

MINUTES
LAUC-I Executive Board *Transition* Meeting
Monday, August 24, 2009 * 10:00-12:00 p.m. * SL104

Present: Andrews, Brown, Imamoto, Lin, Peterman, Sibert, Tomren, Tsang

Absent: Harvey, Ferry, Light, Murphy, Novak, R. Johnson, Williams

From 10 -11 a.m.

1. Agenda review
 - ◆ No changes
2. Approve minutes: LAUC-I ExBd minutes for August 3, 2009.
 - ◆ Not enough members in attendance to approve minutes (16 members required at this meeting); can make changes and suggestions for revision, but can't approve until next Executive Board meeting.
 - ◆ No changes were suggested.
 - ◆ Review of Action Item: Harvey was to send Career Recruitment and Outreach Program (CROP) brochure & link to LAUC-I listserv; per Brown, the link to the brochure is ready, but the file version in PDF and/or Word is not ready yet, not yet in the ALC folder. Committee has completed work & final version is ready; ALC needs to tell Brown which version is final. Harvey out sick today.
3. Introduce New Executive Board members
 - ◆ Vice-Chair/Chair-Elect: Ferry; Secretary: Sibert; Members-at-Large: Lin and Williams
 - ◆ Committee Chairs: ALC: Andrews; LRC: Novak; RPDC: Light; PC: R. Johnson and Imamoto as co-Chairs.
 - Member-at-Large: LAUC-I keys to both closets for supplies at Science Library and Langson Library. Reimbursement forms are available online from the Business office website
 - Lisa & Holly went through both LAUC-I cabinets and cleaned them out, threw away old expired perishables, got new supplies, and labeled everything perishable with a date.
 - Types of items that can be purchased for LAUC-I supply cabinets: incidentals, condiments, paper goods for events
 - Lin and Williams should remember to provide the cabinet keys for someone else to substitute if one or the other of them is not available for a LAUC-I meeting or event that requires supplies.
 - Reimbursement forms available on Libraries Business Office web site (<http://business.lib.uci.edu/forms/entertainment.php> or (<http://business.lib.uci.edu/forms/MiscReimbursementPaymentRequestForm.pdf>). There are particular fund codes for reimbursements, also for program committee events.
4. LAUC-I Budget
 - ◆ Ferry needs to have access to budget information.
 - ◆ As discussed in the last Joint Exec Board and Library Council meeting, the budget for professional development funding (PDF) for LAUC-I will be reduced this year. For PDF, there will be a 20% reduction from last year per Deb Sunday (\$1120 as opposed to \$1400 last year). Some of the LAUC-I budget comes from UCOP, some from unused PDF from the previous year. LAUC-I has a base of \$3775 mandated from the UCOP arrangement with LAUC (per the by-laws). For FY 08/09, an additional \$10,800 from unused PDF was provided for the LAUC-I budget; this year, this will probably not be the case. Won't know until some time in October probably. PC and RPDC should estimate costs of programs ahead of time and the Exec Board will take this to Library Council for approval. This year,

we might have to have a projected budget, unlike past years. Possibly zero-based budgeting will be asked of LAUC-I, but this isn't clear yet. From previous years we can estimate roughly how much programs will cost.

ACTION ITEM: New Executive Board members need T Drive folder access

5. LAUC-I Highlights of 2008-2009

- ◆ Annual Report from Brown now up on the LAUC-I website
- ◆ It was a productive year. Some highlights:
 - LAUC-I updated and maintained the LAUC-I membership lists; updated links to professional profiles on the faculty profile site, highlighting contributions of librarians as professionals on campus.
 - ALC had a charge to review and revise the Guidelines for Librarians' Annual Plan document (http://hr.lib.uci.edu/performanceevaluations/annual_plans_guidelines.pdf); ALC conferred with Libraries Human Resources.
 - \$721 collected as money & in-kind gifts for the holiday gift program.
 - LAUC-I contributed three gift certificates of \$25 each for the Libraries' Student Worker Appreciation event.
 - Two ad-hoc committees were formed this year. The first was charged with comparing LAUC-I by-laws with those approved at LAUC level as of 04/23/09 and make suggestions for the LAUC-I bylaws revisions. The ad-hoc committee consisted of Manaka, Bube and Murphy. The changes were adopted after this year's election. The other was the ad-hoc committee for Librarians@UCI web pages, charged with suggesting revisions to content and consisting of Smyth, ___, ___.
 - The LAUC-I election this year was done by electronic ballot for first time; included voting on LAUC-I positions, by-laws revisions and LAUC positions. Brown is recommending to use electronic balloting again next year and in the future. The EEE system could generate run-off ballots quickly if needed. Next year special attention should be paid to publishing the correct version of the ballot if revisions are made.
 - ALC participated in UCI career center grad fairs, promoting librarianship as a career. ALC also organized and hosted a lunch in May 2009 pairing Library Assistants (LAs) who are in library school with LAs who are interested in going to library school. ALC hosted an outreach table at the student appreciation picnic in May 2009 to promote library school as a graduate school option. The CROP brochure was revised, the web version completed, and the PDF is forthcoming.
 - PDC will be renamed Research and Professional Development Committee after the by-laws revision. This year, PDC developed the scholarship instance for librarians at UCI, and worked with librarians to update faculty profiles. To date, approximately 97% of librarians have completed their faculty profiles. As part of the research program, PDC worked on a presentation on grants in December 08 and developed handouts. PDC solicited proposals from librarians for research grants, although there were none from UCI.
 - Librarian and staff kudos awards were combined and presented at the June 2009 program.
 - PC hosted four Lunch w/ LAUC-I programs this year, and one Timely Topic.

