
LAUC-I Executive Board Minutes
Minutes Approved 4-12-04
LL 110
2-25-04

Present: Jacobs, Manaka, Tunender, Palmer, Landis, Ruttenberg, Ariel, Urrizola, Bube

Absent: Wilson

1. Agenda Review and Meeting Minutes

1/26/04 Minutes Review: Page 4: Ruttenberg attributed the recommendation about coping discussions to Kaufman – who noted that these discussions are taking place across campus. Ruttenberg will follow up with Kaufman about the accuracy of this attribution, which was questioned.

Page 3: Need to assign to a particular person the action item about reviewing the UCI Libraries’ grants website – for now it’s attributed to Executive Board in general.

Executive Board then discussed the need to maintain a list of “pending issues” so that they don’t get lost. We discussed the possibility of assigning this task to either the secretary or one of the members at large.

1/26/04 minutes were approved with modifications, and pending Kaufman’s response.
[*Kaufman subsequently approved the attribution – 4/04 –JR*]

2. Chair Report/Announcements

- Ariel and Landis’s meeting with the UCI Career Center went really well – some students have already been referred to Ariel.
 - Ariel and Landis put together packets for career center staff using LAUC-I funds
 - Ariel gave them a copy of *Straight From The Stacks: A Firsthand Guide To Careers In Library And Information Science* which she picked up at ALA.

3. Vice Chair: Budget Report

- LAUC-I has spent \$48.04 since the last report
- No need to report photocopies charged to LAUC-I to Landis – that will be automatically reflected in the budget report as long as the LAUC-I copy code is used.
- Landis reminded Executive Board that if we don’t look at the account on a regular basis we risk getting charged with odd, random things. It is important for the vice-chair to review the budget every month.
- The LAUC-I account number is 600-025-19900. This is for the operational expenses of LAUC-I.
- LAUC-I is still in good financial condition, but with no real allocation yet. If we don’t have it by the end of March, Landis will pursue with Kaufman.

4. Executive Board Listserv: Revisit Open Access Question

- After some discussion which was started over e-mail, Executive Board decided that it was appropriate to have a private, password-protected listserv. We will indicate this on the LAUC-I website. Anyone who is currently on Executive Board will have access to the archives.

ACTION: Ruttenberg will work with Systems to accomplish this.

5. March 3 Program on Opportunities in Librarianship

- At this point, 54 people are coming!
- Program Committee will set up chairs lecture/theatre style.
- Registration is closed, so we're no longer publicizing the event, but people with an active interest in librarianship (who contact us) are welcome
- Ariel will moderate. In that role, she will bring up the concept of "resource librarian" and introduce librarians present as "resource librarians"
- Ariel will review the list that her student is compiling in advance
- Speakers have been told to keep their remarks to 10 minutes – there are 6 speakers
- We will save Q&A until the end – otherwise we will run out of time
- Timekeeping will be honored

6. Teleconference: A Professional Toolkit: Skills for Advancement: Palmer

- Palmer: As part of the Professional Development Committee charge – they were made aware of the College of DuPage teleconference series, "Soaring to Excellence," one of which will focus on toolkits for advancing your career.
- The program is for librarians AND library technical assistants
- We have sponsored College of DuPage teleconferences before (both the ERS Team and other library units)
- Tunender has the most experience with these teleconferences. Be sure you know exactly what it's about and evaluate the speakers
- Palmer is waiting to hear back from Kaufman with her reaction to the teleconference idea. The cost is \$485
- We may want to do this whether it's primarily for librarians or for both librarians and LA's
- Executive Board thinks this is worth pursuing – but would like more information
- If planned far enough in advance, we could open this up to other libraries in the area
- During the discussion we then (mistakenly) realized that March 26 was a campus administrative holiday – and discussed purchasing the tape for the same \$485, but decided it would be better as an interactive event.
- **Conclusion:** We should continue to pursue these kinds of opportunities. Palmer, Tunender and Hughes regularly receive updates from the College of DuPage.

