

LAUC-SB EXECUTIVE COMMITTEE MEETING
Thursday, March 6, 2014
12:00-1:00 p.m.
Cataloging Conference Room (Davidson Library, Rm. 3512)

MINUTES

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

Not present: Eunice Schroeder (CAP)

- 1) The meeting was called to order at 12:08 p.m.
- 2) The minutes from the February 3, 2014 meeting were accepted with corrections.
- 3) Review of action items from February 3, 2014 meeting (Chrissy)
 - Action: Each committee chair will review the LAUC-SB bylaws pertaining to their respective committee before the next scheduled meeting. Specifically, chairs should: 1) compare our local bylaws to LAUC systemwide bylaws, and 2) compare local bylaws to the current activities of the committee.

Report: Chairs are still in the process of comparing our local bylaws to the current activities of their committees. The revision of the statewide bylaws is not finished; committee chairs will wait to begin the local review until the statewide revision is complete.

- Action: Chrissy will submit a support ticket requesting a LAUC-SB space on the UCSB Library wiki.

Report: The wiki space has been successfully set up.

- Action: Angela and Kristen will work on drafting an email to Denise reminding her of the Librarian Emeritus status policy and letting her know that we plan to add it to the LAUC-SB website. Exec will review the message before sending.

Report: Angela and Kristen are meeting with Denise soon and will remind her of the Librarian Emeritus status policy.

ACTION: Angela or Kristen will email Chrissy once it is okay to add the Librarian Emeritus status policy to the LAUC-SB website.

- 4) LAUC systemwide announcements & committee reports

a) *LAUC systemwide – Angela*

- Reports have been submitted from three committees: 1) Research Program Ad Hoc Committee, 2) Subcommittee on “Meet Our Members”, and 3) Web Review Ad Hoc Committee. The reports are available on the LAUC systemwide website. These

committees will now move forward on implementing the suggestions in their report. LAUC will be looking for members to fill the new committees, as some of the committees do not currently have enough members.

- Presentation grants for members may be increased from \$500 to \$750.
- The full program for the LAUC Annual Assembly has been finalized. Presentations will include: 1) Panel on LAUC divisional involvement library reorganization (with presentations from Berkeley, Davis and San Diego); 2) Panel on best practices for promoting the value of libraries to faculty; 3) Panel of University Librarians (with presentations from Davis, Irvine, and Santa Barbara). The LAUC Assembly website will soon have pertinent information for all attendees.

b) *CPG – Cathy (report submitted verbally preceding the meeting)*

- *Bylaws review:* CPG is still in the process of revising the statewide bylaws. Once those are complete, they will begin reviewing the local bylaws for each division.

c) *Diversity – Stephanie (report submitted via email)*

- The Diversity Committee is still gathering data for the report due in the Spring.

5) Reports

a) *Chair – Angela*

- Angela and Kristen will meet with Denise on March 14. They will update her about how things are going with the searches, librarian emeritus policy, and other issues as they come up.

b) *CAAR and WOM – Chizu*

- CAAR

(1) Position updates

- (a) Government Data and Information Librarian: Three in-person interviews were conducted. The last interview was completed on Monday, March 3, 2014.
- (b) Performing Arts Cataloger/Metadata Librarian: Currently in the process of conducting two in-person interviews. The second interview is scheduled for Friday, March 14.
- (c) Head of Special Research Collections: The position has been extended to March 7, 2014.

(2) CAAR update

- (a) CAAR, the chairs of the recent AAC's, Alan Grosenheider, and Ryan George had a meeting to go over the new search procedures document. Ryan is updating the document to include a pre-meeting before a position is even posted to: 1) get the AAC, supervisor, line AUL together to see if timing of the position is good (i.e., if supervisor is going on extended vacation we may

want to adjust the timing to accommodate); 2) review the job ad; 3) go over where to post the announcement.

From this meeting, Chizu and the AAC chairs will create a timeline and checklist for how an effective search should go.

- WOM
 - (1) WOM co-opted a retired/current UCSB Librarians' happy hour on February 13, 2014 in the name of LAUC, per Janet Martorana's suggestion/invitation. No WOM members were able to attend the meeting; however Kristen reported that the event was well attended and went very well. LAUC-SB bought the appetizers for the event.
 - (2) January and February have seen candidate presentations and interviews for three librarian (or librarian-ish) positions, so WOM is anticipating welcoming activities for new hires in the coming months.
 - (3) WOM will partner with the Employee Engagement Team to host a Welcome All New Library Staff event somewhere around the change between Winter and Spring Quarters.

c) *CAP – Eunice (report submitted via email; read by Chrissy)*

- CAP has entered its busy season. They have received most of the candidate review packets and are beginning their review process. Several packets have been delayed and admin has been alerted that upstream slippage in the review schedule may result in CAP submitting the affected packets to the UL after the deadline of March 21. According to the timetable CAP has five weeks to complete its review, from February 17 to March 21.

d) *Program – Kristen*

- 11 people attended the tour of the Coal Oil Point Reserve on February 7, 2014.
- 27 people attended the University History & Archives Program on February 19, 2014.
- The next program, to be held sometime next month, will be a tour of the Repository for Archaeological and Ethnographic Collections on campus.

e) *RPD – Jon*

- Jon contacted the eight LAUC-SB members who had not yet spent any of their professional development funds; all but one of them reported that they planned to use at least a portion of their budgeted funds before the end of the year.
- There are a number of members who have not spent their entire professional development budget; Jon plans to request permission to re-distribute any leftover funds to other members. If this is approved, he will notify the membership via email.

- Jon is writing an article for the staff newsletter summarizing the procedure for librarian professional development requests.

5) Old/New Business

a. Vote on how to spend remaining discretionary funds

- i. Kristen proposed via email sharing the cost of refreshments 50/50 for the Char Booth event on February 27. Exec approved the proposal via email.
- ii. Proposal to use discretionary funds to pay for the annual Staff appreciation brunch hosted by LAUC-SB in May. The event has been funded in the past by donations from the LAUC-SB membership. Exec approved the proposal.

b. Cleanup/migration of LAUC-SB documents from L:drive to wiki

- i. Now that LAUC-SB has a wiki space the board agreed that it would be good to go through the L:drive and migrate the contents to the wiki when appropriate.

ACTION: Each chair will work with Chrissy to migrate content in their areas from the L:drive to the wiki.

c. LAUC-SB election

- i. Last year the announcement requesting nominations for officers and committee chairs was sent in April. The Vice-Chair serves as chair of the Nominating Committee. The Secretary conducts the elections. Angela mentioned that there is an election calendar on the systemwide website.

ACTION: Kristen will investigate the nominations process and put out a call for members to serve on the Nominating Committee.

- ii. Chizu suggested that it would be helpful to elect a Vice-Chair of CAAR; this would ensure that the Chair is familiar with the ongoing work of the committee. This would require a change to the bylaws.

d. Staff appreciation brunch

- i. The annual staff appreciation brunch is coming up in May, and is usually held the Wednesday of Staff Appreciation Week. The Vice-Chair is responsible for coordinating the organization of the event. The L:drive includes information about the event in previous years (grocery lists, sign-up sheets, etc.).

ACTION: Kristen will look through the information available on the L:drive about the staff appreciation brunch and begin the planning process.

Meeting adjourned at 12:59 p.m.
Recorded by Chrissy Rissmeyer, Secretary