

Minutes
LAUC-I Executive Board Meeting
Monday, November 1, 2007 * 11:00 am – 12:00 pm * SL 244
Approved December 10, 2007

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

Absent: Woo

1. Agenda review – no additional items
2. Approve minutes: LAUC-I Executive Board minutes for October 8, 2007
 - Member-at-large Peterman reviewed action items for completion status:
 1. Follow up on obtaining materials from LAUC-B program *Academic Libraries 2.0* – minutes were revised to make this an action item. Materials are available on the LAUC-B website:
<http://www.lib.berkeley.edu/LAUC/academiclibrary20/index.html>

ACTION: Share this link with LAUC-I general membership
 2. Murphy did not send an email, but will ask at General Membership meeting if anyone is planning on attending Fall Assembly on their own.
 3. Done. Murphy sent an email about the LAUC nominating committee but did not receive any responses. Murphy will submit Cathy Palmer's name.
 4. The ALC is very busy with the graduate fair and its other activities; as this is not a high priority, the committee will return to it later.
 5. Done. Manaka will send an additional email to liball about the 11/2/07 librarianship panel.
 6. Done.
 - Minutes accepted with changes.
3. News/Announcements - Murphy
 - Kudos Award for Librarians – Library Admin is aware of it and working on it. Time frame is yet to be determined. There will probably be no action on forming a selection committee until January.
 - Librarians@UCI Website – Gerry sent an email thanking Linda and Mitchell for the update. We would like to find out how many hits these pages receive. Brown and Tomren have obtained some statistics from Google Webmaster Tools. The site also needs to be redesigned. ALC is aware of the navigation and design issues and is working on this.

ACTION: Tomren will email Margaret Tapper about WebTracker statistics for the LAUC-I website. Before Dec. 12, Tomren, Murphy, and Brown will meet to gather and compile the statistics they have gathered from Google and NetTracker. Tomren, Murphy, and Brown will report on their findings at the Dec. 12 Executive Board meeting.

4. LAUC-I Budget – Murphy

- LAUC-I budget is still not filled in on the T drive
- ALC submitted a preliminary budget for the graduate fair. Murphy asked for a report of graduate fair expenditures for the next meeting.

ACTION: Manaka will report on ALC's graduate fair expenditures at the Dec. 12 Executive Board meeting

5. LAUC-I Website – Murphy

- Past-Secretary Grahame noted to Murphy that in past years, each Executive Board member submitted an individual annual report. However, there are no reports from individual Executive Board members in the 2005-2006 or 2006-2007 archives on the LAUC-I website. It needs to be clarified which Executive Board members need to submit annual reports.

ACTION: Brown will consult the bylaws to determine which Executive Board members need to submit annual reports and will solicit missing reports for past years if necessary.

6. Spring Assembly update – Tomren

- The Spring Assembly planning committee met on Oct. 26. Following the discussion of venue options at the Joint Executive Board-Executive Council meeting on Oct. 22, the planning committee will move forward with pursuing the Bren Center as a venue. The planning committee is reviewing several catering options and preparing a preliminary budget. The committee is working on preparing materials for the website and will meet again on Dec. 3.

7. Standing Committees updates

a. Academic Librarianship Committee Update – Manaka

- Librarian profiles – since the Librarians@UCI website has been updated, it now says "coming soon" for those librarians who have not filled out their professional profiles. We want this page to look good, so it is important to encourage people to fill out their profiles. The ALC would like the Executive Board to assist in this effort.

ACTION: Murphy will mention filling out the professional profiles at the General Membership meeting.

- Smyth and Harvey have combined the documents on how to fill out the professional profiles and will submit the new document to the Executive Board. ALC would like to request that this document be placed in the

current year's documentation on the LAUC-I website. Novak suggested that this could be a Lunch with LAUC-I topic.

ACTION: Manaka will send the updated document to the Executive Board. Tomren will post to the LAUC-I website in the current year's documentation section.

- A subcommittee consisting of Smyth and Harvey are working on the CROP (Career Recruitment Outreach Program) brochure with Deb Sunday. They would like to report on this at the next meeting.

ACTION: Invite Harvey and Smyth to the next meeting to report on the CROP brochure.

b. Library Review Committee Update – none (Woo absent)

c. Professional Development Committee Update – Bube

- Williams sent out the call for research proposals. Deadline is January 9, 2008. The last recipient from UCI was Sally Tseng in 1997. The Program Committee is willing to work with the Professional Development Committee to encourage research proposals.

d. Program Committee Update – Novak

- The Program Committee will give an update about potential programs and speakers at the General Membership meeting. One possibility is working with the PDC to do a program on grantwriting to coincide with the LAUC research proposals.
- The first Lunch with LAUC-I will probably be in December. Novak will send potential dates to the Executive Board so as to try to work around departmental parties, etc. near the holidays.

ACTION: Novak will send potential dates for a December Lunch with LAUC-I to the Executive Board to coordinate scheduling.

e. LAUC-I Nomination Committee Update – Wilson

- The nomination process will not begin until January; Wilson will mention it at the General Membership meeting.

f. LAUC-I orientation to new librarians – Wilson

- Deb Sunday has been the only orientation so far. Next will be Lisa Sibert.

8. LAUC-I Holiday Events – Murphy

- Last year's donations to the Libri Foundation were successful. We will pursue this again this year.

ACTION: Murphy will email the Executive Board the status of Libri Foundation donations.

- Does LAUC-I want to have a holiday party? One possibility might be to combine a holiday party with a Lunch with LAUC-I.

ACTION: Murphy will work with the coordinate with the Program Committee to look into the possibility of combing a holiday part with a Lunch with LAUC-I program.

9. Refreshments for the General Membership meeting – Murphy

- Due to the rescheduling of the General Membership meeting at lunch time, we will serve a light lunch rather than the usual refreshments. The budget will be \$100 instead of \$50.

ACTION: Murphy will coordinate with the Members at Large to purchase food and drinks for the General Membership meeting.

10. Agenda for the first LAUC-I General Membership meeting

- Introduce the LAUC-I Executive Board
- Welcome new librarians (Deb Sunday, Becky Imamoto, Lisa Sibert)
- Approval of June 11, 2007 General Membership meeting minutes
- LAUC-I Standing Committee updates
- LAUC Fall Assembly update
- LAUC Spring Assembly update
- Librarians@UCI Website and CROP (Career Recruitment Outreach Program) brochure
- Librarian Professional Profiles
- Libri Foundation holiday donations

11. Meeting adjourned at 12:05pm