

Minutes
LAUC-I Executive Board Meeting
Monday, April 7, 2008 * 10:00 am – 12:00 pm * SL 104
Approved May 1, 2008

Present: Andrews, Bube, Brobst (Guest), Manaka, Murphy, Peterman, Tomren, Wilson, Woo

Absent: Brown, Novak

1. Possible project of interest: Jessica Brobst (Guest)

Jessica Brobst presented information about the UCI Peace Flag Project May 19-23, 2008 (<http://www.campaignforconscience.com/>) to ask if LAUC-I would consider spearheading UCI Libraries participation in this event.

2. Agenda review – no additional items

3. Approve minutes: LAUC-I Executive Board minutes for February 4, 2008

- Peterman reviewed the action items. All action items were completed.
- It was noted that the March Executive Board meeting was cancelled.
- Minutes approved with no corrections.

4. News/Announcements

- UCI Peace Flag Project. In the absence of LEA, people may look to LAUC-I, but this is not a LAUC-I function. It is something individual library staff may participate in if they so choose.

ACTION: Murphy will email Brobst.

- Latest list of LAUC-I members. The list was last updated 2/11/08 and is in the T drive. There are 49 librarians, including the UL, AULs, and temporary librarians. It is the responsibility of HR to keep a current list of librarians. HR forwards this list to the LAUC-I chair, and the chair puts it in the T drive. Department heads are responsible for adding new employees to listservs and Oracle and indicate which aliases they need to be on. IT cleans up lists once per month.
- LAUC-I Representative on the LAUC Diversity Committee. Jeanine Scaramozzino has taken over this responsibility. One of the Committee's charges is to conduct a survey at each campus regarding librarian retention in the UC system. Jeanine has distributed a 5-minute survey, located at http://eee.uci.edu/survey/LAUCIretention_2008/. The survey results are completely anonymous, but you must log in with your UCInetID so that you cannot take the

survey more than once. The survey is available until Wednesday, April 9. Please encourage your colleagues to complete the survey.

- Librarian KUDOS Award. On March 13 Kathryn Kjaer sent out an email to lib_all to announce the new Librarian KUDOS Award and to call for volunteers to serve on the Librarian KUDOS Award committee. The procedure is different from the guidelines approved by LAUC-I membership on May 7, 2007, which called for the committee to be composed of three librarians, two selected by the LAUC-I Executive Board and one selected by Library Administration. The current guidelines are located at <http://hr.lib.uci.edu/about/Guidelines%20for%20the%20Librarian%20KUDOS%20Award%20--%20GM%20final.pdf> and call for the committee to be composed of three members appointed by the University Librarian, with the Academic Personnel Coordinator serving as Ex Officio. The charge of the committee is located at <http://hr.lib.uci.edu/about/Librarian%20KUDOS%20Award%20Committee%20Charge%20--%20GM%20final.pdf>. On April 4 Lillian Gates sent out a call for nominations for both staff and librarian KUDOS awards. The committee membership for the Librarian KUDOS Award has not yet been announced.

5. LAUC-I Budget

The last budget update was February 29. There is \$6119.64 in the program fund and \$3523.00 in the general fund. \$1800.00 will be taken out of the general fund for the upcoming Spring Assembly.

ACTION: Murphy will send the dollar amount of the program fund to Novak.

6. Librarians@UCI web site

- Kristine Ferry suggested that the individual subject pages, list of subject librarians (<http://www.lib.uci.edu/libraries/contact/sublib.html>), and staff directory (<http://www.lib.uci.edu/libraries/contact/staff.php>) could also link the librarians' faculty profiles. This decision would be up to others; LAUC-I has done its part in encouraging librarians to fill out their profiles and providing training.
- Instead of "Coming soon," if some librarians still haven't filled out their profiles, the word "profile" will be removed altogether.
- Library Human Resources will redesign, update, and maintain the Living and Working in Orange County page (<http://lauci.lib.uci.edu/recruit/orangecounty.html>). It may not be on the LAUC-I server anymore but we would link to it.
- The ALC subcommittee is working on the CROP brochure, with one person responsible for each of the four sections. The committee will meet this week.
- We will add links to Academic Senate committees on the LAUC-I roster page (<http://lauci.lib.uci.edu/0708/roster2007-2008.html>).

ACTION: Tomren will update the roster to provide these links.

- LAUC-I web site administrative access. There has been a problem of "too many cooks in the kitchen." For now, only the LAUC-I chair and the secretary will have access to the LAUC-I web server.

