

Minutes
LAUC-I Executive Board Meeting
Thursday, May 1, 2008 * 10:00 am – 12:00 pm * LL 110
Approved June 2, 2008

Present: Andrews, Brown, Bube, Murphy, Novak, Peterman (recorder), Wilson, Woo

Absent: Manaka, Tomren

1. Agenda review from April 7. Revisions suggested.
2. Approve minutes: LAUC-I Executive Board minutes for April 7, 2008
 - Action items called out by Peterman. Action 9 will be further discussed at this meeting. Action 11 referring to sending out the names of CDL candidates for University Librarian for Systemwide Library Planning – names were sent out, but not the affiliations. Linda Murphy will re-send the candidates' names and their affiliations.
 - Minutes of April 7, 2008 were approved with corrections
3. News/Announcements
 - Librarian KUDOS Award. Nominations will be accepted through May 9 (see <http://libitems.lib.uci.edu/announcements/KUDOS.htm> for details).

ACTION: Mitchell and Linda will mention the nomination to general membership of the KUDOS awards.

- There are 48 librarians total at UCI including temporary librarians, AULs and our UL. The membership list and member job titles have been updated. The librarian list is stored in the "T drive" (See T:\LAUC-I\LAUC-I Members List\2008).
- Change in LAUC slate. Referring to an April 30, 2003 email, both the president elect and secretary will run unopposed to avoid a violation of LAUC By-Laws Article IV Section 3, which states "Each officer shall be from a different division" (see <http://ucop.edu/lauc/about/bylaws.html#IV> for more information)
- LAUC Diversity survey. Jeanine was contacted by the LAUC Committee on Diversity with a follow-up survey for LHR regarding retention and librarian search positions. The following questions were sent out:
 - Within the past 10 years, how many librarian positions were recruited?
 - Within the past 10 years, how many were not filled? How many were reposted? How many were reopened?
 - If a position was not filled is it considered a failed search? If so, then how many failed searches have there been in the past 10 years?
 - What efforts are taken to retain a librarian? Counter offers, step increases, flexible work schedules, etc...

Woo question: will the membership get the information from the surveys?

Wilson is interested in definitions for librarian. This will be addressed in the May 7 LAUC Spring General Assembly at UCI.

4. LAUC-I Budget

- Budget updates have not come from Financial Services.
- Novak asked when the budget closed. Brown said that we could encumber for summer (through summer), but the budget closes out on June 30. Brown and Novak will explore the options for funding.

5. Standing Committees Update

a. Program Committee (Grahame, Hildebrand, Novak, Riggs)

- Timely Topics -- 3 speakers will address: presentation and confrontation; leadership; leadership and interpersonal communication. Mid-August looks like the target date for the next speaker. The Program Committee will be contacting the new business officer so that LHR can pick it up.
- Lunch with LAUC-I -- Some ideas for other lunchtime topics from the last meeting were discussed, including Pauline's idea for a program for library workers in library school and Linda's idea about travel reimbursement tips. Novak suggested that Deb Sunday could put together a session on travel and reimbursement education. Murphy suggested that with ALA here, we could have a lunch get-together and talk about which meetings librarians are attending. Novak said that LAUC-I had done something after the meeting in the past, rather than before. Murphy wants to encourage new librarians, library staff in library school, and those interested in library school to attend ALA. Wilson asked if we could organize our ALA activities. Brown suggested giving reports about what we learned at ALA after the conference, and that those giving posters/papers/presentations at ALA could share these. Wilson says it might be helpful to know what people are involved in doing. Novak suggested that before ALA, we could talk about how new librarians could navigate ALA. For the second lunchtime event, PDC is thinking about a presentation that shows librarians how to move from proposal to action to final project. Woo mentions strategizing from departments; e.g. in their department meetings, Reference can talk about reference-related meetings, the Bibliographer group can talk about collection development meetings, etc. Woo mentions the March 28 Berkeley email concerning mentoring (**See Appendix**). Question regarding mentoring with Library Assistants. Murphy suggested that Novak speak with Manaka. Murphy suggests one Lunch with LAUC-I before ALA (to mentor new librarians, library students, etc.), one Lunch with LAUC-I after ALA in July, and one program in August.

