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

Absent: Wilson

1.   Approve minutes: LAUC-I Executive Board minutes for May 1, 2008

- Peterman reviewed action items:
    1. Done
    2. Done
    3. Done
    4. The decision to add links to librarian profiles on the UCI Libraries web site list of subject librarians will need to be made by Carol Ann Hughes in conjunction with the web site redesign.

        ACTION: Brown will follow up (ongoing)

    5. Brown and Tomren will continue to investigate the issue of content owners for the LAUC-I web pages
    6. Spring Assembly packets were not ready for the General Membership meeting, but they were distributed at Spring Assembly.
    7. Done
- Minutes approved with corrections.

2.   Agenda review
- Add agenda item regarding the LibItems survey

3.   News/Announcements – Murphy, Brown

- Spring Assembly: Thank you to Julia Gelfand and the planning committee for doing a wonderful job.
    - We received 33 evaluations out of 86 people who attended, and the comments were very good overall. Brown shared some highlights from the evaluations: Some people thought that 3 speakers was too many and that there weren't enough breaks; Seating and wireless access were a bit of a problem; People liked the lunch, as they were looking for more opportunities for conversation and networking; People got tired at the end of the day, as the presentations were all very text-heavy. The evaluations will be archived in the T drive.
    - All of the presentations are up on the LAUC-I Spring Assembly website.

- The Assembly came out under budget, as the Bren Events Center only charged us half price due to the noise and inconvenience from the concert. The budget report will be in the T drive.

    ACTION: Murphy will send an email to the general membership to report the Assembly summary, budget information, and highlights from evaluations.

4. LAUC-I Budget – Brown

    - LAUC-I has only spent about 40% of its budget, not counting Spring Assembly. There should be plenty left for more programming at the end of the year.

5. Standing Committee Updates

    a. Academic Librarianship Committee – Manaka

    - ALC had a table at the student picnic on May 14, distributing flyers and packets about library school and librarianship as a career to graduating seniors who worked in the library. This is a tradition – each year's incoming ALC should connect with Julie Sully to get a table set up for this event.
    - The committee has worked hard on the CROP brochure, which is ready with some editing.
    - ALC submitted a poster for the 2008 ALA Annual Conference. Sheila Smyth and Katherine Harvey will present.
    - The ALC charge on the LAUC-I website which addresses the Annual Plan Guidelines is not correct; this went through several iterations and the version on the website is not the most current.

        ACTION: Murphy will locate the most up-to-date version of the charge and pass it on to Tomren to update the website.

    - The next ALC will want to coordinate with the Career Center for Fall events. This information will be included in ALC's final report.

    b. Library Review Committee

    - The LRC is meeting regarding implementation tasks, which are not documented in this year's charge, but were sent by email, based on last year's LRC final report. Woo questioned why LRC was tasked with encouraging more staff to attend interview sessions and submit comments. Murphy suggested following up with last year's LRC chair (Wanda) as to why this became an implementation task for LRC. Brown suggested that this is principally the responsibility of the search committee, but that it could be mentioned at a general membership meeting to emphasize that it

is important as professionals to participate and understand the role of LAUC in the recruitment/retention process.

- Another implementation task for LRC is to investigate with Library HR the possibility of using electronic review files. Appointment files are now entirely electronic (with paper copy), but academic review files are paper only. Library HR is investigating possible software options. Due to the fact that the next review cycle will have an unusually large number of librarians, and the following year will have an unusually small number, it is likely too soon to implement any software for next year, but the following year it may be a possibility. LRC will gather input when a demo of the software becomes available.
- Due to the Langson Library 5th floor recarpeting, the LRC room will become a temporary office for a few weeks during the middle of June.

c.   Professional Development Committee – Bube

- The committee has no report, as there is no new information since Spring Assembly.
- Brown inquired regarding the implementation of mini-grants; Bube responded that there is not yet any information available about this.

d.   Program Committee – Novak

- The program budget is very healthy.
- Pat Wagner will be the speaker for Timely Topics on August 14. The topic will be "influence." This will be discussed further at the July general membership meeting. Currently LL 570 is booked for this event, but other venues are being explored. This event will be open to all staff as well as our colleagues from other UC campuses. The budget is approximately $4000.
- The next Lunch with LAUC-I will be held on Tuesday, June 10, from 11:00am-12:30pm. It will feature the ACRL webcast "Coming of Age Online: Observing Student Researchers in Their Native Habitat." The cost of the webcast is approximately $350.
- Programs are now scheduled for June, July, and August. The July Lunch with LAUC-I will be a post-ALA wrap-up.

   ACTION: Novak will send an email to Mitchell to encumber funds for programs in July and August.

- There is still interest in a pre-ALA program to provide mentoring and orientation information to new ALA attendees. Novak suggested that rather than this being a Lunch with LAUC-I, perhaps another committee such as ALC or PDC could organize this, and the Program Committee would pay for refreshments. Brown suggested that this doesn't need to be a structured conversation; anyone interested can meet for lunch and discuss

their schedules, and perhaps experts can speak about specific sections (e.g. RUSA, etc.). Woo suggested identifying librarians with particular specialties that may be able to speak (e.g. someone from special collections, someone from technical services, people who have held ALA offices, etc.). Carpooling can also be discussed at this meeting.

> **ACTION:** Bube on behalf of the Professional Development Committee will contact librarians who may be able to speak.

> **ACTION:** The ALC will contact library school students and those interested in library school.

6. LAUC & LAUC-I Election Preparation – Brown

- Brown, C. Johnson, and Woo will meet on Thursday to count the votes

7. Kay Collins Retirement Update – Murphy

- The retirement party is June 20, 2008.
- The card is being routed.
- There will also be a memory book.

8. LAUC Executive Board meeting highlights from May 8

- This report will be postponed until the next LAUC-I Executive Board meeting.

9. Transition Meetings

- LAUC-I Executive Board meetings: July 7, August 11
- LAUC-I Executive Board with Executive Council: August 18
  o Question: Will new Executive Board members attend this meeting as well? Postpone this discussion until next meeting.
- LAUC-I Executive Board Transition Meeting: August 26
  o Question: If Standing Committee Chairs are not yet known, who will attend this meeting? LRC chair will be known; ALC, PC, and PDC can choose chair prior to the meeting.
- Statewide LAUC Executive Board Transition Meeting: August 27

10. LibItems Survey

- Library Administration sent email about survey this morning to request input on LibItems.

11. Wrap up and adjournment
- Meeting adjourned at 11:56am.