
LAUC-I Executive Board Monday, October 3, 2005

1 – 2:45 PM * LL110

MINUTES

[approved November 28, 2005]

Members Present: Collins, Ford, Gelfand, Goldberg, Harvey, Hildebrand, Urrizola, Wilson

Guest: Palmer

Absent: Vick

1. **Approve Agenda:** approved with resequencing of topics to allow guest (Palmer) to present earlier in the meeting.
2. **Approve Minutes:** Minutes from August 22, 2005 meeting were approved.
3. **Action Items (Goldberg)**
 - No. 5 (Appointments): on today's agenda.
 - No. 6 (Standing Committees): LRC: Gelfand reported on this morning's debriefing meeting with Munoff regarding review caseload (12-13 reviews this year), formation of new search committees, and new appointments to the LRC.; Academic Librarianship Committee: Collins in process of preparing standing committee charges and will be talking with committee chairs soon to finalize. Professional Development Committee and Program Committee: See Reports of Committees agenda item.
 - No. 7 (Member-at-Large): Annual report not yet submitted; Collins noted that the annual report for LAUCI can be the same report submitted to LAUC.
 - No. 8 (Transition, Chair) Collins reported some annual reports still missing.
ACTION: Collins will check which annual reports are missing and will remind chairs to submit them.
 - No. 9 (Incoming members of the Board) & No. 10 (Other): action items incorporated into current agenda, see Reports of Committees and Other agenda items.
4. **Budget (Collins):** Collins reviewed the two LAUCI accounts, the General Account, and the account for Timely Topics, being handled separately, and procedures for submitting expenses to Vick.
ACTION: Collins will send members budget figures via email. Collins will send account numbers to Harvey.
5. **Guest Speaker Program (Palmer):** Palmer has arranged for Anita Coleman, Assistant Professor, School of Information Resources & Library Science, University of Arizona, to speak on Wednesday, Nov. 16, 2-4p, SL104. Prof. Coleman has conducted research on how students use web-based resources and information technology in coursework and learning. Her study found 50% students use in-house class web sites with external links. These results were significant while the research process itself was not overwhelming. Discussion centered on whether to present dual foci: the research results which would interest not only librarians but also web page designers, EEE, and other departments both on and off campus and which may be an appropriate Timely Topic; and the research design, grant, and process which could be tied to the PDC charge of administering the

LAUC grant program. Palmer suggested making the program a joint venture between Education & Outreach and the PDC. Ford remarked that the schedule fits into LAUC grant program deadlines.

ACTION: Palmer and Ford will work jointly (as co-sponsorship by Education & Outreach and the LAUC-I Professional Development Committee) to publicize the presentation which will focus on the research process for librarians.

[Secretary's note: link to Prof. Coleman's short vita
<http://www.u.arizona.edu/~asc/ascshortvita.pdf> and publications/presentations
<http://www.u.arizona.edu/~asc/pubs.html>]

Gelfand also announced a joint Humanitec and Libraries program, Nov.10 on New Media especially on blogging and wikis.

6. Appointments:

--**LAUCI Member-at-Large:** With the departure of Harold Gee, discussion about three new people being best candidates for local level appointments to acquaint them with both the local and state level organizations. Collins also reminded members that yearly temporary assignment librarians are allowed to hold positions.

--**LAUC Committee on Rules and Jurisdiction (system-wide committees):** Collins solicited suggestions for recruiting someone who can spend the time necessary and knows the organization well enough to serve on this committee whose current year's charge is to revise by-laws. She also noted that this committee is not a standing committee, nor is the position elected – the candidate must serve for 2 years. Cathy Palmer and John Sisson were named as potential candidates.

--**LAUC Library Plans and Policies:** Gelfand described activities from her last two terms)

ACTION: Collins will send to entire membership general call for candidates for these positions by next Monday, Oct. 10.

7. Reports of Committees

Academic Librarianship (Wilson): Wilson reported continuing work on charge; Goldberg, as outgoing chair, has updated the brochure for people interested in attending library school; Wilson has reviewed recruitment material left by Joan Ariel and wants to keep recruitment as a focus. New committee members – Vicki Graham and Judy Hammett, elected; Todd Butler as non-elected replacement for Eva Sorrell – need orienting. Collins remarked that the retention issue is tied to the Libraries culture.

ACTION: Wilson will schedule quarterly meetings.