b. Academic Librarianship Committee (Harvey, Manaka, Powell, Smyth) – no report because Manaka is out sick

c. Library Review Committee (Woo, Tsang Jazayeri, Dooley) – completed academic reviews and is working on its charge. Did 12 files, which is roughly the same number as previous year. LRC met 2 and 3 times/week for 90 minutes. Next

meeting is in June. There are three June dates to work on charge. Will bring something to executive board by July 7. Afterwards, it will be given to the General membership for comment. The charge – after the major changes made by J. Kaufman, the LRC will have some general guidelines for how to do procedural work. LRC doesn't have any written guides on how to continue the work, so will put down something in writing to document the mundane. Woo is looking for something more general, etc. Wilson mentions policies and new appointments and fitting within timeline. Current turnaround is 48 hours for such work. LHR looks for a short turnaround to ensure that we get good candidates. Wilson for LRC, are there a minimum number of people for looking at reviews? No. There is more of an issue if reviewers have conflicting information.

- d. Professional Development Committee (Bube, Ferry, Williams, Zang) – no report on the finalists for recipients of research grant money as formal announcement has not yet gone out.
 - e. LAUC-I Nomination committee update (Wilson, Imamoto, C. Johnson) – Nominations will be presented in the same format as the email that went out recently. The paper ballot will look a little different. The ballot will refer back to the earlier documentation. For the Library Review Committee, we are looking to have a balance of departments. Ballots will be closed after the general membership meeting. For the Program Committee – the first 2 people with the highest votes will be for two years and the person with the next greatest number of votes will serve for one year. Woo mentioned that LAUC-I By-Laws require that LRC candidates must have gone through one review cycle to be eligible to run for LRC. There is no requirement for departmental balance on other committees, though it is a desired outcome. Because Wilson and Imamoto are on the ballot, they cannot count votes. Wilson is asking for a member to work with Nominating Committee to count. Cynthia, Mitchell, and Woo will be doing the counting. The LAUC-I election is held simultaneously with the general LAUC committee. The Nomination Committee is still waiting for biographies from the LAUC general committee and one from a LAUC-I candidate for the local election.
- 6. Kay Collins retirement party on June 20. We will do a card based on what we would ordinarily do for retiring librarians, rather than having a party. A card will be distributed at the LAUC-I general meeting on Monday. Woo will be making up a mock-up Hearing for providing testimony as a card for Kay.
 - 7. Spring Assembly Final Preparation – usually, there is a general membership meeting to develop a consensus on any upcoming issues. Wilson clarified that anything coming up from the LAUC-I general membership could be put forward to the LAUC-I chair, which would be distributed at the meeting. It could come as late as the morning of the event. Woo suggested that Linda contact Bob to get a heads up for what might be available for membership to comment on.

ACTION – Murphy will email and call Bob.

ACTION –Brown will give background information for the speakers for Spring Assembly via email and blog.

Three bloggers will be contributing (Ayers from Davis, Boyd from Santa Barbara, Peterman from Irvine). There will be a total of 92 attendees, including presenters and interpreters. The LAUC Executive Board will meet in LL 570 for Thursday.

8. Librarians@UCI Web Site

- Linking librarians' faculty profiles from the UCI Libraries Staff directory and/or the Subject Librarians pages

ACTION - Brown will ask Galbraith about getting the content changed because he is the content owner.

- Living and working in OC will be done by Library HR in about 4 weeks for us to link to.
- The CROP (Career and Recruitment Outreach Program) brochure is nearly complete.
- LAUC-I Web page administrative access – “Content Owners” will be determined.

ACTION – Brown, Murphy and Tomren will investigate.

Brown mentioned that we might give the duty to upkeep the website to Members at Large. Brown wants to re-design the site next year, etc. Woo suggested that UC Librarians be videorecorded for the website about how they like working at UCI. Brown thinks that we can have digital movies of people on the site. Andrews suggests that we have a transcript.

9. General membership meeting refreshments. Andrews and Peterman will take care of this.

10. Ideas for General Membership meeting. LHR, LAUC Spring Assembly at UCI update, recognize committees.

ACTION – Gelfand will bring a sample package of the LAUC Spring Assembly at UCI folders being distributed.

KUDOS reminder for nominations.

Wilson suggests asking Bob Heyer-Gray for items before meeting.

