

MEETING MINUTES
LAUC-I Executive Board Meeting
19 January 2016, ASL 244, 2 p.m.

Present: Keith Powell, Colby Riggs, Cynthia Johnson, Shu Liu, Christina Woo, Scott Stone, Becky Imamoto, Emilee Mathews, Jharina Pascual

1. Welcome Jharina and Emilee

- **ACTION ITEM: Cynthia will set up a meeting with Colby and Jharina to discuss documentation and storage**
- Jharina will record gist of topic and any attendant action items

2. Report from Strategic Planning Committee (Emilee Mathews):

- Committee looking to produce document emphasizing library's institutional relevance, public-facing activities, and outreach
 - Reviewing models of strategic planning documents from other libraries
 - June 1st due date
 - Committee will ask for feedback from various stakeholders from inside and outside the library, will tap liaisons to the Academic Senate and possibly pods for assistance in outreach
 - April is better for feedback. And we'll need to develop talking points for representatives – even something as simple as a senate representative asking “when you think about UCI’s Strategic Plan, are there specific areas where you think the Libraries can play an important role?”
 - Reach out to research librarians – ask them about the following:
 - Do they have library champions in their area who might serve as early feedback mechanisms in a kind of advisory committee? If so, please name.
 - Can they informally ask their liaison areas what they are doing for strategic planning and report back?
 - Library-wide forum tentatively scheduled for early May
 - Committee will try to define specific steps as well as accountability measures
 - **ACTION ITEM: Emilee will schedule a monthly placeholder meeting to discuss developments in the Committee**
 - Question: should this be open to all or just LAUC-I members?
 - Open to all, but then we need to be sure that we are very clear about our goals and objectives so that we don't seem to be taking over the whole planning process.
 - LAUC-I, as part of our co-sponsoring of events, is happy to run some open forums throughout the quarter to help people think about what strategic planning “is” and get creativity flowing.
 - **ACTION ITEM: Cynthia will ask whether the Committee wiki can be unlocked for viewing**

3. Town Hall

- For upcoming session, possibly format as a brainstorming session for strategic planning
- Committee may consider distributing a document on strategic planning to solicit feedback from library staff

4. Professional development/reimbursement (Cynthia Johnson):

- **ACTION ITEM: Cynthia will schedule a separate hour with library staff to discuss new procedures**

5. Committee reports

- **ACTION ITEM: Scott Stone will have a budget proposal ready for LT for invited speaker Char Booth**
- **ACTION ITEM: Shu Liu will contact Christopher Thomas about sending out announcements**