6. Pending Issues

- ◆ Academic Librarianship Committee (ALC):

- Due to other business in the LAUC-I calendar in 08/09, ALC wasn't able to review the language in Guidelines for Librarians' Annual Plans: this should be addressed in 09/10 (and will become a charge for 09/10). The revision needs to include language about the Law librarians.
- FAQs designed to help librarians understand how to craft annual plans should be revised.
- CROP brochure needs to be renamed, something easy to remember.
- ◆ Ad-hoc Committee for Librarians@UCI web pages:
 - Ad-hoc committee looked at the content on the website and made recommendations for revision; the Exec Board took the suggestions and has already made some changes; however, an ongoing ad-hoc committee might be needed to take a look at further revisions and develop further changes to text.
- ◆ Program Committee (PC):
 - PC will need to review and update the programs document, which hasn't been updated in a number of years: budgeting details especially needs attention; look at role of professional development funds. PC also needs to devise a plan to archive program notes, summaries for Lunch w/ LAUC-I and Timely Topics. PC should work with RPDC to develop complimentary programs with Libraries Human Resources on mentoring and career training. PC should also work with librarians to understand how to submit reimbursement requests for professional development funding.
- ◆ Research and Professional Development Committee (RPDC), formerly Professional Development Committee (PDC):
 - RPDC will need to help librarians submit their scholarly work into the escholarship instance. RPDC will continue to encourage LAUC-I members to apply for travel, mini and research grants from LAUC; and explore potential program topics in collaboration with ALC and PC on mentoring and career training programs.
- ◆ Librarian Review Committee (LRC):
 - LRC will work with Libraries Human Resources (HR) to revise the language in the Academic Personnel Procedures (APP) to include Law librarians; also, will work with Libraries Human Resources to explore electronic submission of librarian review files.
- ◆ Library budget:
 - General fund money to pay for new librarian orientation lunch was approved last year.
 - More systematic budgeting approach may need to be adopted by PC this year.
- ◆ Academic Senate Committees:
 - Revisions to committees, some no longer in existence, etc. Brown recommends incoming Executive Board create an ad-hoc committee to review Academic Senate Committees and align the LAUC-I appointments and documentation with those that are currently in existence.

7. Recommendations for the Coming year

- Incoming Executive Board should resolve web editing responsibilities; designate either an individual or a group to look at the issues.
- Continue to reach out to law library dean and incoming law librarians to make sure they feel included; they will want to know as much about what we do as we do about their collections; will continue to invite them to participate in our functions as much as they can.
- Ongoing recommendation: have LRC and Libraries HR confirm ways to increase librarian participation in librarian interview presentations & meetings, encourage participation to ask intelligent questions, submit valuable feedback on candidates; (side note from Tsang: we weren't asked to provide feedback for the law librarian recruitment candidates).

- Mentoring and outreach in individual departments: to learn other functions within the library, ad-hoc, temporary, something less than a formal mentoring relationship. Further reaching than mentoring going on in departments. Could include learning about involvement at LAUC systemwide level, or across campuses.
- Documents for work done need should be archived on T drive; the website is meant to reflect final versions, not necessarily all of the documents. Some documents are restricted to campus IPs, some are publicly accessible. Working docs or internal docs are just on T drive, not on web site.
- Discussion:
 - *Tsang*: can we remove the mundane guidelines for LRC from the website? It's more informal & internal, so shouldn't be available for all to see. It's up to committee every year how to revise this.
 - *Peterman*: we should talk further about this, because procedural documents that are not strictly confidential should remain as open as possible.
 - *Tsang*: supports transparency, but this document is quite mundane and can change every year; each year's LRC decides how to process and follow procedures, nothing's set in stone, probably shouldn't be google-able. Is there a procedure for removing this type of document?
 - *Brown*: after passing the gavel, it will be Peterman who can make that kind of change.
- Final reports forthcoming: these should be sent to Brown

Passing torch from Brown to Peterman

Motion to adjourn 08/09 Executive Board, seconded and approved at 10:55 a.m.

