

Minutes
LAUC-I Executive Board Meeting
Monday, October 28, 2002
1-3pm, Main Library 110

Present: Joan Ariel (Vice Chair), Collette Ford (Secretary), Larry Heiman (Member-at-Large), Pauline Manaka (Chair), and Tim McAdam (Chair, Library Review Committee.) Steve MacLeod (Past Chair) joined the Board at 1:50pm and Bill Landis (Chair, Academic Librarianship Committee) joined the Board at 2:15pm.

1. Minutes

The Executive Board discussed the format of the Minutes. Drafts will be sent to the entire Executive Board for review. The office held will be listed after the names of those members present. Throughout the minutes, last names will be used.

The Minutes were approved as amended.

2. Vice Chair Report on Training

Ariel met with Ryan Hildebrand, the new cataloger in Special Collections, to provide him with an overview of LAUC and LAUC-I. She showed him the website, discussed the structure and purpose of LAUC and LAUC-I. She described the various LAUC, LAUC-I and Academic Senate committees on which members can serve. She reviewed the calendar and the peer review process. Ariel will develop a checklist of information to be covered with new members and will share it with the Manaka.

3. Announcements

3.1 Cards and Gift for Eddie Yeghiayan

The Board decided to allocate \$50 for a gift certificate for Eddie. Manaka will contact Teresa Cox in the Business Office about how we can do this. Manaka will mail the signed cards and gift certificate to Eddie.

3.2 Congratulations to Lorelei Tanji on AUL Appointment

Ariel will buy flowers to give to Tanji at the membership meeting; the Board will contribute to the cost. Manaka will congratulate Tanji at the General Membership meeting on Nov. 4, 2002.

3.3 *Library Items* and LAUC-I Committee Reports

After discussion, the Executive Board decided to post the reports on the LAUC-I website and send the URL for publication in *LibItems*, rather than trying to summarize the reports in an article.

4. Chair's Meeting with AUL for Human Resources

The LAUC-I Cultural Diversity Committee is dormant. LAUC-I needs a formal mechanism to have a representative to the systemwide Cultural Diversity Committee. We can either elect a representative or possibly have a LAUC-I member of the UCI Library's Diversity Team serve as our representative. Manaka asked Kaufman, AUL for Human Resources, if one of the LAUC-I members on the UCI Library's Diversity Team could serve as the LAUC-I representative to the systemwide Committee. Kaufman will discuss this with the UCI Library's Diversity Team and contact Manaka with an answer. In the meantime, Heiman will serve as our representative to the systemwide Cultural Diversity Committee and the Executive Board will look at the goals of the systemwide Cultural Diversity Committee and of the UCI Library's Diversity Team.

5. Chair's Meeting with the University Librarian

5.1 Calendering quarterly meetings with Executive Council

The LAUC-I Chair Manaka will send ideas/themes proposed for the agenda to Gerry Munoff two weeks prior to the meeting of the Executive Council with the LAUC-I Executive Board.

5.2 Creating clarity when LAUC is addressing "big" Library themes

As issues are sent from LAUC to LAUC-I for input, LAUC-I should communicate with the Library Administrator whose work and/or department are relevant to the issue. In some instances especially those related to library operations, LAUC-I may need to defer to Library Administration in providing input. We need to clarify the role(s) of the Chair of LAUC-I, LAUC-I members, LAUC representatives to systemwide committees and the Library representatives to systemwide committees.

5.3 Research Incentive Awards Proposal

Manaka proposed that some of the "LAUC-I travel savings" be used to provide awards to motivate UCI librarians to publish articles and promote information literacy initiatives. Some members of the Executive Board questioned the proposal by asking what the goal of the program would be and how would it be administered. We will look at programs at other campuses.

The discussion of this proposal brought up the procedural issue of discussing it with Munoff before taking it to the Executive Board. Some Board members thought it would be more efficient to discuss and fine tune ideas before taking them to the University Librarian.

6. LAUC-I Goals

Manaka presented her goals for LAUC-I for 2002/2003. These related to information literacy, LAUC-I web development, communication & collaboration and mentorship. The Executive Board will review these at our November meeting.

7. LAUC-I Charges

Manaka drafted the LAUC-I standing committee charges in August. The charges were sent to the committees for feedback. Based on their feedback, she rewrote and redistributed the charges. Some members of the Executive Board felt the charges should have been discussed with the Executive Board before sending them to the committees. Manaka said the Bylaws were not clear about how to do this. Since she wanted to give the committees their charges early in the year, she moved forward on this without Executive Board input.

Manaka asked the Executive Board to look at the standing committee charges. Two major committees (Professional Development and Academic Librarianship) need to be restructured because of changes to their duties. We need to review their charges in the Bylaws and make any necessary changes, remembering to make the charges as broad as possible.

The Executive Board agreed that this year the Professional Development Committee would be charged to work on mentoring, the Academic Librarianship Committee would be charged to work on recruitment, and the Library Review Committee would be charged to work on the Criteria Document.

7.1 Professional Development Committee Charge

The Executive Board asked for clarification about charge number 6 related to posting professional development opportunities on the LAUC-I website and calendar.

7.2 Program Committee Charge

The Committee will ask the membership for program ideas at the November 4th meeting. The Executive Board discussed the charge to develop a mentoring program.

7.3 Academic Librarianship Committee Charge

Landis mentioned that the Academic Librarianship Committee (ALC) had developed a mentoring proposal, which was submitted to the Executive Board last year. The proposal included mentoring as an outreach activity to campus and a formal mentoring program for UCI library staff. Landis said the Committee could bring a proposal separating the two activities, so the ALC and Program Committee could work on different aspects of mentoring. The activities related to National Library Week will be removed from the ALC charge. Landis and Manaka will meet with the Kaufman, AUL for Human Resources, to discuss the review of the Annual Plan and which documents the Committee will review.

8. Meeting with University Librarian regarding *Work Week Guidelines*

Ariel and Landis distributed a summary of their meeting with Munoff. The Executive Board will discuss this at our November meeting.

9. Adjournment

The meeting adjourned at 3:00pm.