
LAUC-I Executive Board Meeting
Minutes
5/3/04 * SL 244
Minutes accepted June 7, 2004

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

Absent: Landis

1. Agenda Review and April 12 Minutes:

- April 12 Executive Board minutes approved
- April 12 Executive Board – Executive Council minutes approved

2. Chair Report/Announcements

- **LAUC System-wide Conference Call (4/26/04) & Spring Assembly Update:** System-wide LAUC Executive Board had a conference call to plan for Spring Assembly, and to make sure they had received all the committee reports in advance of the Assembly. Ariel is still waiting to hear from LAUC President Linda Kennedy about what issues will be on the agenda. There will be a program at the Assembly, on the role of UC libraries and the UC/California budget process. The program will be webcast. Details forthcoming from Ariel.
- LAUC-I needs to make appointments to the LAUC Diversity Committee and the Research and Professional Development Committee. These should be in place by Fall 2004.

3. Vice-Chair Report/Budget & LAUC-I Laptop

- Ariel reported that in Landis absence, there was no formal budget report. However, we have approximately \$2500 remaining in the budget.
- Executive Board discussed and agreed to recommend to the membership that we purchase a new LAUC-I laptop.
- LAUC-I Secretary should have priority use of the laptop, followed by members at large to take to Assemblies, and other committees for LAUC-I use. It should be lightweight and have an external disk device. It should remain in the Secretary's office and be lent out by the Secretary. When the Secretary is out of the libraries, provisions will be made for its accessibility.

ACTION: Ruttenberg will get pricing information and draft a proposal for membership.

4. 2004-2005 Nominations and Elections

- Nothing has changed since Manaka's e-mail of April 9. The committee will meet later in the week of 5/3. Nominations will be closed after the next membership meeting. Ideally, there should be at least two candidates for each office or position. The committee is still missing several biographical statements.
- Ariel and Tunender still need to provide proposed bylaws changes to Manaka for inclusion in the ballot. Their deadline is 5/12/04.

- The committee will prepare the ballot in advance of the membership meeting, and be prepared to adjust it if there are nominations from the floor. They will make sure all the new librarians and all part-time librarians (50% appointment or more) are included in the election.

ACTION: Ariel will purchase envelopes for mailing the ballots and provide to Manaka.

5. Bylaws Revisions Update

- **Committee appointment terms: Change from 2 to 3 years?**
- **Elections by plurality rather than majority?**
- Tunender and Ariel met this morning to prepare a list of LAUC-I bylaws changes. They reviewed the entire document and identified language changes.
- They discovered that there is nothing in the LAUC-I bylaws that includes the responsibilities of LAUC-I representatives to LAUC committees to communicate with the Executive Board or the membership -- e.g. when they answer surveys on behalf of our division. We were not sure whether this is articulated in the LAUC bylaws. **ACTION:** Ariel will follow-up on this issue.

DISCUSSION OF COMMITTEE TERMS

- The current LRC believes it's worth maintaining the three year appointment in order to gain enough experience to be ready to chair the committee during the third year.
- Landis sent his perspective earlier -- preference for a two year term allowing greater participation of members in various committees. Seniority could happen when people return to committees, having had the opportunity to serve in other positions.
- At other LAUC divisions, review committee memberships are typically two years, but review processes vary greatly.
- Executive Board recommended three choices for the ballot:
 - 1) status quo (three year terms all around)
 - 2) change all terms to two years
 - 3) change all terms to two years except the LRC
- There will be a full discussion at the membership meeting.

DISCUSSION OF PLURALITY

- With very little reservation, Executive Board is comfortable recommending elections by plurality. There is some concern about the LRC only.

6. Program Committee Proposals

- Jacobs announced that there are two more lunches with LAUC-I. There is nothing scheduled for July-August. Any money spent during those months would come from the 2004-2005 budget.
- Executive Board agreed to suspend the lunches during the summer, but had no problem spending a small amount of next year's money in July.
- There is a new idea for a field trip to NARA in Laguna Niguel. Since it is clearly work-related, there was a suggestion to have it on the 1st or 3rd

Wednesday of the month in order to coordinate with Reference Department Training Sessions. **ACTION:** Jacobs will explore this.

7. Professional Development Committee: *Recommendations to Foster An Environment for Mentoring in the UCI Libraries.*

- Palmer reviewed the document "Recommendations to Foster An Environment for Mentoring in the UCI Libraries."
- PDC is not recommending a separate structure for mentoring - the oversight could live within the PDC.
- The recommendation is to "foster an environment" rather than "create a structure," at least for the present.
- Palmer recommended using the faculty profile system but recognized that some people are concerned about sharing information, and privacy, and that faculty and librarian achievements are not the same.
- The profile system is searchable by keyword and sortable by category *librarian*.
- While we could develop an alternative system, this would cause delay and would not have the same visibility on campus.
- Executive Board suggested that the profile system be included in new employee orientation, and that we schedule a "parallel play" in the TEC or ILC for librarians to create their profiles.

8. Membership Meeting Agenda Planning

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

- ALC: Need to get the list of resource librarians on the LAUC-I website. Ariel will run a draft brochure (for career outreach) by the ALC. **ACTION:** Wilson will follow up with Kaufman on the career outreach website.
- LRC: The committee has the majority of files and has sent them through -- there are a few left. Kaufman, Ariel and Landis talked about the need to include policies and procedures about termination. There are varying practices across the UC system.
- Desire for more conversation on the meaning of career status at UCI, and what it means to plateau at a particular rank and step.

Meeting adjourned.