UCI Libraries? What should go into the CMS?
   • This group might not actually put stuff into the CMS, but will make recommendations about what should be in CMS, how to hide what needs to be hidden.
   • Dana will send email to Sibert with further information about the Ad Hoc Committee. No time frame set yet.
   • Is this about more than website migration? Also includes public view and staff view, interaction with the wiki, public and private viewing, and document control.
   • Lembke is well known as a law librarian cataloger, has great organizational skills; Kjaer as HR expert; Sibert as LAUC-I Secretary, also archiving current documents; Ferry as web organization expert. Ferry recommended that this group should be small to be efficient.

**ACTION ITEM:** Peterman to send Ad Hoc Committee charge to Sibert

**UPDATE:** Done
8. Miscellanea
   • No response yet from EVC about letter from LAUC-I; Peterman also forwarded it to LAUC chair for wider use if necessary.

   **Update:** Peterman heard back from EVC, has been appointed to committee to search for interim appointment for the UL position; other members on committee are confidential, though he can tell us that other members come from within and outside of the Libraries.

   • UCI student group planning to occupy LL on 12/4/09. Won’t leave building when it closes at 5 pm. Teach-in leading up to it. Holding a rally earlier in the day at 1 pm. CAH aware of this. Posted on their blog, letter sent to UCI Admin. No one has heard about any response to this yet.

9. Wrap up and Adjournment
   • Meeting adjourned at 12:14 pm.

Next meetings:
Executive Board – Jan. 25, 2010, 11am-12:30pm in LL 110
Executive Board with Executive Council – Jan. 26, 2010, 11am-12pm in LL 110
General Membership – Feb. 2, 2010, 12pm-2pm in SL 104