From 11 to noon

Welcome to new members and old members

Incoming LAUC-I Executive Board

1. Roster - *Peterman*

a. LAUC-I officers:

Peterman, Brown, Ferry, Sibert (Chair, Past Chair, Vice-Chair/Chair-Elect, Secretary)

LAUC-I Executive Board:

Peterman, Sibert, Ferry, Lin, Williams, Andrews, Imamoto, R. Johnson, Novak, Light

b. New UCI Senate Appointments:

1. Committee on Privilege and Tenure: Ferry;; Council on Undergraduate Admissions & Relations with Schools (CUARS): Bussmann; Undergraduate Scholarships, Honors & Financial Aid (BUSHFA): Harvey.
2. Continuations: Boards/Subcommittees of CEP (Council on Educational Policy)-Subcommittee on Courses (SOSC): Smyth; Council on Research and Computing and Libraries (CORCL): Hughes; Council on Planning and Budget (CPB): Gelfand; Graduate Council (GC): Tanji; Council on Educational Policy (CEP): Palmer; Council on Faculty Welfare (CFW): McEwan; Council on Student Experience (CSE): R. Johnson.
3. No vacancies

- c. LAUC representatives
 - i. Committee on Research and Professional Development
 - d. Vacancies
2. LAUC-I and Exec Bd Communication - *Peterman*
- a. T Drive
 - 1. Everything at this moment will be on the T drive folder LAUC-I.
 - b. E-mail listserv and Oracle aliases
 - 1. Coming soon
 - c. Update LAUC-I Webpage
 - 1. Agendas and minutes will be focus for time being
 - 2. Ad-hoc committee might be created to look at revising website, moving some content over to wiki, in consultation with Ferry; all still to be determined.
 - d. Others?
 - 1. Peterman will send ____ and expects to receive back communication.
 - 2. Would like procedural documentation posted – either on T drive, on website or on the wiki, as to be determined – so that there’s transparency; wants committees to operate as smoothly and efficiently as possible.
 - 3. Other communication venues that we’d like to discuss?
 - 4. LAUC conference calls will happen monthly; Peterman will bring reports back via email or Executive Board meetings; Ferry will act as substitute or back-up as required.
 - 5. Lin supports the wiki for information that can be quickly updated.
 - a. Peterman: easy to do attachments if you’re not comfortable editing on the wiki directly.
 - b. Better accountability & transparency so it’s easy for us to look at each other’s work.
3. LAUC-I meeting schedule - *Peterman*
- a. Next Executive Board meeting
 - 1. Do have to keep an eye on schedule for meeting locations.
 - 2. Trying to avoid Mondays if possible.
 - 3. Sept 29 is the next Executive Board meeting, 1:00 to 2:00 pm in LL110; charges will have already been sent by that time
 - a. As soon as final reports are received, charges will be sent.
 - b. Also consult existing charges in by-laws to get started.
 - b. Next Joint Executive Board/Library Council meeting
 - 1. 10/19 from 11-12 in LL 110
 - c. Next General Membership meeting
 - 1. 11/4, in LL 570, time TBD
 - a. Meeting refreshments and supplies (members-at-large)
 - 2. Agenda – LAUC directions for 09/10
- Overall

- More documents on LAUC-I wiki if we get one; directory of documents if possible
- Integration of law librarians; planning for how librarian review committees will be working in this next year and for the next few years; how will having less money, less opportunity, less time affect expectations for librarian review?
- Need to think where our profession is going; discussion at bib group about being at front end of research production. PC & ALC should help figure out what this might look like through programs.

4. Fall Assembly – December 3,4 – UC Berkeley - *Peterman*

a. Delegation

1. Peterman, Ferry, and either Lin or Williams.
2. Fall is only assembly we'll have this year for LAUC.
3. Only Peterman has to be there both 12/3 & 12/4.

b. Travel

1. Travel reimbursement available for delegates; guidelines for travel reimbursement are strange: travel should go through the UCLA travel office so that no money has to be used up front by delegate.
2. Peterman available for questions, also Kirk & Emily in Libraries Business Office.

c. Details on discussion topics from the LAUC Transition Meeting Aug. 17 at UC Berkeley

1. Round robin to figure out how to do as much as possible with a lot less money. Nothing extensive to say about that, but highlights with notes are forthcoming by email.
2. Brown: UCB understands travel limitations, hoping to capture as much content, presentations, etc, as possible online.
3. Peterman: Speakers are lined up for Fall Assembly, some from CDL; Skype will be used for some presentations, will become regular aspect of conducting meetings and business in the future.
4. Brown: if there is a Spring assembly, it could be a virtual, distance meeting, although teleconferencing still has costs associated with it.

5. Wrap up and Adjournment

Motion to adjourn, seconded

Meeting adjourned at 11:13 am