Professional Development (Ford): Since discussion referred to above with the guest speaker proposal by Palmer, Ford reported being newly assigned on behalf of the PDC to

co-sponsor with Education & Outreach for the program on librarians as researchers. She also opened discussion on the unresolved aspect of the mentoring proposal being where mentoring fits into professional responsibilities/activities, especially under which criterion in the factual resume. Ford reported that this issue was put before Executive Council and that Judy Kaufman is considering adding a brief explanation to the factual resume.

ACTION: Collins or Ford will discuss mentoring as a factual resume criterion with Judy Kaufman.

Urrizola inquired about where staff should address requests for a mentor. Ford responded that the PDC was the appropriate channel although there are yet no formal procedures to assign mentors to mentees.

Program (Hildebrand): Hildebrand reported about the prospects for the coming year with new ideas for Lunches with LAUC-I already being generated. He inquired about the LAUC-I calendar.

ACTION: Hildebrand and Collins will meet to create annual calendar for Lunches With LAUC-I on web site.

Collins urged the Program Committee to keep Timely Topics a priority, with the budget allowing for strong outside presenters, and to use past members as planning resources. Also, Collins responded to an inquiry that the supply cabinets were accessible with the two members-at-large having keys.

8. Agenda topics for Executive Council Mtg: Collins reported on topics she wishes to discuss at the next LAUC-I Executive Board/Executive Council meeting:

Programs: Collins will ask Executive Council for input on Timely Topics or other ideas from the Program Committee;

Retirees: Collins reported the Libraries is considering having retirees assist with special projects and she will suggest keeping retirees in mind for current programs; possibly reintroducing evening programs to socialize new members in a more relaxed atmosphere and to invite retirees to keep them connected with the Libraries.

Report from LAUC transition board:

ACTION: Collins and Urrizola will report on the last LAUC meeting

Other: Other potential agenda topics include mentoring and people considered for new LAUC and LAUC-I positions. Collins solicited other topics for the joint meeting.

9. Announcements

Dates and places for Assemblies: Collins reviewed LAUC Assembly schedule for the year, noting that there will be three LAUC-I delegates – chair, vice-chair, and Member-at-Large:

Fall: Dec. 1 at UC Santa Cruz, with Exec. Bd. meeting on Dec. 2

Spring: June 1 at UCLA with Exec. Bd. meeting on June 2

Collins distributed LAUC travel and reimbursement policy and procedures and reported the request to keep travel expenses down because overspending was an issue last year. She also reviewed which forms to fill out for preliminary requests and post-attendance reporting.

LAUC-I Listserv and Archives: Collins explained the two LAUC-I Listservs are for official business communication: one for the general membership and one for Executive Board, and that these correspondences are maintained for archival purposes. The alias, on the other hand, is a list for general email with no archiving capabilities. Collins urged Exec. Bd. members to get their own passwords to access the archives.

ACTION: Harvey will make sure each member knows how to use the listservs and obtain appropriate passwords.

10. Other

Meet times, places, length;

Discussion: Collins suggested setting up Exec. Bd. Meetings for two hours with stipulation that agenda may permit shorter meetings; it was also suggested that if the joint meeting with the Exec. Council ran less than two hours, then the LAUC-I Exec.Bd. can meet immediately afterwards for followup discussions.

ACTION: Collins will schedule Exec. Bd. meetings alternately in LL and SL locations.

LAUC web discussion: Collins suggested that Exec. Bd. membership check the LAUC web site discussion periodically to see what is posted and notify everyone when important topics get covered;

ACTION: Member-at-Large will check LAUC Web site weekly and send pertinent postings to rest of membership.

Other discussion: Discussion on need and budget availability for a student assistant to continue working on the transferring the LAUC-I paper archives to online. It was noted that last year's student assistant, Ellie Nagata, did an exceptional job with both the archives and web maintenance.

ACTION: Hildebrand will check with Special Collections for funds, to be reimbursed by LAUC-I, to hire a student assistant to continue re-housing archival materials.

ACTION: Collins will check with Vick to make sure this year's budget will allow to continue student, and to review logistics of working with a student.

Further discussion on this topics included future consideration for a paper archive to become dark, for a LAUC-I archivist to create finding aids, and for formal documentation of a plan or report to set up and maintain the archives.

ACTION: Collins will put on agenda for Exec. Council the need for a LAUC-I archivist.

Other discussion: Welcome message on web site.

ACTION: Collins will update the "welcome message" on the LAUC-I web site.

11. Meeting adjourned at 2:45 pm.