
LAUC-I Executive Board
Monday, February 14, 2005
1 - 3 PM * LL 210

Minutes
AGENDA

Present: Collins, Goldberg, Novak, Riggs, Rутtenberg, Urrizola, Vecchiola, Vick
Absent: Ariel, Sisson

1. **Approved Agenda:** minor changes
2. **Approve minutes for Jan. 24 and Jan. 25:** 24th minutes approved with revisions and deletions (Huwe w/EB). 25th approved with revisions to both sets (Munoff tweaked joint Executive Council portion).
3. **Librarians @ UCI:** Vick gave overview, librarian directory has been augmented and updated, more testimonials and images added. Video delayed due to campus procedures [Munoff letter has since been added, video planned].
4. **Student Worker – discussion on ways to use our student**
Ellie works very fast and needs work to do. Collins will have her update her faculty profile. Need long-term project now that most of website content is up. Suggestion: She can start on processing print LAUC-I archives and try to fill in gaps (electronic files, T drive).
Action Item: Vick will follow up and review task force report.
5. **Archives Security (Urrizola, Vick):** Confidential document was found on LAUC-I website (email attachment); was deleted but we need to be more vigilant about what we upload. Systems has made the archives section of the site available to library staff IP addresses only.
6. **LAUC Executive Board Conference Call (Urrizola):**
--Discussed Huwe's impending visits with University Librarians.
--Strategic Directions report due by 4/30 (attached and on T)
Action Item: Urrizola will edit the notes taken and submit.
--Sara Pritchard is on an Ad Hoc Committee
--Committee on Professional Governance (CPG) will report on how LAUC fits in with Academic Senate on each campus (see Collette Ford's email).
--Guest Opinions – Carol Hughes is submitting one on faculty ownership of copyrighted materials.
7. **Spring Assembly – Thurs, 6/2 – Fri, 6/3 – UCSB – 3 delegates needed:**
Collins, Urrizola, Vick will attend (Chair will submit names). LAUC systemwide funds support transportation only, no hotel (except Chair gets 1 night) Urrizola

will attend Executive Board meeting there. Each campus should have a membership meeting before assembly (ours is 4/18) in order to weigh in on bylaws.

8. **Fall Assembly – UC Irvine?** Locations fluctuate between north and south, program (spring) and business (fall). Do we want to host? Responsibility is primarily local arrangements. We would need to appoint a task force to help the Executive Board. Items to be discussed at assembly include: Bylaws revisions, LAUC as more than an advisory group (new projects such as the e-journal), etc.
Action Item: Ruttenberg suggested running this by Munoff first [Munoff approved pending volunteers and few other matters]. He needs to schedule welcome speech. Also Collins will send out email to LAUC-I membership asking for volunteers for task force.

9. **Members-at-large (Collins, Novak):**
Strategic Directions Document Report – Kay brought copies of transcribed meeting notes (Jan membership), and they are on T drive (membership minutes). We need to flesh out notes and write introduction, append email
Action Items:
--Put this on next membership meeting agenda. We focused on librarians' roles (should it include library staff?).
--Members-at-large role to make sure action items are acted on after each meeting. Scanned over January minutes, several needed follow-up.

10. **Awards – John Cotton Dana Public Relations Award:** Is this award appropriate (most winners public libraries) and how much work can we put into it? Would need an Ad Hoc or task force. Ruttenberg suggested IMLS grants would be more appropriate and worth our investment – Dec deadline, time could be now to get started. Ariel would need to be involved, consulting only. We should expand the project to include all of our recruitment efforts, not just website. **Action Item:** Ellie will find deadlines, info for IMLS.

11. **Library School Panel -- refreshments (Vecchiola):** Cornerstone snacks, sandwiches will be provided (LAUC-I funding).

12. **Timely Topics (Riggs):**
Upcoming Programs: LITA regional institutes on repositories (question arose about CDL and repository relationships). **Action Item:** Riggs will follow-up after Executive Council and Hughes approve. She is calling a meeting to schedule the calendar for spring. She'll share results of the meeting at the end of week.
Date(s) – see above
Announcement - later

13. **Academic Librarianship Committee – Special Meeting of Librarians (Goldberg, document attached):** Refresher on discussion sponsored by

administration and LAUC (last year, spawned by work week proposed guidelines). Goldberg asked if this was enveloped by IMPAQ? **Action Item:** We agreed that it was so item will be removed from charge. ALC can move forward with CROP projects instead (recruitment and retention). Revise charge (date), archive on T drive (Urrizola).

14. Professional Development Committee - No report, Sisson absent

15. Program Committee -- Lunches with LAUC-I (Vecchiola): At 2/10 lunch, Kaufman expanded on ideas for recruitment (ALA Midwinter programs). There have been some date changes (March 10 switched to 17 so Kaufman can attend). **Action Item:** Ruttenberg will put CT in Vecchiola's name (and switch ownership of LAUC-I CT to Urrizola). Vecchiola will meet with Kaufman and reschedule May lunches in preparation for assembly. **Send any calendar date corrections to Vick (for website calendar).**

16. Library Review Committee (Riggs): Riggs was to send a message to membership reminding them of necessity of LRC members maintaining confidentiality around reviews; she'd rather make it a regular yearly reminder so as not to seem to target individuals. **Action Item:** She'll wait and send when appropriate. NOTE: All librarian files for new hires should also go through LRC (to verify they meet review requirements). This has not always happened.

17. Other:

- **Committee on Professional Governance (CPG) Survey:** see above
- **Nominations:** Still no Secretary candidates. Could we have 2 Members-at-Large share these duties? **Action Item:** Urrizola will share with Ariel (chair).

Adjourned at 2:40 pm