

Minutes
LAUC-I Executive Board Meeting
Monday, July 7, 2008 * 10:00 am – 12:00 pm * LL 110
Approved August 11, 2008

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

Absent: Andrews

1. Agenda review
 - Agenda approved with corrections
2. Approve minutes: LAUC-I Executive Board minutes for June 2, 2008
 - Minutes approved with corrections
 - Action items completed
3. News/Announcements
 - The deadline for volunteering to serve as LAUC representative to systemwide library groups has been extended to July 18. Current positions are for Heads of Technical Services (HOTS), Shared Library Facilities Board (SLFB), Resource Sharing Committee (RSC), Scholarly Communications Officers (SCO), and Systemwide Library and Scholarly Information Advisory Committee (SLASIAC).
 - The position of LAUC-I representative to the LAUC Committee on Diversity is vacant.

ACTION: Murphy will send an email and announce at the General Membership meeting.
 - There were three volunteers for the position of LAUC-I representative to the Academic Senate Council on Faculty Welfare. The LAUC-I Executive Board approved Carole McEwan to fill this position.
 - Laine Farley will serve as the Interim Executive Director of CDL.
 - Pauline Manaka suggested that LAUC-I thank Library Administration at the next Joint Executive Council meeting for supporting so many library staff members to attend the ALA Annual Conference in Anaheim.
4. Budget
 - The budget spreadsheet has been updated for June; funds have been encumbered for the August Timely Topics program.
 - There is a new business meeting and entertainment form; Members at Large and anyone else needing reimbursement needs to be aware of the new guidelines and follow them.

ACTION: Link to the form from the LAUC-I website.

ACTION: Meet with the Business Office prior to the first General Membership meeting of the new LAUC year to confirm procedures for LAUC-I reimbursements.

5. LAUC and LAUC-I Election Preparation – Nominating Committee Issues/Discussion

- LAUC-I may need to examine the nature of reporting election results, whether to report the total vote counts for each candidate or only for the winner.

ACTION: Look for clarification from past practices and develop written procedures.

- Is it an issue when someone on the Nominating Committee is also running for elected office? There is nothing in the bylaws about replacing people for this reason. It was decided this is not an issue.
- Woo commented that this year's elections were well organized and presented. She suggested it would be collegial to email the candidates about election results before the mass email goes out. This can also be addressed in the written guidelines.
- The results of the above discussion will be included in the recommendations for next year's charge.
- Murphy brought up the issue of archiving of previous ballots as it relates to the LAUC-I records retention strategy. For example, the 2004 ballot, including candidate statements, is archived on the LAUC-I website. This issue should also be included in the Nominating Committee's annual report.

6. Standing Committees Update

Reminder: Standing Committee Annual Reports are due by August 25, 2008

- a. Academic Librarianship Committee
 - The ALC gave a great presentation at the ALA Annual Conference's Education Forum, entitled "Recruiting Librarians from the Fringes at the University of California, Irvine: A Service Project."
 - There was good attendance at the ALA Annual Conference from UCI library staff who are library school students.
- b. Library Review Committee
 - Woo shared the LRC's draft mundane guidelines. Executive Board members suggested some minor clarifications.
- c. Professional Development Committee
 - The LAUC-I ALA Conference Orientation on June 24 was very successful, with good feedback and high attendance.
- d. Program Committee
 - A Lunch with LAUC-I is planned for late July, on the topic of sharing presentations, etc. that LAUC-I members have made at conferences.

- Archiving the webcast from the recent Lunch with LAUC-I was not successful.
 - The Timely Topics program is ready to go for August 14.
- e. Nominating Committee
- The LAUC-I election is over; results were mailed out on June 6, 2008
- f. New Librarian Orientation
- Wilson will meet with Tina Breitbart this Thursday, and will schedule orientations with Erin Conor and Virginia Allison by the end of August.
7. Highlights from 5/8 and 6/6 LAUC Executive Board meetings
- LAUC Assembly: The focus on programs at the Spring Assembly was well received. The Fall Assembly will be in San Francisco.
 - Research and Professional Development: The committee is waiting for Dan Greenstein to approve the mini-grants. As incoming President, Sam Dunlap (UCSD) will charge the R&PD committee to review the calendar and the most recent five-year expenditure history, create a set-aside for mini-grants, and make an early call for streamlined mini-grants. His final report will include recommendations for expectations for local committee review of statewide grants.
 - The Executive Board Transition meeting will be August 27 in Oakland.
 - Preliminary discussion of 2008/2009 plans: Sam Dunlap intends to continue developing assemblies with rich programs. Next year's focus will be on print and electronic collections. Sam will seek speakers to talk about systemwide pilots in the area of shared collections. Other topics of interest include: front-end access to collections, OCLC selection tools, and persistence with respect to unique circulating items.
 - A question was raised about the use of online voting for LAUC elections. UCD is exploring using SurveyMonkey for its election. They are examining issues of authentication and hope to test it this year. UCSD did mediated email balloting using a disinterested third party. It was suggested that Cold Fusion works well for balloting, as it creates a unique identifier for each voter.
 - UCLA will overspend its LAUC allocation this year and wondered whether other campuses are in the same situation and whether the allocation should be raised. LAUC will conduct a survey.
8. Refreshments for General Membership meeting on July 14
- Christina Woo volunteered to help Dana Peterman in Kristin Andrews' absence.
9. Agenda items for LAUC-I General Membership meeting July 14
- Murphy will do a call for additional agenda items.
10. Wrap up and Adjournment
- The meeting was adjourned at 12:03pm.