

Minutes
LAUC-I Executive Board Meeting
Monday, October 8, 2007 * 10-12 am * LL 110
Approved November 1, 2007

Present: Brown, Bube, Manaka, Murphy, Novak, Peterman, Tomren, Wilson, Woo
Absent: Andrews

1. Agenda review – no additional items
2. Approve minutes: LAUC-I Executive Board minutes for September 17, 2007
 - Minutes accepted with changes to the spelling of Collette Ford's name.
 - Member at Large Peterman reviewed action items for completion status:
 1. Done
 2. Pending Program Committee meeting
 3. Done
 4. Done
 5. Manaka will discuss in ALC update (agenda item #12) below
 6. Agenda item #9 below
 7. Done
 8. Done
 9. Pending Program Committee meeting
 10. Pending Program Committee meeting
 11. Agenda item #7 below
 12. Murphy is still waiting for UCOP confirmation of approval of Bylaws. It is taking longer than expected because it turns out that the last revision to the Bylaws in 2004 was not sent to UCOP. UCOP only has the 2001 version, so the 2004 changes as well as the 2007 changes need to be reviewed. LAUC standing committee charges have not been released yet because the LAUC President is waiting for the new Bylaws.
3. Chair Report/Announcements – Murphy
 - LAUC-B conference *Academic Libraries 2.0* – please let Murphy know if anyone from UCI is attending.
 - Michelle Light was confirmed as LAUC-I representative for LAUC Standing Committee on Professional Governance.
 - Brian Williams will only be appointed for a single year to the LAUC Standing Committee on Research and Professional Development because Brown's term was not yet up and the LAUC President would like to keep the committee vacancies on the correct cycle.
 - Changes to the LAUC-I Calendar: meeting locations for 11/5 and 2/11 have been switched. The most up-to-date version of the calendar is on the T drive.
 - Nominating Committee update – Cynthia Johnson and Rebecca Imamoto have volunteered.

- Murphy has completed sending out committee charges to each LAUC-I standing committee. The ALC's current charge will be revised to reflect the proposal for the "UCI Libraries Guidelines for Librarians' Annual Plans."

4. LAUC-I Budget – Murphy

- Murphy reported that the LAUC-I budget has still not yet been announced.
- Novak asked for clarification from the 9/17/07 minutes regarding program funds possibly being used for Spring Assembly. Murphy explained that the program committee should spend the program funds as it normally would, without reserving a portion for Spring Assembly; program funds would only be used to cover Spring Assembly costs if there is unexpended program money at the end of the fiscal year.

5. LAUC Executive Board Monthly Conference Call – Murphy

- New LAUC Secretary: Greg Careaga.
- UCSB has appointed its new University Librarian, Brenda Johnson. Johnson is currently the AUL for Public Services at University of Michigan.
- LAUC-B program *Academic Libraries 2.0* has already reached maximum registration. Hopefully UCB will share the program materials.

ACTION: Follow up with LAUC-B for Academic Libraries 2.0 program materials

- Fall Assembly – Murphy will submit delegates from UCI (Brown, Murphy, Peterman) to Bob. The announcement and registration form are now available on the LAUC-Merced website at <http://lauc.ucmercedlibrary.info>. The tentative programs will be 1) UC-OCLC pilot project and 2) Mass digitization.

ACTION: Murphy will send an email to LAUC-I general membership to see if anyone else is planning on attending LAUC Fall Assembly on their own before sending a list of attendees to Bob. (Travel grants are available.)

- LAUC Bylaws Revision – as discussed above, this is still pending UCOP approval.
- LAUC Nominating Committee: Lisa needs 3 people to serve, including one from north and one from south.

ACTION: Murphy will send an email to LAUC-I general membership to see if anyone is interested in serving.

6. "UCI Libraries Guidelines for Librarians' Annual Plan" – the investigative committee's proposal

- After meeting twice to look into the question of creating an Ad Hoc committee to handle the charge for ALC to review the Guidelines for Librarians' Annual Plan document, the investigative committee gave 4 suggestions:
 1. LAUC-I reviews the document as specified in FAQ #7.
 2. A less formal "working group" forms instead of an Ad Hoc committee to review and revise the document.

- 3. The ALC evaluates the document according to FAQ #7. The ALC's charge will be revised to reflect this assignment.
- 4. Delay the review of this document until next year, due to LAUC-I's busy year.
- Peterman proposed delaying review of the document (option 4) due to there being so many new librarians.
- Bube proposed that ALC should review the issue (option 3) and report back to the Executive Board at the next meeting.
- Peterman withdrew his suggestion and the executive board agreed on option #3.

ACTION: ALC will continue to work on this issue and report back at the next executive board meeting.

7. LAUC-I Representation on UCI Academic Senate Committees

- Brown and Murphy met and developed a charge for the Ad Hoc committee to review and update the document. Kay Collins agreed to chair the committee and she will also invite Cathy Palmer to join the committee. The charge was sent to Kay on 9/21/07.

8. Program Committee Update – Novak

- The Program Committee will meet 10/12/07 to go over budget, go over charge, and brainstorm program ideas. The committee will also solicit program suggestions at the 11/5/07 General Membership meeting.

9. LAUC Special Election on the Bylaws and Standing Rules – Manaka

- As discussed above, this is still pending UCOP approval.

10. Spring Assembly Update – Tomren

- The Spring Assembly Planning Committee met on 9/21/07. At this meeting, the committee reviewed its charge and timetable, reviewed the budget process, reviewed options for the venue, and distributed assignments and tasks. The committee has set a goal of having the Spring Assembly website up and running by 3/1/08.

11. ALC Update – Manaka

- ALC will meet 10/12/07.
- The Career Center Graduate Fair will be held 10/29/07. ALC will have a table from 10:00-2:00 on ring road. Manaka will ask for volunteers to staff the table.
- Also as a part of the Career Center's Graduate School week, there will be a Library School Information Panel in the library on 11/2/07. Manaka will ask for volunteers to be on the panel.

ACTION: Manaka will send an e-mail to ask for volunteers to staff the table at the graduate fair on 10/29 and to participate in the library school information panel 11/2.

- Keith Powell is willing to work on the review of the UCI Libraries Guidelines for Librarians' Annual Plan.
- The committee's biggest challenge is the update to the website.
- The committee received the second draft of the instructions for completing faculty profiles from Smyth, but has also found a similar document from 2004. The committee is presently reconciling the current document with the 2004 document.

12. Professional Development Committee Update – Bube

- Brian Williams was appointed to the systemwide committee.
- The committee is waiting for the call for research proposals.

13. Library Review Committee Update – Woo

- Woo's email sent on 9/16: "This year's Library Review Committee is the same as last year's – Dooley, Jazayeri, Tsang, and Woo – with Jazayeri stepping down as last year's chair and Woo stepping up as this year's chair. Last year Tsang filled a vacancy created when Heather Tunender left, then ran successfully to begin his own 3-year term this year. As always, all of our deliberations of personnel files for review and appointment of librarians are confidential."

14. Agenda for next Executive Board meeting with Executive Council

- Due to limited time, agenda items will be discussed via email.

ACTION: Murphy will send email to Executive Board soliciting agenda items.

15. Meeting adjourned