

LAUC-SB EXECUTIVE COMMITTEE MEETING
Monday, December 2, 2013
3:00-4:00 p.m.
Cataloging Conference Room (Davidson Library, Rm. 3512)

MINUTES

Present: Angela Boyd (Chair), Chuck Huber (Past Chair), Kristen LaBonte (Vice-Chair & Program), Eunice Schroeder (CAP), Chizu Morihara (CAAR), Jon Jablonski (RPD), Chrissy Rissmeyer (Secretary), Margaret Driscoll

- 1) The meeting was called to order at 3:03 p.m.
- 2) The minutes from the November 4, 2013 meeting were accepted with corrections.
- 3) Review of action items from November 4, 2013 meeting (Chrissy)
 - Action: Angela and Kristen will work on scheduling a standing meeting with UL.
Report: Isabella Madarang has schedule monthly meetings for Angela, Kristen, and Denise in December and January. They will be meeting on December 10th and January 28th.
 - Action: Kristen will send the budget spreadsheet to the Executive Committee and WOM Chair Leahkim Gannet for review. Exec and Leahkim will make recommendations for budget allocations for upcoming year.
Report: Kristen emailed the spreadsheet to Exec and Leahkim. Exec will discuss the budget later in the meeting.
 - Action: Chrissy will check UL's calendar and schedule the next general membership meeting.
Report: The next general membership meeting has been scheduled for Thursday, December 5 at noon. An invitation to attend has been extended to UL.
 - Action: If the UCAFT librarians' contract is ratified, Eunice will notify Angela via email. Angela will then issue a charge.
Report: The new UCAFT librarians' contract has been ratified. CAP will need to revise our local procedures for performance reviews of members of the librarian series so that they reflect the new terms in the contract. Eunice has emailed Angela; Angela issued the following charge via email on December 1, 2013:
 - (1) The Committee on Advancement and Promotions (CAP) is charged to revise the LAUC-SB procedures for peer review process to conform to the the new terms in the contract. This is in light of the fact that the new UCAFT librarians' contract has been ratified.

In addition, CAP will continue to revise the portions of LAUC-SB bylaws pertaining to CAP so they incorporate the new procedures for selection of members of the committee that were approved by the membership April, 2013

The deadline for this charge is May 2014, to be presented at a LAUC-SB

Executive Committee meeting.

This charge shall be completed in addition to the committee's standing charge.

4) LAUC systemwide announcements & committee reports (Angela)

- a) Chuck Huber has been appointed to the LAUC Web Review Ad Hoc Committee. He and Julie Lefevre have received their charge and have begun their work. Any suggestions on how to better the LAUC systemwide website can be sent to Julie Lefevre, Chuck Huber or Nick Robinson. Their report is due in February 2014.

5) Reports

a) *Chair – Angela*

- Angela and Kristen have worked with Isabella to schedule a standing meeting with Denise. We have something scheduled through January.
- The new tentative contract agreement between UC and the UC-AFT librarian union was ratified. A charge has been sent to CAP. It is now posted on the LAUC-SB website.

b) *CAAR and WOM – Chizu*

- CAAR
 - (1) Government Documents librarian: Received 14 complete applications, and the committee has selected 7 to move on to the next stage for Skype interviews. Ryan is currently scheduling those, and we anticipate those interviews to begin after Thanksgiving but to take place before we break for the Christmas/New Years holiday if possible.
 - (2) Performing Arts Cataloger/Metadata Librarian: Currently doing Skype interviews.
 - (3) Head, Special Research Collections: Due to the small number of applicants, we're extending the search until January – don't have a new close date at this time. The announcement will be re-posted and sent to the library for notification once a new date is determined.
 - (4) Geospatial Data Curator: The first in-person interview was held on Friday, November 22, 2013. The second in-person interview will not be held until January due to holiday travel scheduling conflicts.
- WOM
 - (1) The Employee Engagement Committee (EEC) is now charged with hosting the holiday party – WOM may assist with manpower.
 - (2) The joint welcome 2013 new hires event to be co-hosted by WOM & EEC will be held later into Winter quarter.

c) *CAP – Eunice*

- CAP has forwarded their recommendation for the Nyholm award to the UL. The award ceremony will be held on January 14, 2014.
- The ratification of the new Memorandum of Understanding will mean various changes for the 2013-2014 review cycle that is currently underway. CAP met with Alan Grosenheider, at his request, on November 14, 2013 to go over some of the new provisions in the MOU and how they will affect the review process. In particular, some of the important changes affect librarians at Associate Librarian Step VII and Librarian Step V. In addition, there is some welcome language in the MOU regarding the review cycle timetable.

The new provisions in the MOU will have to be incorporated into our local procedures documents. The Chair has issued a charge for CAP to that effect.

At some point in the future, Alan would like to begin a lengthier process to think about how we will locally implement the criteria for review.

d) *Program – Kristen*

- The Program Committee's first program will be held in January on the topic of campus history. David Gartrell, University Archivist, will be presenting about the University Archives collections; Mahadar Tesfai from Associated Students will be presenting about the Living History project; and Kristen LaBonte will be presenting about the history behind the named buildings on campus.

e) *RPD – Jon*

- RPD sent their monthly report to admin (current up to December 1),
(1) A total of \$22,955.82 has been requested so far this year. \$18,830.13 has been expended (from a total allocation of \$52,500).
- Jon also edited the RPD section of the LAUC-SB website.

5) Old/New Business

- *LAUC-SB budget*
(1) Angela, Kristen, and Chrissy met on November 22, 2013 about the budget. Their proposal is to track this year's expenses and use those numbers to make a recommendation for next year. Based on the estimated average cost of known events, they determined that there is a possibility of leftover funds.

Exec discussed options for how best to spend any leftover funds to benefit the membership. Options discussed included a LAUC Statewide Assembly travel fund, the annual LAUC-SB Staff Appreciation Brunch, and snacks for library sponsored trainings and workshops. Exec agreed that we should review the budget again in the spring and determine how to spend discretionary funds.

Margaret Driscoll requested that any LAUC professional development ideas be

emailed to her.

ACTION: Chrissy will send the spreadsheet of estimated expenses to Exec.

ACTION: Exec will take a vote in Spring (either February or March) on how to spend discretionary funds.

- *Next membership meeting*

- (1) Agenda items for the upcoming membership meeting should be emailed to Chrissy.

- *LAUC-SB election voting procedure*

- (1) Angela proposed that we use Survey Monkey, or some other online voting tool, for the next LAUC-SB election. Exec agreed that Survey Monkey was a good idea as long as it could support secure, anonymous voting.

ACTION: Chrissy will check that Survey Monkey has support for secure, anonymous voting. If it does not, she will begin researching other potential options.

- *Programming ideas for LAUC assembly*

- (1) Programming ideas for the next LAUC assembly should be emailed to Nick Robinson.

- *Program committee*

- (1) The board discussed the origin of the Program Committee, and if we should consider amending the bylaws to formalize the committee. It was recommended that no further action be taken.

6) Other business

- a. The charge for RPD has been revised and posted on the LAUC-SB website.
- b. The LAUC-SB website now has the Academic Review Calendar, thanks to Chrissy. We're working on posting the latest salary scale as well. Any suggestions on improvements are welcome.

Meeting adjourned at 3:59 p.m.

Recorded by Chrissy Rissmeyer, Secretary