

<p style="text-align: center;">DRAFT Minutes LAUC-I Executive Board Meeting Monday, October 6, 2008 * 10:00 am – 12:00 pm * LL 110</p>

Present: Brown, Ferry, Harvey, R. Johnson, Murphy, Sibert, Tomren (recorder), Tsang

Absent: Hildebrand, Peterman

1. Agenda review – no additional items
2. Approve minutes: LAUC-I Executive Board minutes for August 26, 2008
 - Action items:
 1. Done
 2. Brown will send the announcement calling for volunteers for the nominating committee after today
 3. Done
 4. Done
 5. Murphy sent the "LAUC-I Program Series" document to Novak
 6. Brown is still working on the issues with the LAUC-I listserv archives
 7. Done
 - Johnson moved to approve the minutes without changes.
3. Announcements
 - Judy Bube will replace Jim Galbraith on the Academic Librarianship Committee (ALC).
 - Brown has scheduled a meeting with Deb Sunday to discuss the composition of the KUDOS committee.
 - Murphy received a response from Katherine Gallardo regarding using LAUC-I funds to pay for new librarian orientation lunches:

UC policy pertaining to business meetings/entertainment limit meals involving two University employees. The policy states that "In general, the University will not pay for or reimburse costs for meals taken with individual colleagues at the same work location unless the participants were unable to accomplish the business purpose during working hours." Given this restriction, reimbursement may be possible if (1) business will be conducted during the lunch (it needs to be a working meeting where discussion about LAUC-I continues into lunch as you indicated below...not just a chance to eat and get acquainted), and (2) it is not possible to conduct the full meeting at a time other than lunch due to availability restrictions. From your description below, the proposed lunches may be considered reasonable and appropriate business expenses, but to make a clear determination requires some evaluation and judgment on the business necessity of holding the meeting during lunch as well as an assessment of the benefit to the organization (for more information, the full policy can be viewed at:

<http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>. In particular, see Section V.B.1. on page 7).

This email will be saved in the T drive for future reference.

4. Budget

The transfer of funds for the new fiscal year has not yet taken place, but we were informed by Deb Sunday that we would receive the same levels of funding as last year, including \$7500 for programs. So far we have spent \$441.96 (refreshments expenditures carried over from last year).

5. LAUC Executive Board Monthly Conference Call from October 3, 2008

- Phoebe Ayres has been appointed as the LAUC webmaster.
- Bob Heyer Grey and Lise Snyder will be unable to attend Fall Assembly.
- Fall Assembly planning is under way at UCSF.
- Sam and Lucia attended meeting with University Librarians on September 29. One potential action item is some kind of wiki or clearinghouse highlighting areas of librarian expertise throughout the system. The ULs are also interested in collecting reasons why librarians come to UC (similar to Irvine's CROP brochure).
- The mini-grants should be included in this year's charge for the Research & Professional Development Committee.
- The bylaws are still in stasis. The revision of the bylaws will be posted to the LAUC website and will go into effect even without UCOP approval.

6. IMLS 2009 Grant

- Kevin Ruminson and Cathy Palmer forwarded this grant announcement to LAUC-I for consideration:
<http://www.imls.gov/applicants/grants/21centuryLibrarian.shtm>. The deadline is 12/15/2008. The maximum grant size is \$1,000,000, for grants to develop faculty and library leaders, to recruit and educate the next generation of librarians, to conduct research, to attract high school and college students to consider careers as librarians, to build institutional capacity in graduate schools of library and information science, and to assist in the professional development of librarians and library staff.
- Brown asked the Professional Development Committee (PDC) and the Academic Librarianship Committee (ALC) to explore projects or programs that could be developed with grant support. The ALC and PDC did not identify any specific areas to pursue.
- Ferry suggested a program that would showcase all kinds of funding opportunities for librarians, including this one

ACTION: Ferry will contact the Program Committee regarding developing a program on this topic.

7. Standing Committee Reports

a. Academic Librarianship Committee (ALC) – Harvey

- Judy Bube has filled the position vacated by Jim Galbraith
- The ALC is working with the Career Center to have a booth at the Graduate/Professional School Fair on October 27. Keith will send out an email for volunteers to work a shift at the booth.
- The ALC is trying to locate the file for the CROP brochure mockup.

ACTION: Mitchell will follow up with Kate Hill to try to locate the file.

b. Library Review Committee (LRC) – Tsang

The LRC has met and will meet with Gerry in November.

c. Professional Development Committee (PDC) – Ferry

The PDC has met once and will meet again this week. At the next meeting the PDC will prioritize and plan its tasks for the upcoming year. Some areas to consider include:

- Grants
- E-scholarship repository
- Mentorship

Please send any other ideas for professional development concerns to the PDC.

d. Program Committee

The Program Committee is brainstorming program ideas. The committee hopes to have a lunch or smaller event every 2 months and then a large event at the end of the year.

8. Agenda for next Executive Board meeting with Executive Council

- Some questions from the Executive Board conference call, including the clearinghouse idea and the "5 reasons I work for UC," etc.
- E-scholarship
- Budget & recruitment updates
- Committee reports

9. Wrap up and Adjournment

Meeting adjourned at 11:25 am.