1. Call to order and approval of agenda

Ariel welcomed everyone to the third membership meeting of the 03-04 year. We reviewed the agenda with no additions or modifications.

2. Welcome to new members and introductions

Katherine Harvey and Harold Gee: Carol Hughes and Wanda Pittman Jazayeri introduced Harold (new Research Librarian for Business) and Katherine (Catalog Maintenance Projects Librarian), respectively.

3. Membership meeting minutes November 17, 2003: Review and Approve

- 11/17 minutes were attached to membership packets – Secretary has not received comments.
- Minutes were approved (with one spelling correction) for posting on the LAUC-I website.

4. Chair and Executive Board Report: Ariel and Landis

- Jan. 26 Executive Board-Executive Council Joint Meeting was very productive. We discussed:
    - Planning for Spring Program using rollover professional development funds
    - Possibility of developing a Library Internship Program. (This is distinct from our existing internship program with UCLA -- this would be a program among our own UCI students.) A Task Force will develop a proposal to share with membership.
    - Retirement and emeritus status (Kaufman has been in touch with Herb Killackey -- who will work with NACS to accomplish retention of UCINetIDs after retirement. Kaufman clarified that all retirees have access to the same parking privileges. Library Administration is working on procedures to nominate librarians for emeritus status (as opposed to emeritus *privileges*). Munoff and Kaufman will bring a proposal to LAUC-I in the next couple of months.
    - Principal Investigator (PI) Status: Librarians *can* get PI status by exception -- but there is a procedure for doing so. The Library Administration Grants website will clarify this procedure.
    - Update from CAH on privacy issues: UCI is in really good shape protecting confidentiality of our patrons. We are all looking forward to Lessick's report to Library Council (and then LAUC-I) on the privacy audit which she led.
    - Executive Board had a very productive discussion with GM about the budget and open librarian positions. As things get clearer, GM will come talk to LAUC about these issues.
    - UCI Faculty Profile: Librarians should be included in this profile system. Kaufman did pursue this -- and librarians will have access to the system soon.

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As of now, librarians are listed and could enter degrees but **librarian** is not yet a drop down status.

- JA's report from a LAUC systemwide Executive Board conference call on 2/9/04:
  - Professional Governance Committee is working on investigation of peer review practices across the divisions and will have a report later this month.
  - Six LAUC research proposals were submitted.
  - UCOL is meeting on Wednesday and will look at draft plan on scholarly communication and libraries.
  - There is a lot of interest systemwide in the distinguished step – it has not been addressed since the salary restructuring. UCSD UL suggested a collaborative move with ULs and LAUC. Kennedy will contact him to get this started.
  - Spring Assembly is May 13 at UCR. There was a suggestion to address higher education and funding impacts on libraries at Spring Assembly.
- LAUC-I Budget: Landis: We have spent $415.90 thus far. No allocation yet – but we have a tentative budget of $3,767.00. $2,000 has been earmarked for upcoming programs. Unused money does not roll over to the next year.
- Spring Program/Rollover Professional Development Funds: Landis:
  - Executive Board proposed to Executive Council a plan for year to year money from unspent professional development funds from the prior year – to use for something generally beyond the scope of LAUC-I programming and to benefit all librarians. The proposal is on the LAUC-I website.
  - Executive Council has made $3,000 available to LAUC-I for this year – Landis, Tunender, Love and Harvey will be the Ad Hoc Program Planning Committee. Vecchiola will be the liaison from the Program Committee.
  - Committee is leaning toward collaboration and/or work/life balance as a topic. The program will be open to UCI Libraries and outside colleagues. Landis encouraged membership to consider topics, speakers, etc. to keep a running log of possible speakers and ideas. We want to "brand" this program series. Executive Council is leaving it up to LAUC-I to name it.

5. 0304 LAUC-I Nominations and Elections

- As past-chair of LAUC-I, Manaka is chair of the LAUC-I Nominations and Elections Committee. Crooks, Manaka, Love and Murphy are on the committee. In December they called for nominations for open positions. At the last LAUC-I membership meeting, nominations were also solicited via index cards. So far there has been a good response. The deadline was extended to Friday 13th. The committee is looking for broad representation.
- On Thursday, the committee will work on the grid of open positions and will work with LAUC-I Executive Board to fill it with nominations. Palmer is our representative to the systemwide Nominating Committee. We need one more candidate for president elect and one more for secretary. Let Palmer know if you are interested or have recommendations for colleagues at other campuses.
- Landis reported that current LAUC Vice President has an ambitious agenda -- to represent what's new and exciting in the UC Libraries, as well as who we are professionally in the UC academic system.

- June 10 is election day. Our next membership meeting is May 10, during which we need to present our slate and take nominations from the floor. We will also have another by-laws revision, which will involve making committee membership more flexible – including easing the restriction on committee membership and departmental affiliation. We have also experimented this year with additional responsibilities for LAUC-I Members at Large.
- Manaka made a special plea to those who have not served on LAUC-I committees to consider running.

