MINUTES

LAUC-I General Membership Meeting
Tuesday, August 22, 2017 * 12:00pm – 1:30pm * ASL 104

1. Attendance: Annette Buckley; Becky Imamoto; Christina J. Woo; Colby M. Riggs; Cynthia A. Johnson; Danielle A Kane; Derek Quezada; Emilee Mathews; Hector Perez; Jimmy Zavala; Joshua Hutchinson; Kathryn Kjaer; Kelly Spring; Kevin Ruminson; Krystal L. Tribbett; Matthew Roberts; Mitchell C. Brown; Nicole Arnold; Nicole Helregel; Paula Jharina P. Pascual; Sarah Wallbank; Scott M. Stone; Shu Liu; Stacy Brinkman; Vicki A. Grahame; Wanda Pittman Jazayeri

2. Welcome New Members and LAUC-I Executive Board
   a. Jimmy Zavala, Project Coordinator for Transforming Knowledge/Transforming Libraries project
   b. Nicole Arnold, Research Librarian for Student Success and Instruction

3. Agenda Review

4. Updates

   a. LAUC and LAUC-I Standing Committees, LAUC-I Budget Report and Academic Senate Committee Quarterly Reports - Comments and/or Discussion?
   b. Budget and Human Resources – Kevin Ruminson
      i. Budget: Increased funding for collections
         1. $460,000
      ii. $235,000 in one-time funds for new library management system
      iii. Libraries did not receive funding to increase FTE or operational budget
      iv. Recruitment
         1. Archivist
         2. Digital Humanities Librarian
   c. Leadership Council Agenda Review – Kevin Ruminson
      i. Consolidating copy and print functions in Langson
      ii. Endorsed continuing Library STARS program
      iii. Strategic planning goals
      iv. Personal librarian pilot program
      v. High priority staffing
      vi. TEBI purchasing

5. APP- L Revisions – Kathryn Kjaer
   a. Revisions are proposed for greater clarity on procedures for review
   b. LHR has suggested revisions based on observations during the review cycle, changes to the MOU, and after consultation with current members of Library Review Committee, the LAUC-I Executive Board, and the University Librarian.
   c. The draft Revision is presented to LAUC-I for further comment. An index to the proposed revisions is included.
      i. APP-L is written and updated as needed by Library HR in consultation with members of LAUC-I and with approval of the University Librarian
      ii. Types of actions that may result from reviews were clarified with salary points information
      iii. "Exceptional" >>> in comparison to peers at a similar level
         1. Review Initiator and candidate must make a case with strong letters, supplementary material
         2. See Appendix B of APP-L for guidelines for interpretation
      iv. There was a discussion about how to maintain sufficient activity in Criteria 2 – 4 while meeting increasing workload demands in Criterion 1.

     v.   Librarians have flexibility on how to contribute in Criteria 2 – 4. For example, it is not necessary to have activity in all criteria during a single review period. Review Initiators and librarians should work together on how to address this.
1. Criterion 1 excellence is still the most important in every review.
2. *Appendix B: Guidelines for the Interpretation of the Criteria* of the APP-L provides guidance on the balance among the criteria over one's career.

6. LAUC-I Survey - Danielle Kane: https://kahoot.com
   a. YES: we should keep the new meeting format(s)
   b. YES: we should keep Timely Topics
      i. Some reporting will be re-incorporated into meetings
   c. YES: we should keep Brown Bag meetings

7. Proposed LAUC-I Goals for 2017-2018 - Danielle Kane
   a. Highlight Librarian Contributions
      i. Desired Outcome: Develop a proposal detailing how we can highlight library staff scholarship on our external library web site.
      ii. Selected Action Plan: Appoint an Ad Hoc Committee to develop a proposal
      iii. Evaluation/ Assessment Criteria: Committee proposal approved and implemented
      iv. Stakeholders: LAUC-I members and campus community
   b. Celebrating Our Professional Accomplishments
      i. Desired Outcome: Host monthly LAUC-I brown bag lunches to showcase our librarians' professional contributions such as presentations and papers, from various conferences in their specific fields.
      ii. Selected Action Plan: Recruit presenters and hold monthly brown bags.
      iii. Evaluation/ Assessment Criteria: Ability to recruit presenters and well attended sessions
      iv. Stakeholders: LAUC-I members and interested library staff
   c. Librarian Review Mentoring
      i. Desired Outcome: Develop a list of volunteers with previous LRC experience for a mentorship list. Librarians under review can ask mentors to review their factual resume and the mentor will provide feedback, mentors can also answer questions about the review process or refer to the RI or HR if needed.
      ii. Selected Action Plan: Seek volunteers and market the service
      iii. Evaluation/ Assessment Criteria: Ability to recruit volunteers/do librarians ask for mentorship
      iv. Stakeholders: LAUC-I members

8. Inspiring From Within - Brown bags

   • September : Digital learning objects (Danielle A Kane)

   • October: Layers of Leadership across Libraries, Archives, and Museums - Kelly Spring

   • To be scheduled - Ming Government Official Titles - Ying Zhang, Open Educational Resources: One Library's Approach - Sarah Wallbank, IMLS Transforming Knowledge/Transforming Libraries grant project - Audra Yun, Krystal Tribbett, and Thuy Vo Dang

9. News/Announcements

10. Wrap up and adjournment

| **Next Meeting:** |
| **Weekday, Month DD, 20YY * TI:MEam – TI:MEpm *   Bldg Rm** |