

**Minutes**  
**LAUC-I Executive Board Meeting**  
**Monday, February 4, 2008 \* 10:00 am – 12:00 pm \* SL 104**  
*Approved April 7, 2008*

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

Absent: Bube, Woo

1. Agenda review – no additional items
2. Approve minutes: LAUC-I Executive Board minutes for January 7, 2008
  - Tomren asked for clarification on action items 6 and 7 from the 12/10/07 Executive Board meeting and for clarification on the cost of the banner.
  - Andrews reviewed the action items:
    1. It was clarified that Lunch with LAUC-I expenditures do come out of the program fund.
    2. Woo and Wilson confirmed that all of the recommended changes were made to the recruitment manual and that the July 2007 update should incorporate all of these changes. Murphy asked for further clarification about the quorum issue; Brown confirmed that it was a minimum of two people.
    3. Woo and Tomren have met and created a draft registration form. Web Services has agreed to help in the development of the form and a registration database.
  - A typo was identified in #10 "announcements"
  - The minutes were approved with corrections
3. News/Announcements
  - The next Executive Board meeting needs to be rescheduled due to a conflict with an interview for the position of Research Librarian for Performing Arts on Monday, March 3. The meeting was tentatively rescheduled for Wednesday, March 5 from 12-2.
  - Murphy will be meeting with Kjaer on February 13 to discuss the possibility of LAUC-I working with HR to help librarians with the factual resume process.

**ACTION:** Murphy will report back at the next Executive Board meeting.
  - The UC headcount of academic librarians by rank, step, gender, and ethnicity report was distributed to LAUC-I members by email on Feb. 2. There will be more information about this at Spring Assembly.

4. LAUC-I Budget

- Brown is still unable to access the budget folder.

**ACTION:** Murphy will follow up on Brown's access to the budget.

- There have been no changes since Dec. 31, 2007.

5. LAUC-I Web page administrative access

- There was some concern expressed over how many different people are going to have administrative access to the Librarians@UCI pages. The content ownership for various pages will have to be decided to determine who will have editing access. For example, HR may prefer to maintain the Orange County page. Other pages may be divided between the ALC and PDC as appropriate.
- Manaka clarified that what ALC is most concerned with is having the content for the CROP brochure and the faculty profiles complete by the end of this term.
- There is an ongoing issue of maintaining these pages after the ALC completes its charge. There was discussion of the possibility of creating an ad hoc appointment for a LAUC-I web editor. Tomren pointed out that having a designated web editor other than the Secretary was also a recommendation made by the Dreamweaver committee in 2006-07. This person would be responsible for maintaining web page content, but not for redesign. The redesign should take place before making this appointment. A description of the skills and responsibilities of this position would need to be developed.
- Manaka presented a draft of the new CROP brochure:  
<http://staff.lib.uci.edu/crop.html>  
This can be reviewed at the general membership meeting.

6. Spring Assembly Update

- The committee is ahead in its planning and well prepared for the Assembly. The registration form and website will be up by the end of February. There was a question about if the announcement about the travel sponsorship award for new librarians will be available at the same time.

**ACTION:** Murphy will check on information about the travel award and report back.

7. Standing Committee Updates

a. Academic Librarianship Committee

There will be training sessions to update librarian professional profiles on March 5 and March 7. An announcement will be forthcoming. Digital cameras will be

available at the sessions if people want their profile pictures taken. If people don't want to have profiles, some alternative wording will be needed on the Librarians@UCI site other than "coming soon."

b. Library Review Committee

Woo was not present to report. The LRC has no update since last time.

c. Professional Development Committee

Bube was not present to report. Murphy reported that UCI had two grant proposals. Statewide there were 6 proposals received.

d. Program Committee

Books have been distributed for the upcoming Lunch with LAUC-I book club. The book club will be held March 19 from 12:00 to 1:30pm. More details will be announced at the general membership meeting. The Program Committee will be meeting soon to firm up the Timely Topics presentations.

e. LAUC-I Nomination Committee and orientation to new librarians

Wilson distributed the calendar for 2007-08 LAUC-I elections and went over key dates. Wilson also distributed the draft of open positions. Several spelling errors were corrected. One important issue is restoring the rotation to the program committee. In order to restore the rotation, either one current member of the program committee can volunteer to serve for an additional year, or if three new members are elected, one of those would be for a one year term and two would be for a two year term.

**ACTION:** Novak will consult with Program Committee members and get back to Wilson by tomorrow with a recommendation.

Wilson will explain the nominations process at the General Membership meeting. It was noted that committee charges are not currently on the LAUC-I website.

**ACTION:** Murphy will send the current committee charges to Tomren to add to the website.

**ACTION:** Wilson will send nomination information out to the general membership by Wednesday. Murphy will also attach this information to her email reminder about the General Membership meeting.

Wilson provided LAUC-I orientation to Jeannine Scaramozzino.

8. Refreshments for the General Membership meeting on Feb. 4

Andrews reported that she has a shopping list for the meeting and that there are enough supplies in the cabinet. Murphy announced that the meeting room has changed to SL 104.

9. 2/1/08 LAUC Executive Conference Call highlights

- LAUC Nominating Committee update:
  - Two candidates are running for LAUC Secretary: Orchid Mazurkiewicz (UCLA), and Michael Sholinbeck (UCB)
  - The committee is having trouble finding candidates for President Elect. There is only one candidate, Lucia Diamond (UCB), who was the division Chair a few years ago. Ideally there should be at least two candidates on the ballot. The board is seeking help from campuses to submit potential names for President Elect. Eligible campuses are UCI, UCR, UCSF, UCSB, UCSC, and UCM.
- Research and Professional Development update:
  - The committee received 5 proposals and is expecting one more. Two are from UCI.
- Spring Assembly update:
  - Murphy reported to the LAUC Executive Board that the Spring Assembly Planning Committee is ahead of the game and well planned and organized. In order to get the website up by the end of February as planned, the Spring Assembly Planning Committee needs more detailed information from the LAUC Executive Board about program information. Bob Heyer-Gray will send a formal letter to Gerry Munoff to address the opening remarks.
  - The board brainstormed potential program topics, including the future of bibliographic control (potential speaker Brian Schottlaender, UCSD University Librarian); campus Web 2.0 projects (such as SJSU using Second Life); and campus experiences with Google Book Scan.
- UL CDL update:
  - Bob Heyer-Gray is on the search committee for CDL Director. There is a large pool of candidates that has been narrowed down to eight. Interviews will be set up in February. The committee will submit its recommendation to UCOP, and UCOP will make the final decision.
- UCOLASC update:
  - Bob Heyer-Gray will send notes to the LAUC Executive Board; Murphy will distribute to the LAUC-I Executive Board.
- Campus librarians by rank, step, gender, ethnicity report (already discussed above)
- Committee charges:
  - The charges were sent to the Diversity Committee with minor changes
  - The Professional Governance charge is yet to be done
- Dynes letter follow-up:

- Bob Heyer-Gray encouraged each division chair to approach the UL in a more informal setting and express librarians' interest in keeping peer review. Heyer-Gray asked division campuses to share what they learned from their ULs. Everyone got the same response, which is that they cannot discuss this issue while bargaining is in process.

10. Agenda for General Membership meeting Feb. 11

- Welcome new librarians Carole McEwan and Jeannine Scaramozzino
- Standing committee updates
- Spring Assembly update
- Librarians@UCI update
- Academic Senate Committees half year reports
- 2/1/08 LAUC conference call highlights
- Recruitment update?

**ACTION:** Murphy will invite Sunday or Kjaer to give a recruitment update

11. Meeting adjourned at 11:41am.