7. Spring Assembly Update

- The Spring Assembly planning committee will meet on April 25 to finalize planning.
- The LAUC-I Executive Board will meet May 1 and the LAUC-I General Membership will meet May 5 to discuss any issues we may want to bring up at the Spring Assembly.
- Woo suggested encouraging librarians to register for the Assembly and cooperating on reference desk coverage to give new librarians the opportunity to attend,

8. Standing Committees Update

- a. Academic Librarianship Committee
 - ALC continues its work on the CROP brochure and Librarians@UCI web site
 - ALC is thinking of something to recognize librarianship at UCI historically and honor librarians who have been influential to LAUC-I; the committee may submit a proposal for next year.
 - ALC has one more program to plan and then finish updating the web site, which will complete the committee's charge.
- b. Library Review Committee
 - Next year's LRC chair will be Jackie Dooley.
 - LRC has two deadlines for academic review files: March 31 and April 21.
 - After April 21 LRC will address its charge for the remainder of this term.
- c. Professional Development Committee
 - The LAUC Professional Development Committee has not yet made its final decision on the LAUC grants but will send out a formal response when a decision has been made.
- d. Program Committee
 - Novak was absent. Murphy reported that the Program Committee is working on Timely Topics. Murphy suggested a Lunch with LAUC-I on the topic of professional development reimbursement issues.
- e. Nominations Committee
 - Wilson distributed a draft nominations slate. A final draft of the slate will be ready by the May 5 general membership meeting. At the general membership meeting, the floor will be open for further nominations; after the meeting, nominations will be closed. Ballots will be distributed in mid-May.
 - Wilson did a LAUC-I orientation with Carole McEwan.

9. Mentoring Program at UC Berkeley

- Murphy distributed an email from the LAUC Executive Board about a program at UC Berkeley in which librarians who are attending a professional conference, program, or

meeting have the opportunity to mentor a staff member who is attending the same meeting.

- In the past at UCI, Manuel Urrizola and Christina Woo would do a lunch meeting with people planning to go to ALA for the first time.
- ALC is interested in bringing together the staff at UCI Libraries who are in library school, especially if anyone is attending ALA in Anaheim.

ACTION: Murphy will approach the Program Committee about a possible Lunch with LAUC-I before ALA to invite library staff, discuss transportation, and offer mentorship opportunities to any library staff attending the conference.

10. Murphy meeting with Kathryn Kjaer about mentor program 2/13/08

- Kjaer will work directly with department heads to work with new librarians to gather materials for review files from the beginning.
- Woo suggested that the LRC would support any measures to improve academic review files. Wilson suggested that LRC might be able to give more feedback to review initiators.

11. LAUC Executive Board Conference Call highlights 3/7/08

- LAUC Nominating Committee Update
There is one candidate for Vice President/President Elect: Lucia Diamond (UCB). There are two candidates for Secretary: Michael Sholinbeck (UCB), Orchid Mazurkiewicz (UCLA). The LAUC election calendar is at <http://www.ucop.edu/lauc/elections/calendar-2008.htm>
- Research and Professional Development Committee
Six proposals were received: two were accepted, two were asked to rewrite and resubmit, and two were turned down. The successful proposals will be announced at Spring Assembly. The R&PD committee is moving forward with their charge, but there are some issues regarding the documentation which may be brought forward at Spring Assembly.
- Spring Assembly
Stephen Abram (Sirsi Dynix) will speak in the morning on "Heading for the 3.0 World: Technologies and Behaviors to Watch." Brian Schottlaender (UCSD) will speak in the afternoon on the Future of Bibliographic Control. Chuck Eckman from UCB will speak on the Berkeley Research Impact Initiative. There may also be a speaker on the NIH Public Access Policy. Location of the next Fall Assembly will most likely be UCSF.
- UL CDL Update
Three candidates were invited to in-person interviews. LAUC chairs were invited to attend the interviews at their own expense.
- Dynes Letter
The Dynes letter was very effective. The UC Davis Academic Federation has also written a letter critical of the initial University proposal.

- 4/4/08 LAUC Executive Board Conference Call
The conference call was very brief. The only issue discussed was the UL CDL interviews. Woo inquired if we were allowed to know the names of the 3 interviewees.

ACTION: Murphy will send the names and affiliations of the candidates to the Executive Board.

12. Meeting with Executive Council agenda items for 4/14/08

- Librarian KUDOS Award
- Budget, recruitment
- Executive Council items for LAUC-I General Membership Meeting

13. Wrap up and Adjournment

Meeting adjourned at 12:06 pm.