

**Minutes**  
**LAUC-I Executive Board Meeting**  
**Monday, January 7, 2008 \* 10:00 am – 12:00 pm \* LL 110**  
*Approved February 4, 2008*

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

Absent: Andrews, Peterman

1. Agenda review – no additional items
2. Approve minutes: LAUC-I Executive Board minutes for December 10, 2007
  - Novak reviewed action items:
    1. Done
    2. The Chair and Vice Chair still need to submit their 2006-07 annual reports
    3. Will be discussed in ALC update below
    4. Tomren submitted IT workticket for additional statistics and is awaiting response.
    5. Done
    6. This has been done by Murphy and subsequent planning by ALC for their March 5 session.
    7. Not completed.
    8. Done
    9. Will be discussed in ALC update below
    10. Will be discussed in LRC update below
    11. This action item needs to be clarified in the minutes – make it clear it is not the program committee's responsibility. It will be discussed in agenda item #10 below.
    12. Done
    13. Done
  - Minutes were approved with a change to clarify action item #11
3. News/Announcements
  - LAUC sent a response to the initial UC proposal Dec. 12, 2007
  - President Dynes' office responded to the LAUC letter on Dec. 20, 2007. Bob Heyer-Grey distributed the response on Jan. 2, 2008.
  - The LAUC-I holiday donation collected \$500 for the Libri Foundation. The Foundation will send out an acknowledgement in a few weeks and will let us know which library we will be helping sometime in early February.
4. LAUC-I Budget Update

- No adjustment in funds since last update. Murphy asked that executive board members submit any reimbursement receipts in a timely fashion.
- Novak clarified with Katherine Gallardo that the program committee has its own budget line and that funds for Lunch with LAUC-I are spent out of the program committee budget. Murphy has conflicting information indicating Lunch with LAUC-I spending is charged to the general fund.

**ACTION:** Brown will clarify whether Lunch with LAUC-I spending is charged to the program committee fund or the general fund.

- Manaka reported that the banner was less expensive than previously reported in Dec. 10, 2007 minutes. The correct cost of the banner was \$65.00.
- A budget proposal was submitted to Library Administration to request supplemental funds to provide sign language interpreters for LAUC Spring Assembly. Murphy announced that \$600 in supplemental funds was granted.

## 5. Standing Committee Updates

### a. Academic Librarianship Committee

- The subcommittee working on the CROP brochure has identified four sections for the brochure:
  - Librarianship
  - Where librarians work
  - Library education and scholarship
  - Resources (including list of UCI librarians willing to be contacted. The ALC encourages everyone on the Executive Board to be a resource.)

The subcommittee is working with Design Services. Much interest has been expressed by HR and the career center in updating the CROP brochure.

- The Academic Librarianship Committee and the Professional Development Committee met to discuss the updating and maintaining of the Librarians@UCI website and professional profiles. They discussed beginning this process by leading several workshops to create and update profiles. They will meet again on Jan. 29, 2008 to plan a training agenda.
- The ALC is still working with the Career Center for a program in February.
- The ALC is still working with the committee that plans the picnic for graduating seniors.
- Keith Powell will be meeting with Deb Sunday and Kathryn Kjaer regarding the FAQs in the Annual Plan guidelines.

### b. Library Review Committee

- The Executive Board wished to clarify with the LRC whether or not everything discussed by LAUC-I was incorporated into the revised recruitment manual and if the LRC was comfortable with the changes.

**ACTION:** Wilson and Woo will meet to clarify the specific items that were to be changed and any lingering LRC concerns.

- The LRC review season is upon them. The LRC will receive its first batch of files on Feb. 8, its second batch on Feb. 22, and its third batch on Mar. 31.

c. Professional Development Committee

- The PDC is working with the ALC on professional profiles.
- The PDC did receive one LAUC grant proposal and may be receiving at least one more. The deadline is Jan. 9, 2008.

d. Program Committee

- The Dec. 13, 2007 Lunch with LAUC-I was a success, with attendance of approximately 30 people.
- Three more Lunch with LAUC-I programs are planned:
  - Book club. The Program Committee will send out an email for people to sign up and will be looking for people to lead the discussion. The book will be *Everything is Miscellaneous*.
  - Technology
  - Conference updates
- The Program Committee will determine Timely Topics programs by Jan. 31, 2008.

e. Nominating Committee and New Librarian Orientation

- Wilson met with Sibert in December and will schedule with Scaramozzino.
- The election schedule will be ready by the Feb. 11, 2008 General Membership meeting.

6. Spring Assembly Planning Committee Update

- Sign language interpretation services will be provided.
- The lunch and breakfast will be upstairs in the Berry Terrace at the Bren Center. The program will be downstairs in the Koll Room.
- A draft online registration form will be created by Feb. 1.

**ACTION:** Woo and Tomren will meet to work on the registration form.

- The food arrangements are settled. The planning committee will bring water and cookies/snacks from Costco.

#### 7. Fall Assembly Highlights (carried over from previous meeting)

- UL Welcome remarks
  - The UC Merced UL suggested considering inviting people in librarian positions who are hired outside of the librarian series to become involved with LAUC's activities.
  - The UL suggested a shorter research grant cycle to encourage more proposals.
- LAUC President's report
  - Charges to standing committees have gone out
  - He met with the ULs on Oct. 26, 2007 and was invited to stay for the talk on Google Books.
  - He is included in the search committee for CDL Director.
  - He will grant travel support for the 2008 Spring Assembly. Five travel grants were awarded for the 2007 Fall Assembly.
- Gary Lawrence
  - UCOP is having a hiring freeze and is being restructured.
  - There is an average 5% pay increase for all employees in the 2008-09 budget request.
  - LAUC bylaws revisions have yet to pass.
- Does LAUC have a role to play in promoting the UC-OCLC pilot? UCSC expressed concern with gathering user feedback.
- Nomination Committee report
  - The committee is seeking candidates for Secretary and President.
  - Campuses not eligible:
    - Secretary: Irvine, San Diego, Santa Cruz
    - President: Davis, Los Angeles, San Diego

#### 8. 12/7/07 LAUC Executive Board Highlights

- The LAUC Fall Assembly presentations and Assembly Blog are posted on the LAUC-Merced website:
  - <http://lauc.ucmercedlibrary.info/presentations.html>
  - <http://laucassembly.blogspot.com/>
- The UC MOU proposal is available at
  - [http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/collective\\_bargaining\\_units/librarians\\_lib/index.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/librarians_lib/index.html)
- The Nomination Committee has two candidates for Secretary but no confirmation for President-Elect.

#### 9. 1/4/08 LAUC Executive Board conference call was cancelled. The next conference call will be on Feb. 1, 2008.

10. Agenda items for Executive Board meeting with Executive Council on Jan. 18, 2008

- News/Announcements
  - Holiday project
- Appointment/Recruitment update
- Librarians@UCI website
- Standing Committee reports – highlights
- Budget
- Spring Assembly update

11. Meeting was adjourned at 12:02pm.