
LAUC-I Executive Board
Minutes Approved 4-12-04
March 1, 2004
LL 110
1:00 – 3:00

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

1. Chair Report/Announcements

Ariel was contacted by the UCI Career Center regarding a PhD program on May 7. The Career Center would like LAUC-I to participate in that program to encourage people to consider careers in archives or libraries. The Career Center Director invited Ariel and Landis to come back for further meetings/follow up. They will be meeting on March 10 at 1:30 PM.

2. March 3rd Program on Opportunities in Librarianship

- Ariel and Jacobs have met to review speakers' topics
 - Ariel will moderate and introduce the "Resource Librarian" program
 - Everyone will talk about their career paths
 - Rina Vecchiola: Library School
 - Kris Kasianovitz: Transition from Library Assistant to Librarian
 - Carol Ann Hughes: Work in non-academic library setting
 - Manuel Urrizola: Working in technical services and participation in professional organizations
 - Bill Landis: Archives and Manuscripts
 - Gerry Munoff: Careers in Administration
 - ½ hour for Q&A, discussion
 - Paper program to accompany, will include Resource Librarians
 - Tunender should have been on original list of Resource Librarians
 - Manaka will complete survey and be a Resource Librarian
 - There will be a sign-in sheet for participants and nametags
 - The Program Committee will distribute evaluation forms
 - Jacobs will contact the group meeting in LL 570 until noon to see about advance arrangement of food/refreshments, and contact the caterers to let them know when to arrive
 - Latest RSVP Count = 48!

3. Bylaws Revisions Continued

- Ariel noted where we left off last meeting, picking up on the more substantive changes – starting with LRC's written report -- should we articulate detail of LRC report in the by-laws, or make a more general statement that references the Academic Personnel Procedures?

- There are two versions of the APP – one for line librarians and one for supervisors
- Executive Board noted page 60 of the APP, which includes the following from the MOU: *“The parties agree that the University shall be able to maintain its historic role of consulting with the Librarians Association of the University of California (LAUC) with respect to local policies and procedures involving peer review actions,... local campus policies and procedures directly pertaining to the granting of merit increases, promotion, or the award of career status may be modified by the University annually following appropriate consultation with LAUC.”*
- We also discovered a sentence in need of revision on p. 70 of the APP. Membership of LRC should read, “ALL members of the Library Review Committee shall hold appointments in the Librarian series.” The current wording of “majority” reflects a prior review process in which non-librarians participated in librarian reviews.
- We should insert something in our procedures – after the conclusion of the reviews but before GM and Kaufman come to LAUC-I regarding revisions to the process – about getting a statistical report and other non-confidential matters
- Library Administration would have to be on board to provide the information we’re asking for in our statistical reports – adding text to the APP is more appropriate than articulating the specifics of statistical reporting in LAUC-I Bylaws

ACTION: We will make these recommendations as part of the cycle of providing feedback to AUL on review procedures

- We agreed to maintain something in our bylaws about LRC submitting a written report to the LAUC-I membership – but just a general statement about producing an annual written report, to include information specified in the APP.
- Kaufman knows we’re looking at this – it will help to have her review this before membership to make sure it is procedurally sound
- We will want the LRC report before Kaufman asks them for revisions on the procedures for that year.
- Ariel expressed hope that this would be an iterative and collaborative process

ACTION: LAUC-I Executive Board will make these proposals to Kaufman as text for the APP, and Ariel will work with Landis to draft text and bring back to Executive Board

DISCUSSION OF PROCESS:

- Reminder that proposed revisions to bylaws need to be presented to membership, along with slate of candidates. Nominations committee needs to be done by April 12.
- Our ballot can’t actually be finalized until the May membership meeting, but it should be ready by that point. We’ll present as final a version as we can – but knowing that with both the slate and the bylaws there may be changes based on the May 10 meeting. Ballots will go out by May 17.

- We have until May 10 to finalize our proposed revisions to the bylaws, but wish to do so as soon as possible.
- Nominations committee will work with Secretary on this, per bylaws.

BYLAWS, Cont.

- Various editorial suggestions were made and recorded by Ariel.
- After some consideration of removing the word “shall” from various parts in the document, it was decided that we would need to remove too many instances of “shall” which would make the ballot unwieldy.

4. Teleconference Revisited

- Palmer sent e-mail clarifying audience for College of DuPage teleconference “Toolkits for Advancing Your Career” – it is primarily for library support staff and librarians who are supervisors
- Kaufman has offered to pay for the teleconference (sponsor)
- Should LAUC-I co-sponsor? LAUC-I could pay for refreshments if HR pays the teleconference fees. DISCUSSION:
 - It would be a logical follow-up to March 3 program
 - While not LAUC-I’s primary focus, it’s a good thing to participate in
 - Supports mentoring, fosters communication
 - Some concern that this is a peripheral concern for LAUC-I, vis a vis our bylaws and mission
 - With a minimal time and financial commitment, it’s a nice thing to do to contribute positively to the communication between librarians and non-librarian staff
 - A good follow-up to the COPE III presentation that Kaufman gave to LAUC-I (and library staff)
 - Appropriate activity for Professional Development Committee
 - **Conclusion:** Executive Board charged committee with taking charge of this event with HR, based on our discussion. Palmer will keep Executive Board informed

5. Meetings with J. Kaufman and Related Issues

- Ariel met with Kaufman on 2/26. She attempted to clarify collaboration between LAUC-I Executive Board and Executive Council.
- We’re also interested in issues that arose from our joint meeting last October.
- A lot of this is about communication – in LibQual, we only measured the external library communication issue (there are other “gaps” to measure that include internal satisfaction/communication)
- We hope one outcome of these meetings will be a new vision for Library Council and administrative structure of the library vis a vis input and communication
- As a member of Library Council, Palmer clarified that a lot of their issues are operational – most are only important to certain departments.

- Munoff's preferred method of communication is to division heads and department heads. He expects that department heads will bring issues to Library Council
- Kaufman could reinforce and reiterate department head's role in communication process and identify department heads that need help with that
- Executive Board members should feel free to opt out of the meetings with Kaufman
- Landis will forward materials from the LibQual Early Bird to the Executive Board because those materials provide guidance on communication within an organization

Postponed due to lack of time:

6. Mentoring Program: Membership Meeting Follow up

7. Activity/Status Reports: Committees and Members at Large

8. Career Recruitment and Outreach Program: Status Report, Next Steps

9. Old/Business/New Business