6. LAUC-I Website and T Drive: Landis and Ruttenberg
- The LAUC-I Website and T Drive Committee is another ad hoc committee, formed in response to last summer's task force report on LAUC-I archives, and the current Executive Board inherited that report to implement.
    - The Ad Hoc committee is Landis, Ruttenberg, and Tunender.
    - The T Drive and website are important because the Archives report recommended that LAUC-I move to an electronic archive.
    - We need to rely on a place where items will be findable.
    - The website can't function as an archive – the documents are in PDF and not editable.
    - Documents on the website are generally produced from word documents on the T Drive. So the T drive is the electronic archive. The committee still needs to tackle a records schedule. We will be working with Jacobs who is on Executive Board this year. Landis displayed graphically what the new T Drive schema looks like.
    - The primary organization is now by year. At the end of the year, the new secretary will have to make the top level READ ONLY. All LAUC-I members have access to all folders in the LAUC-I T Drive.
    - The incoming secretary will also have to set up a structure for the incoming LAUC-I Board. This is chunked up into three folders: Meeting Documents; Committees, and Executive Board Members. There are also Organizational Documents -- outside of particular years.
    - With this schema set up – we are hoping for continuity of this new organization and archive. Please use the T Drive, not your personal U drive for LAUC-I documents.

7. LAUC-I Mentoring Program: Palmer, Ford, Jazayeri, Sisson
- Pittman-Jazayeri is LAUC-I's representative to the Systemwide Professional Development Committee. They received six proposals – a good result. The Systemwide Committee will meet on February 27 at UCB. On Feb 19 they will discuss proposals locally and rank them. Proposals are still confidential at this point.
- Palmer: Mentoring is part of the charge of LAUC-I's Professional Development Committee, building on the work of the prior Academic Librarianship Committee. Landis handed down a file of articles on mentoring. The committee read and annotated those articles to start. Sisson put together their current thoughts and a summary of issues. Does LAUC-I want to adopt or file this document as a guiding

document on mentoring? How would this document fit a formal mentoring program?

- Goal of 2/9 meeting discussion was to develop a proposal, with three distinct aspects: 1) New librarians 2) Librarians who want to change career directions 3) Staff who want to become librarians.

DISCUSSION

RESPONSIBILITIES OF MENTORS
- Orientation to the UCI Campus
- Minimum amount of time committed to required to get this mentoring done.

RESPONSIBILITIES OF MENTEES
- Mentees need to dedicate time and energy to this, too.

WHAT CAN THE MENTOR EXPECT?
- Newer library school knowledge
- Keep an open mind
- Give mentee a choice about pairing
- That the mentee puts in work and progresses

WHAT CAN THE MENTEE EXPECT?
- Time - both formal and informal
- Introduction to professional association (people, what's available) ALA, LAUC
- How does one get published?
- Advice on ratio of involvement/balance of involvement or opportunities
- Advice on what the expectations of the organization vis a vis involvement, locally, nationally, etc. and clarification that there are many ways to be involved. LAUC-I could develop a matrix of people's involvement -- who belongs to what.
- Conduit to other people more appropriate for particular referral.
- Provide a different point of view?
- Keep an open mind
- Give mentor a choice about pairing
- Networking is critical -- ALA and other organizations.

PROGRAMMATIC EXPECTATIONS
- Finite or ongoing -- could depend on this nature of the relationship
- Want to establish boundaries upfront -- expectations of participants
- Term depends on the purpose of the relationship -- should be a flexible mix
- Need to clarify perspective of a mentor vs. review initiator
- Glossary of terms and abbreviations
- Expertise, values, perspectives
- Pairings would be relevant in a formal program
- Librarians could self-identify appropriate areas of expertise to provide mentoring
- Mentoring is available to all librarians who want it

- Website?
- Libraries need to articulate a value to mentoring
- Program needs to formally sit somewhere
- Could be articulated in phases, coordinated information, pathways to information
- Information shared on HR's website -- part of orientation documents.
- Should not limit this to new librarians.
- Doesn't necessarily have to be a one-time opportunity.
- Built in time for reflection and modification, assessment

MUTUAL EXPECTATIONS
- Time for the mentoring activities
- Define goal for relationship

POSSIBLE AREAS OF FOCUS
- Work together on professional activities

Conclusions: Lunch with LAUC-I this week could include further conversations on mentoring.

8. Career Recruitment and Outreach - Brainstorming
Academic Librarianship Committee is still accepting surveys. About 40% of librarians have responded.

Ariel and Landis are going to talk with the UCI Career Center Wednesday February 11. They sought ideas from LAUC-I membership on the topic of "interesting jobs in libraries and archives":

BRAINSTORM/DISCUSSION:
- Love just presented a poster session at the American Geophysical Union (www.agu.org) conference. Her poster presented alternative careers for earth science students, including map librarianship. Disciplinary organizations are another opportunity for us.
- K-12 librarians, particularly through AASL and ACRL.
- A librarian works for Howard Stern.
- NPR employs librarians.
- Disney has several librarians and archivists.
- Law, medical, armed forces, prison librarianship.
- Presidential libraries.
- Libraries in interesting places: semester at sea, USC marine biology library on Catalina Island
- Activist librarians: Peace Corps, environmental libraries
- Working for vendors/the business side, which includes a lot of traveling and outreach.
- Google, Yahoo, Excite, Amazon.com, and other indexing systems have librarians.
- Museums (art, textile, history), newspaper, church libraries

- Historical societies
- "Information brokers" or researchers and others that do freelance librarianship
  - AIIP is their professional organization
- Ricky Jay: magic historian, also worked as an librarian/archivist
- Wine librarian
- Culinary Institute of America has an archivist
- Banks and other corporate libraries pay a lot
- Records management, medical records
- Children's librarians
- Technical and digital librarians
- Information economics, information architecture, human-computer interaction, and other information professionals
- Rural librarians/lone arrangers

- Career Outreach program ideas
  - It may take some time to even reach our own campus, and reaching out to other organizations may be a phase for a future year.
  - We can make recommendations for strategic planning to organizations like ACRL.
  - Start locally.

- Identification of campus groups for outreach, e.g. academic clubs and associations, etc.

9. Old Business

10. New Business