ACTION - Murphy will send out a draft and ask for the LAUC-I General Membership meeting agenda items today.

11. Wrap up and Adjournment

Meeting adjourned at 11:58AM

Appendix

Subject:[LAUCExec] Fwd: share mentoring with statewide ExBoard

Date:Fri, 28 Mar 2008 11:01:54 -0700

From:armanda barone <abarone@library.berkeley.edu>

To:laucexec@lib.ucdavis.edu

LAUC statewide folks:

Thought I would pass this information onto you about Berkeley's conference mentoring matching idea. Not sure if other campuses are doing anything similar, or would like to try something like this. Lucia Diamond is on our Berkeley Initiative for Leadership on Diversity (BILD) Task Force working on developing these programs/ideas.

Armanda

>Dear Berkeley librarians,

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>Here is a great opportunity to be an advocate for our profession. Please
>reply to me if you are attending a professional conference, program or
>meeting between April and August and would like to mentor a UCB library
>staff member who also happens to be attending your conference, program or
>meeting.

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>I will also be collecting names of staff members who are attending
>conferences or meetings, and will match people. If you already know a
>staff person who is attending a meeting and make your own match, would you
>please let me know who you are? We are setting up this program as part of
>our effort to provide more mentoring to staff under the auspices of BILD,
>The Library, LAUC-B, and TALAG.*

>

>Here are some ideas for activities at the meeting:

>

>Attend at least one social event together.
>Attend a substantive program and/or a business meeting together.
>Plan some free time just to chat with your mentee.
>Spend some time walking through the Exhibit Hall together. Share your
>insights on how to maximize time spent in the Exhibit Hall.
>If you are chairing a committee or otherwise involved in any of the
>programs, invite your mentee to attend.
>For networking purposes, try to introduce your mentee to as many people as
>possible.

>

>Again, please just reply to me and say "I am going to x meeting, and I
>would like to be a mentor to a Berkeley staff person."

>

>Thanks,

>Lucia

>* BILD, http://equity.berkeley.edu/BILD_Programs.php

>The Library, <http://www.lib.berkeley.edu/>

>LAUC-B, <http://www.lib.berkeley.edu/LAUC/tfmentoring.html>
>TALAG, <http://www.lib.berkeley.edu/AFFIL/>
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>Dear Library Staff (in all campus libraries and all pay titles except the
>Librarian Series),
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>If you are thinking of attending a library-related conference, program or
>meeting this summer (between April and August), we would like to match you
>with a UCB librarian mentor for the meeting. Many conference locations
>this year are not far and might be covered by SDC funding for those who
>have that available. Please reply to me, telling me what conference or
>program or meeting you are planning to attend and your area(s) of special
>interest, if any. If you already know a librarian who is attending your
>program and make your own informal match, would you please let me know who
>you are? Please also share this message with any library staff you know
>who are not on the allusers or affiliated lists. We are setting up this
>program as part of our effort to provide more mentoring to staff under the
>auspices of BILD, The Library, LAUC-B, and TALAG.*
>
>The mentor would likely take you to programs or meetings, introduce you to
>colleagues and friends, show you how to work the exhibit floor, chat with
>you about your career goals, etc. Some meetings this summer where we are
>likely to have representation include:
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>American Library Association Annual Conference June 26 July 2, 08,
>Anaheim (and its preconferences)
>American Association of Law Libraries Annual Meeting - Portland, July
>12-15, 08
>Salalm LIII Annual Conference of The Seminar on the Acquisition of Latin
>American Library Materials - New Orleans, May 30 June 3, 08
>Special Libraries Association Annual Conference - Seattle, June 15-18, 08
>Society of American Archivists Annual Meeting San Francisco, Aug 26-30, 08
>
>This is just a brief list to get you thinking.
>
>Again, please just reply to me and say "I am going to x meeting, and I

>would like to be matched with a Berkeley librarian mentor."
>
>Thanks,
>Lucia
>* BILD, http://equity.berkeley.edu/BILD_Programs.php
>The Library, <http://www.lib.berkeley.edu/>
>LAUC-B, <http://www.lib.berkeley.edu/LAUC/tfmentoring.html>
>TALAG, <http://www.lib.berkeley.edu/AFFIL/>
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