

Minutes
LAUC-I Executive Board Meeting
Monday, February 24, 2003
1-3pm, ML 110

Present: Ariel, Ford, Manaka, MacLeod, McAdam, Bube (guest) and Crooks (guest)

Meeting Called to Order at 1:00pm

1. Minutes

Approval of the Minutes was postponed due to the absence of Love, who had not distributed the Minutes taken at the previous Executive Board meeting.

2. Bylaws Changes

A. LRC Charge

The Executive Board discussed changes to the Library Review Committee charge. The Executive Board reviewed the charges in the Bylaws of other campuses. The Executive Board also discussed the charge of the Academic Librarianship Committee. Changes to the Bylaws related to the LRC included:

Section 8. Duties of Standing Committees

- a. The Library Review Committee (LRC) is a standing committee elected by LAUC-I in accordance with the procedures set forth in Section 360 and 2-10-4 of the *Academic Personnel Manual*, together with local procedures approved by the University Librarian for their implementation.
 1. The LRC shall consist of four members in the Librarian Series. Three of these members shall have career status. The fourth member may not have career status and shall have completed at least one successful academic review.
 2. The chair of LRC shall be the member with career status who has served the longest on the committee. If both members elected in the same year have career status, the chair normally shall be the member who received the higher number of votes.
 3. Every third year two vacancies on the LRC are filled by election; in other years one vacancy is filled. No person shall serve consecutive terms on the LRC.
 4. No two members shall be from the same department. Efforts shall be made to nominate candidates from all segments of the UCI Libraries.
- b. The Library Review Committee reviews and advises the University Librarian on personnel actions, as applied to the Librarian Series, including but not limited to matters concerning appointment, merit increases, and promotion.

- c. The Library Review Committee, at the direction of the Executive Board and in collaboration with other committees, as appropriate, reviews and advises on personnel policies, guidelines and standards.
- d. The Library Review Committee shall submit an annual report to the Executive Board.

B. Professional Development Committee Charge

The Executive Board discussed the duties of the Professional Development Committee chair, as it seemed onerous to both chair the Committee and also serve as representative to the Systemwide Committee. Changes/additions to the Bylaws charge include:

1. Monitor and provide leadership on ongoing professional development and mentoring opportunities for LAUC-I members.
2. Coordinate activities at UCI associated with the Systemwide “Call for Research Proposals, UC Research Grants for Librarians.”
3. Undertake other duties as directed by the LAUC-I Chair and Executive Board.

C. Academic Librarianship Committee Charge

The Executive Board discussed the duties of the Academic Librarianship Committee. Changes/additions to the Bylaws charge include:

1. Address matters relating to the academic status and professional issues of librarians, at the direction of or in consultation with the LAUC-I Chair and Executive Board.
2. Undertake other duties as directed by the LAUC-I Chair and Executive Board.

D. Program Committee Charge

The Executive Board discussed the duties of the Program Committee Charge. Changes/additions to the Bylaws charge include:

1. Identify, develop, organize, advertise, and coordinate programs of interest to LAUC-I membership, at the direction of or in consultation with the LAUC-I Chair and Executive Board.
2. Undertake other duties as directed by the LAUC-I Chair and Executive Board.

E. Other Bylaws Changes

Manaka asked the Executive Board to look at the LAUC-I website and provide feedback to her, especially about the function/duties of the Secretary and Members-At-Large.

3. **Prepare for the Meeting with Library Executive Council, March 31, 2003, 1-2pm**

A. Question of LAUC-I “Advising” Library Executive Council

Manaka shared examples from other LAUC divisions regarding the purpose of LAUC at the local campus level. The Executive Board examined the wording of UCB and UCD divisions. Ariel agreed to work on the wording of this section [Joan: please correct me if I’m wrong; my notes are sketchy here and the tape of the meeting had ended.]

B. Kaufman’s Memo re: *Proposals Regarding Campus Practices in the Librarian Review Process*

Manaka asked the Executive Board to look at Kaufman’s memo and send comments to her about how we want to handle discussion of it.

C. Agenda for Next Meeting

Manaka will send the agenda out early for our next meeting with Library Executive Council.

4. Next Steps on LAUC-I Bylaws Revision

Manaka asked Executive Board members to send their suggestions for Bylaws revisions to her by Monday, March 3rd.

5. Report of March 7th LAUC Executive Board Meeting

Manaka asked members to let her know if they would participate in the conference call of the Systemwide Executive Board meeting.

6. Announcements

Manaka announced the work being done on the LAUC-I website; new documents, including annual reports are being added.

7. Adjournment

The meeting adjourned at 2:55pm.