

**Minutes**  
**LAUC-I Executive Board Meeting**  
**Monday, December 10, 2007 \* 10:00 am – 11:30 am \* SL 104**  
*Approved January 7, 2008*

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

Absent: Peterman

1. Agenda review – no additional items
2. Approve minutes: LAUC-I Executive Board minutes for November 1, 2007
  - Member-at-large Andrews reviewed action items for completion status:
    1. Share LAUC-B Academic Libraries 2.0 website with membership  
  
**ACTION:** Tomren will post link to LAUC-I website
    2. WebTracker statistics for LAUC-I website – Done
    3. Grad fair expenditures – will be covered in ALC report below
    4. Clarification re: required Executive Board member reports -  
Brown found that the bylaws only require reports from the chair, vice chair, committee chairs, and standing committees. In the 2004-05 and 2003-04 archives there are reports from the secretary and members at large, but these were not required.  
  
**ACTION:** The Chair and Vice Chair still need to submit their 2006-07 annual reports.
    5. Mention of professional profiles at General Membership meeting – Done
    6. Professional profile instructions posted to LAUC-I website – Done
    7. Harvey and Smyth submitted an email update in lieu of attending today's meeting.  
  
**ACTION:** Manaka will forward Harvey and Smyth's email update to the executive board.
    8. Dates for Lunch with LAUC-I for December – Done
    9. Libri Foundation donations email – Done
    10. Holiday party – will be discussed today
    11. Food and drinks for General Membership meeting – Done
  - Minutes were approved with no changes.
3. News/Announcements
  - Librarians@UCI website activities

- Tomren shared the results of the NetTracker statistics obtained from IT, indicating high usage of the Librarians@UCI site. Brown requested more detail for the individual pages in the /recruit/ directory. There was also a discussion about the difference between views and visits.

**ACTION:** Tomren will go back to IT to request page level statistics for the /recruit/ directory

- Brown shared the results of the Google Webmaster analytics for the LAUC-I site, which showed that the most frequently viewed page is the Living and Working in Orange County page.

**ACTION:** Brown will email the Google report to the executive board so that it can be examined in further detail.

- Manaka reemphasized the need for a message from the executive board that asks librarians to update their professional profiles.

**ACTION:** Murphy will send another email to the general membership, including the professional profile instructions.

- Photos from the Librarianship Panel 11/2/07
  - Murphy inquired where would be the best place to post photos from this event. It was suggested to post the photos to the World drive and then ask people if it is OK to post the photos on the Web, and if so, where to post them.

**ACTION:** Murphy will post the photos on the World drive and send an email the day before and the day of, since the World drive is emptied daily. The email will also ask about whether or not the photos should be posted to the Web, and if so, where.

#### 4. LAUC-I Budget Update

- The general fund this year has \$3,775 rather than \$2500. Due to these additional funds, LAUC-I will use \$1880 toward the LAUC Spring Assembly.
- Estimated cost for Spring Assembly is \$3380. LAUC will cover \$1500, and LAUC-I will cover the additional \$1880. We are not planning to charge attendees for registration.
- The program committee budget is \$7500. The current balance is \$6904.98; last year's program committee encumbered \$2500 for the last Timely Topics event but spent \$3095.02, so those additional funds came out of this year's program budget. Only Timely Topics comes from this fund; Lunch with LAUC-I comes from the general fund.

- The bylaws indicate that the vice chair should have oversight of the budget and report to the Executive Board and the general membership.

**ACTION:** Murphy will submit a request to the business office so that Brown can have access to the budget.

## 5. Standing Committees Update

### a. ALC Update

- The subcommittee is working on the CROP brochure and has a draft, which Kate Hill has helped input into Dreamweaver. It is almost ready to be shared; the content is there, but not the design.

**ACTION:** Subcommittee will bring draft to next meeting for input.

- The subcommittee for Annual Plan guidelines will meet for the first time on 12/14/2007.
- The ALC would like to remind everyone to fill out their professional profiles and again ask the executive board to promote this to librarians.
- Future programs for promoting careers in librarianship:
  - There will be a program with the career center in February. Wilson suggested that the ALC identify the dates for career center events in the ALC annual report so that future ALC members will be better able to maintain the relationship with the career center.
  - The ALC will be working with the committee that does the picnic for graduating students at the end of the year.
- Expenditure report: Spent under \$100 for supplies for the Graduate Fair table and about \$200 for the banner.

### b. LRC Update

- Activities of the LRC are confidential. Three people on LRC are also chairing search committees and so have been very busy.
- Wilson inquired as to how well the revised recruitment guidelines are working for the LRC as far as working on appointment files in a timely manner.

**ACTION:** LRC will report to the executive board on the revision of the recruitment manual.

### c. Professional Development Committee

- The committee is working with the program committee on the upcoming Lunch with LAUC-I panel.

### d. Program Committee

- The committee is working on the upcoming Lunch with LAUC-I program, scheduled for December 13, 2007. Brian Williams will talk about the LAUC grant process, and three past UCI recipients of the LAUC grant will discuss their experiences. This will also serve as LAUC-I's holiday celebration; food will be provided.
- The committee is planning four Lunch with LAUC-I programs for this year. One program will be a book club in which members can have a casual discussion on a popular book in the profession; *Everything is Miscellaneous* has been suggested, but other suggestions are welcome. Funding may be available to subsidize a group purchase of books. Another Lunch with LAUC-I will be for professional conference sharing, and another potential topic is e-book readers.
- The committee is planning on two Timely Topics programs, aiming for one in spring quarter and one in summer. Potential themes are leadership and professional workplace life, and committee members will be looking for potential speakers at ALA Midwinter. By February the committee should have a plan for speakers and expenditures.
- Executive Board members discussed the possibility of a LAUC-I program on the factual resume process, in the capacity of mentorship, and how we can work with HR on this.

**ACTION:** The LAUC-I Executive Board will bring this up for further discussion at a Joint Executive Board/Executive Council meeting.

- e. New Librarian Orientation Update
- Wilson will be meeting with new librarians Sibert and Scaramozzino.

6. LAUC-I Annual Holiday Project Donation

- Murphy has sent out an email and will be collecting checks until she goes on vacation, after which Julia Gelfand will take over collection.

**ACTION:** Murphy will send another reminder email.

7. LAUC-I Executive Board Conference Call

- LAUC-B Academic Libraries 2.0 program was very successful. 200 people attended and they received very positive comments. Program materials are available at <http://www.lib.berkeley.edu/LAUC/academiclibrary20/>
- UCSB is interested in seeing LAUC play a role in the UC-OCLC pilot. Their concern is there is not enough information about the impact on users.
- The LAUC nomination committee finalized its membership: Cathy Palmer (UCI), Ruth Gustafson (UCD), and Lise Snyder (UCLA). The committee is still seeking nominations for President Elect.

- The HOPS Information Literacy Common Interest Group was disbanded. Please see Cathy Palmer for more information.
- The LAUC president met with the ULs; Murphy will have more information about this at the next meeting.

8. Fall Assembly Highlights

- There was some discussion of the UL Welcome remarks regarding inviting non-librarians in librarian positions to participate in LAUC. Due to time constraints, this discussion and the rest of the remaining agenda items will be carried forward to the next Executive Board meeting.

**ACTION:** Carry remainder of agenda items to next meeting

9. Wrap up and Adjournment

- Meeting was adjourned at 11:45am.