
LAUC-I Executive Board
Monday, September 20, 2004
1:00- 3:00 PM * SL 244

Minutes
AGENDA

Present: Novak, Ariel, Hildebrand , Goldberg, Sisson, Landis, Vick, Ruttenberg, Riggs

Absent: Urrizola

Announcements: Bill Landis leaving UCI for CDL in November. Need to fill in more pro tem spots (Vice Chair (Ruttenberg), ALC, LRC).

Old Business: Pro tem appointments approved via email.

1. Agenda Review:

- Additions – University Librarian’s current review process. **Action:** New chair could take action on this, contact EVC.
- **Action:** Future Agenda Item - Working Relationships Workshop: We should do something with meshing results; use info to strengthen LAUC-I (Lunch or membership forum?).

2. Meeting Minutes: Review and approve

8/23/04 Transition Meeting Minutes approved with editorial revisions.

3. Budget:

Action: New vice-chair – watch incorrect travel funds on LAUC-I accounts. Need to clarify and review with Business Office. New Chair (Ruttenberg) will get tentative allocation for this year from Judy Kaufman.

4. Duties of Executive Board Members, Rosters, Draft Charges and Implementation Tasks for Standing Committees (attachments):

- **Executive Board** (Chair Landis read officer descriptions from bylaws):
 - Chair – **Action:** track business transacted via email on agenda or elsewhere.
 - Vice Chair - Orient new members (Ariel has done).
 - Secretary – Prepare minutes, etc. as stated in bylaws.
 - Past Chair – As stated in bylaws.
 - Members-at-Large – Novak going to Fall Assembly, Urrizola to Spring Assembly; miscellaneous projects, meeting refreshments, membership liaison, as stated, serve on Academic Senate Committees.
- Actions:** Tunender posted reports of such meetings (see site archives 03-04), would be good to continue. Novak and Urrizola will share these duties as they see fit.

- **Draft Charges**
 - Academic Librarianship Committee – **Implementation Tasks:** send list of meeting dates for calendar update to Vick (Secretary). Career Recruitment projects well under way (October panel). Special Meeting of Librarians in 2002 has never been reviewed or followed up. Encourage sharing of conference reports (committee charged with reminding librarians to post these on LAUC-I listserv. Use Faculty Profile System (we could link to these from “Contact Us” on website).
 - Professional Development Committee – **Implementation Tasks:** encourage applications for LAUC research grants (see UCI grants page (communicate with Judy Kaufman if necessary). Encourage use of Faculty Profile System (get everyone to participate and maintain). This will put us on the UCI faculty publications radar, in a recognized forum. Librarian mentoring – put on new librarian training checklist.
 - Program Committee – **Implementation Tasks:** draft some ideas by next Executive Board meeting. For ex: Cater Lunches, include one-on-one mentoring, (invite non-librarians, students), conference reports, practice conference presentations.
 - Librarian Review Committee – **Implementation Tasks:** by Jan 10 (or earlier) formulate a proposal for how to get statistics from Judy Kaufman (in tandem w/EB), including a list of needed data elements. Confer with Judy K regarding non-confidential issues. Determine which issues should go to the membership (transparency).
 - Nominating-Elections Committee – no changes from last year.

5. 9/30 Lunch with LAUC-I kickoff ideas and plans

Ideas – each EB member can explain their role in the organization, committee activities.

6. Ad Hoc Career Recruitment and Outreach Program Committee [CROP]

- Ariel is updating the library careers flyer and planning the October panel program. **Action:** She still would like a biology person (or other) panelist, Landis has some ideas.
- She will make color copies of aforementioned flyers for panel program and also place on loan desks, in Career Center, distribute at orientations and other pertinent events.

7. Ad Hoc Special Program Planning Committee:

- Possible theme: Dedicate this year’s programs to technical trends in libraries.
- Riggs contact could give technical presentation; Landis contact for possible XML workshop.
- **Actions:** Follow up with contacts. Need 4-6 people aside from Program Committee liaison to form committee and the Chair should be an Executive Board member (that person can put out call for volunteers).

8. Ruttenberg and Landis meeting with Gerry Munoff and Judy K

- Munoff and Kaufman are fine with having periodic meetings with Executive Board. Executive Board meetings are generally open for him (or others) to attend. All concerned need to keep communications open
- Munoff will try to address the membership more often (ex: strategic planning documents, etc).
- **Action:** Next EB meeting, discuss what to discuss with Munoff and Executive Council (plan calendar). Contact him about also attending first Membership meeting (10/25/04).

Next Executive Board Meeting -- October 11, 2004