7. Bylaws Revisions

- At our meeting of September 15, we approved some proposed bylaws changes. See: <http://lauci.lib.uci.edu/0304/ebminutes091503.html>
- Ariel and Tunender subsequently did a mix of copy editing, clarification, and some more substantive changes (some of which have already been approved)
- We agreed on a process of reviewing the most substantive changes first (enhanced responsibilities of members at large, LRC reporting, and editing the by-laws in the future), then proceeding page by page to review minor changes
- We discussed empowering Executive Board to make “editorial changes to the bylaws that do not effect their substance and meaning.” While some thought that this was standard language in by-laws, and that we could follow up with the LAUC parliamentarian to accomplish this change, others felt strongly that by-laws should not be subject to editorial change by a small group – and that it would be impossible to define changes that “do not effect their substance and meaning.” There was agreement (but not consensus) to eliminate the proposed text on editorial changes.
- Reminders of process: every proposed change has to appear on the LAUC-I ballot – this can be tedious.
- Landis will organize a copy editing session when Tunender and Ariel are done with their editorial work.
- In discussion of Section 8. (Duties of the Standing Committees), Executive Board affirmed the important of section 7 “The LRC reviews and advises the LAUC-I Executive Board on non-confidential matters regarding librarian review processes and procedures.”
- There was a lengthy discussion about Section 8.8.a., on the LRC’s written report to LAUC-I and what kind of information it should include. We discussed whether these procedures and the content of the report was more appropriate for the by-laws or for the Academic Personnel Procedures (APP).

DISCUSSION OF LRC ISSUES:

- It’s important for LAUC-I to know about recommendations made from the peer review stream of our review process (the LRC). For example, we might consider tracking suggestions not implemented.
- A lot of LAUC divisions already have peer review committees that submit written, statistical reports of actions in the aggregate.
- A statistical report could help us evaluate how “in sync” the two streams of our review process are. If there is a gap, how can or should we rectify that?
- It’s LAUC-I’s role to ensure that the peer review process is robust and in place.
- Executive Board is interested in both the final outcome of reviews (again, in aggregate) and instances of Review Initiator disagreement. UCLA tracks both of these outcomes, e.g.
- We should talk to Kaufman about how this information would be available to the LRC. We can’t write something into the by-laws that would be impossible for the LRC.
- Does this belong in a separate document altogether – a procedures manual for the LRC?

- How does this or would this fit with the APP?
- It would be great to have an LRC Handbook that brought everything together.
- We should keep the by-laws simple – not write them in such a way that they have to be changed all the time.
- It's in the existing procedures for LAUC-I to have input into the APP
- Agreement to continue this discussion at the 3/1 meeting and bring necessary documentation to look at.
- Although information in the statistical report we're looking at will come from Administrative Services, it's important for LAUC-I to articulate it independently.
- LAUC-I should know about terminations
- **Conclusion:** Executive Board agreed that on Monday, 3/1/04, we will look at the APP and the Criteria Document. If time, please look at the rest of bylaws and bring concerns to Monday's meeting

8. Mentoring Program

9. Spring Program Report

Landis

- The Ad Hoc Spring Program Committee has met once. Dyce cannot do it, but recommended Melanie Hawk (who works for ARL)
- The committee is looking at the week of June 14
- The committee is looking at two ½ day programs – **morning:** formal talk: institutional culture and **afternoon:** coping: work/life balance
- Executive Board expressed a desire for tools, strategies to continue to work on these issues. The event should not be a one-time conversation.
- Landis will keep Executive Board updated.

10. Meetings with AUL Kaufman

- There is a disjuncture between the perceptions of Executive Board and Executive Council of what goes on in the library
- Executive Board thinks that Executive Council should pay more attention to morale, decision making, etc. in the libraries
- Kaufman was told that some such comments came through Executive Board – no more specifics were given
- The joint Executive Board – Executive Council meetings should be a forum for collaboration – and we were not experiencing that. We also saw lack of participation among some AULs.
- Meeting with individual Executive Board members was Kaufman's initiative.
- This should not be adversarial
- That we were having meetings was announced at Library Council

11. Activity/Status Reports

12. Career Recruitment and Outreach Program