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LAUC-I Executive Board and Libraries Executive Council
Joint Meeting
Monday, August 18, 2008 * 10:00-11:00 a.m. * LL570
MINUTES
Approved October 20, 2008

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Present: Brown, Bube, Dooley, Harvey, Hildebrand, Hughes, Imamoto, Manaka, Munoff, Murphy, Novak, Peterman, Sibert, Sunday, Tanji, Tomren, Wilson, Woo

Absent: Andrews, Ferry, Grahame, R. Johnson

1.   Agenda review
   - No additional items

2.   Approve minutes for April 14, 2008
   - Manaka moved to approve the minutes as submitted

3.   News/Announcements – Murphy

   - Introduce new LAUC-I Executive Board members for 2008-2009:
       o Mitchell Brown, Chair
       o Dana Peterman, Vice Chair
       o Ryan Hildebrand, Secretary
       o Lisa Sibert, Member-at-Large
       o Holly Tomren, Member-at-Large
       o Jackie Dooley, Chair of Library Review Committee
       o Becky Imamoto, Co-Chair of Program Committee
       o Bob Johnson, Co-Chair of Program Committee (absent)
       o Kristine Ferry, Chair of Professional Development Committee (absent)
       o Kristine Harvey, Chair of Academic Librarianship Committee
       o Linda Murphy, Past Chair
   - The LAUC-I Executive Board Transition meeting will be held August 26. Incoming LAUC-I Executive Board members were invited to this meeting to have the opportunity to meet with Executive Council. The LAUC Executive Board meeting will be held August 27 in Oakland (Murphy and Brown will attend).
   - Thank you to Library Administration for:
       o The Librarian and Library Staff KUDOS Award reception
       o Supporting staff to attend the 2008 ALA Annual Conference in Anaheim. Thank you also to the LAUC-I program committee and professional development committee for before-and-after sessions.
   - All vacant volunteer positions for representatives to Academic Senate and statewide committees have been filled.
   - LAUC Spring Assembly wrap up. The Assembly was a great success, with close to 100 in attendance and great feedback from evaluations.

4.	Library Human Resources Updates – Sunday

- There are four active recruitments for librarian positions: Principal Monographs Cataloger, Research Librarian for Business, Outreach Services Librarian, and Research Librarian for Emerging Technology and Service Innovation. Other librarian positions that have been approved will be launched as we move further in the fiscal year.
- Recruitment and the budget go hand in hand. Working operating budgets have been given to the divisions; there may need to be adjustments due to the university budget, but we are going forward right now with a 3.5% cut. Budget cuts will be absorbed by reserving funds from lower priority vacant positions.
- The Business Office can work with LAUC-I if we would like to request a workshop Office on procedures for submitting professional development and reimbursement forms.
- The 2009 ALA Annual Conference will be held July 9-15, 2009, which falls outside the 2008-2009 fiscal year. Library Council will consider a proposal to change the professional development reporting year to August 1-July 31. This will address not just this coming year, but will also allow more time to file for reimbursement for future ALA Annual Conferences. The money will still be allocated for the same fiscal year, but the reporting will be adjusted.

5.	The Law School's new Associate Dean of Library and Information Services and LAUC involvement - Murphy

Details with the law library are still being worked out. Gerry will host a reception so for library staff to meet Beatrice Tice, the Associate Dean of Library and Information Services. She has a faculty appointment, not a librarian appointment. Gerry encourages LAUC-I to be informed by what other campuses with law libraries do in terms of LAUC involvement, but not be bound by what they do. On some campuses the law school is very distinct and separate, but UCI has deliberately pursued a more integrated, collaborative, inclusive model. Gerry's perspective is that LAUC-I can invite whomever we want to participate however we define, and the more the better.

ACTION:	LAUC-I will continue to discuss this at the next Executive Board meeting.

6.	Proposal to create a UCI Libraries "instance" on UC eScholarship Repository to showcase and facilitate open access to UCI librarians' peer-reviewed research – Tanji

Lorelei is the UC eScholarship Repository liaison for our campus. She recently found out that UCSD has created an eScholarship instance for the UCSD libraries, working through the LAUC-SD professional development committee. Such an instance at UCI could highlight the work of librarians, as well as give us more practice and improve our ability to promote the eScholarship Repository to faculty.

