

Minutes
LAUC-I Executive Board Meeting
Monday, March 31, 2003
1-3pm, Main Library 110

Present: LAUC-I Executive Board: Ariel (Vice Chair), Ford (Secretary), Pauline Manaka (Chair), MacLeod (Past Chair), and McAdam (Chair, Library Review Committee.) Library Executive Council: Hughes, Kaufman, Kiehl, Munoff, and Tanji. **Guests:** Landis (Chair, Academic Librarianship Committee), Katzarkov (Chair, Program Committee) and Riggs (Chair, Ad Hoc Committee on Web and Archives.)

1. Status Report on Recommendations for Changes on Review Practices

There was some confusion about the report to which this agenda item referred. It refers to the document entitled *Proposals Regarding Campus Practices in the Librarian Review Process [revised]* distributed to the Executive Board on February 24, 2003 by Kaufman. To give the Executive Board ample time to review the report, the discussion was deferred to the Board's next meeting.

The *Draft Guidelines for Position Profiles of Librarians*, which were distributed to the Executive Board by Kaufman on January 30, 2003 and again on March 17, 2003, contain the supplemental additions made after lengthy review of the document by LAUC-I. The Executive Board also will discuss the *Guidelines* at our next meeting. Then the *Guidelines* will be sent to LAUC-I for a final courtesy review at the May General Membership meeting.

Landis distributed a partially revised draft copy of the *Guidelines for Interpretation of the Criteria for Librarian Personnel Actions within the UCI Libraries*. The Academic Librarianship Committee is still editing the document and is reorganizing it to remove repetition. Definitions were moved to the beginning of the document and footnotes will provide URLs for relevant documents. The Committee expects to finish the revisions to the document in mid-April and will forward the document to Kaufman and the Executive Board for feedback. Since it would be too cumbersome for the Committee to track all the changes that are made to the document, Landis suggested the Executive Board very carefully compare the old and new documents to make sure the Committee did not leave out substantial information. Once the draft document is reviewed by Kaufman and the Executive Board, it can be forward to the membership for review and discussion, which was tentatively scheduled for the June General Membership Meeting. Once the revisions have been made, LAUC-I will need to recommend to Munoff the adoption of the *Guidelines* as an "official document."

2. LAUC-I Program Committee's Upcoming Workshops

Katzarkov, Chair of the Program Committee, presented three program ideas with associated costs: 1) a sharing, presenting, and publishing panel discussion in which

LAUC members at different career levels share their experiences with the membership (approximately \$350-400 for refreshments); 2) a visit to the *Orange County Register* Research Center (no charge); and 3) *Delivering Effective Library Presentations!* workshop by Info People (\$1200 plus cost of refreshments, if offered.) The Executive Board was unsure of the amount of funds left in the LAUC-I budget. MacLeod, Manaka or Ariel will check on the amount of funds left for this year and report to the Executive Board and Katzarkov. The Executive Board also discussed allocating the unused professional development funds for programs.

3. Library Council Communication Proposal

Munoff referred the Executive Board to his email memo of 28 March 2003 regarding Library communication. Some Executive Board members expressed concern that the memo does not directly call out communication with LAUC-I. Munoff pointed out that the memo allows for communication when needed with LAUC-I. MacLeod suggested that the memo could reiterate the Executive Board's communication with Library Executive Council during our quarterly meetings.

Meeting with Library Executive Council Adjourned

The meeting with Library Executive Council adjourned at 2:00pm. The Executive Board continued meeting with Katzarkov, Landis, and Riggs.

4. Report from the Ad Hoc Committee on Web and Archives

Riggs reviewed the work of the current Ad Hoc Committee on Web and Archives, focusing on their changes to the 2000 Report of the Ad Hoc Committee on LAUC-I Archives. After discussing the merits of retaining paper or electronic documents, the Executive Board agreed with the recommendation to keep the electronic version of LAUC-I records as the official version of a document. The Executive Board acknowledged the importance of managing both the print and electronic versions while the documents are created. The Executive Board discussed various methods for maintaining the LAUC-I archives and web pages, from having an elected officer, an appointed officer or a library school student responsible for the maintenance. The Executive Board discussed the advantages to having an appointed officer, especially a LAUC-I member with archival experience, manage the archives and web pages, especially while they initially are being organized. Manaka asked the Ad Hoc Committee on Web and Archives to draft the desired qualifications for a LAUC-I archivist position. The Ad Hoc Committee will list the duties of the archivist and also duties of a library school student, if one was available to work on the archives and web pages. The Ad Hoc Committee will also delineate what documents we will keep, how to keep them and to whom the documents are turned over. The Executive Board and the Ad Hoc Committee acknowledged that in order for this endeavor to be successful future Executive Boards must assume responsibility for ensuring that materials are submitted to the archives.

5. Next Executive Board Meeting

Since several members could not attend the Executive Board meeting scheduled in mid-April, Ford will schedule a meeting via Corporate for the Executive Board and Kaufman on another date. [The meeting was scheduled on May 1, 2003 from 10am-noon.]

6. Adjournment

The meeting was adjourned at 3:00pm.