

<p style="text-align: center;"><b>MINUTES</b> <b>LAUC-I Executive Board Meeting</b> <b>Monday, December 1, 2008                      11:30 – 12:00 p.m. *SL 104</b></p>
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Present: Brown, Conor, Harvey, Hildebrand, Johnson, Murphy, Peterman, Sibert,

1. Agenda review **ALL**
2. Approve minutes: LAUC-I ExBd minutes for Nov 3. **Hildebrand**
  - ◆ Approved, with corrections
3. News/Announcements
  - ◆ Congratulations to Ryan Hildebrand on his new position as Book Cataloging Department Head at the Harry Ransom Center, University of Austin, Texas
  - ◆ The ExBd meeting will be reduced to thirty minutes due to the presentation of the Research librarian for Mathematics and Physics & Astronomy.
4. LAUC-I Budget Update **Peterman**
  - ◆ LAUC-I Funds update
    - The current total is \$11,695.58.
5. Vote on Secretary **Brown**
  - ◆ Erin Conor – candidate to replace Ryan Hildebrand
    - Conor was unanimously elected by all present and 3 proxy votes.

ACTION: Hildebrand will schedule a meeting with Conor to go over the duties of the position.

ACTION: Brown will make sure that Conor has access to the T: drive and the LAUC-I website; he will make sure Dreamweaver is installed on her office computer if it is not already.

6. Standing committees update – can be sent by email to Ryan **Harvey**
  - ◆ ALC
    - [Report submitted via e-mail]

"We met last week. Our work on the CROP brochure continues as we identified design, layout and textual modifications. We'll be preparing a mock up to present to the Librarians@ UCI Web designer and coordinate the navigational features with the rest of the site and other LAUC-I documents as well as outside resources such as ALA's recruitment site. We discussed changing the title of the brochure.

"We are also looking at activities for next year to promote the mentoring program here and possibly a career panel."

- ◆ LRC update **Tsang**
  - [Report submitted via e-mail]  
"The LRC has met and reviewed the LAUC-I charge as well as the University documents that apply to the LRC."

- ◆ PDC update **Ferry**
  - [Report submitted via e-mail]  
"PDC is finalizing the document we will hand out to LAUC-I members at the grant program in December. We are also meeting with LT about the e-Scholarship idea in early December."

- ◆ PC update **Johnson**
  - Preparation for Lunch with LAUC-I and Holiday celebration
    - The committee is currently planning the menu
  - An email reminder to invite all library staff to join LAUC-I for the holiday celebration

- ◆ New librarian orientation update **Murphy**
  - Linda will meet with Tony Lin on Friday, Dec 5th for the new librarian LAUC & LAUC-I orientation .

- 7. LAUC-I Annual Holiday Project Donation **Brown**
  - ◆ A liball email call for participation will be sent out on 12/1/09 to sponsor the Libri Foundation for this year holiday project donation.
    - Brown followed up on previous suggestions regarding potential donations to the EPA and Southern California libraries affected by recent fires. We will not be able to contribute to the EPA and no Southern California libraries were harmed.
  - ◆ Donations will be collected in three different locations and deadline to collect checks is 12/19/09.

ACTION: Brown will send an e-mail message with the details for coordinating donations

- 8. Nov.13 LAUC ExBd conference calls Highlights – in minutes **Brown**  
**(not yet in minutes. Mb will add later)**
- 9. Fall Assembly Updates (Dec.3 UCSF) **Brown, Peterman**
  - ◆ Attending will be Brown, Peterman, Lisa Sibert.
  - ◆ Erin Conor and Virginia Allison have received LAUC Travel Award grants.

- 10. Wrap up and Adjournment
  - ◆ Meeting adjourned at 12:00 pm.

Next meetings:

05 January 2009

02 February 2009

02 March 2009

06 April 2009