UCSD instance:

http://repositories.cdlib.org/ucsd_libraries/
http://repositories.cdlib.org/escholarship/ucsd.html [listed under "The University Libraries"]

UCSD guidelines for their librarians:
http://orpheus.ucsd.edu/eScholarship/guidelines.html

UCSD author agreement:
http://orpheus.ucsd.edu/eScholarship/author_agreement1.pdf

To join we would simply fill out the eScholarship Repository questionnaire and Gerry would need to sign off on the CDL-ORU Agreement. See
http://repositories.cdlib.org/escholarship/join.html

You will note in the guidelines that UCSD took a centralized approach, where a "team" reviews the research before it is uploaded, and it looks like someone is designated to do the uploading. But of course, UCI could take a different more decentralized approach.

ACTION: LAUC-I will discuss this at the next Executive Board meeting and report back to Lorelei.

7.   Is there a role for LAUC-I within the New Employee Orientation Program (NEOP)? - Wilson

Sunday reported that the first module of NEOP consists of general orientation, which does not address specific divisions or specific jobs (e.g. librarians, staff, members of specific unions, etc.). However, the NEOP module is accompanied by a printed guide, which will be specific, and will include links, websites, etc. for further information. LAUC-I will continue to perform orientation with new librarians as usual.

8.   New Librarian Orientation Lunch – Wilson

Currently it is tradition for the LAUC-I past chair to perform orientation for new librarians and taken them out for a no-host lunch. Wilson would like to propose that LAUC-I pay for the lunch. Gerry responded that it is a priority question for LAUC-I as to how it would like to spend its budget. University policy does not allow for funds to pay for two employees going to lunch, unless there is special permission (e.g. Bridging the Gap). LAUC-I can submit a proposal to Katherine Gallardo, and she will determine if it can be done within University policy, and if so, what the procedures would be.

9.   LAUC-I Budget Update – Brown

LAUC-I ended this fiscal year with about 55% left in the general fund and about 45% left in the program fund. Savings was due to support from library administration and statewide LAUC for the Spring Assembly, as well as an unexpected refund from the Bren Center due to scheduling conflicts with a concert the day of the Spring Assembly. The

August Timely Topics programming is covered by the previous fiscal year. The largest single expense was the book club. Most costs go to bringing in outside speakers. Thank you to library administration for supporting LAUC-I.

Gerry noted that there are proposals on the table from the librarians' union that would prevent administration for providing funds from unspent professional development money in the future, but he hopes to be able to continue to provide this funding, as LAUC-I programming benefits the entire library.

10.   LAUC-I Standing Committees updates

    a.   Academic Librarianship Committee (ALC) – Manaka

       Two ALC members, Katherine Harvey and Sheila Smyth, presented a poster based on the ALC's work at the 2008 ALA Annual Conference Forum on Education. The committee executed all of its charges. Work with the LAUC-I website will continue into next year.

    b.   Professional Development Committee (PDC) – Bube

       We are still waiting to hear from the systemwide Research & Professional Development (R&PD) Committee regarding the status of the new mini research grants. Kristine Ferry is the incoming PDC chair. The LAUC-I representative to the LAUC R&PD committee has not yet been determined.

    c.   Program Committee (PC) – Novak

       The Timely Topics program on Aug. 14, 2008 was well received, as was the Lunch with LAUC-I on Jul. 29, 2008, which highlighted the work of those who have presented at conferences. The Program Committee is working with Aimee Loya to track these programs.

    d.   Library Review Committee (LRC) – Woo

       Incoming LRC members are Novak and Sisson; outgoing members are Woo and Jazayeri. The LRC has recently prepared mundane guidelines to document LRC procedures.

Murphy reminded all committee chairs that annual reports are due by August 25, 2008.

11.   Wrap up and adjournment

The meeting was adjourned at 11:02 am. Gerry offered his congratulations and thanks to this year's Executive Board for a job well done.