

LAUC-SB EXECUTIVE COMMITTEE MEETING
Monday, June 2, 2014
3:00-4:00 p.m.
Cataloging Conference Room (Davidson Library, Rm. 3512)

MINUTES

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

- 1) The meeting was called to order at 3:04 p.m.
- 2) The minutes from the May 5, 2014 meeting were accepted.
- 3) Review of action items from May 5, 2014 meeting (Chrissy)
 - No action items were identified during the May 5, 2014 meeting
- 4) LAUC systemwide announcements & committee reports
 - i) *LAUC systemwide – Angela*
 - Nothing to report.
 - ii) *Bylaws not covered by committees and responsibility for LAUC-SB archiving – Cathy*
 - The review of the systemwide bylaws has been completed; the revisions have not been distributed yet.
 - Cathy lead a discussion on the current amendments language, including who is responsible for amendments and the process for revision. Following the discussion, Exec agreed that it was not necessary to revise our current amendment procedure.
 - Our local bylaws are missing provisions for the maintenance of our divisional archives. The systemwide rule specifies the custodian of the records, who is responsible for the annual transfer of records, and that each division is responsible for their own local archive.
 - ACTION: Cathy will draft language for archives additions and email to Chrissy to incorporate in a new draft of the bylaws.
 - Additional minor proposed changes to language were summarized and reviewed by the exec board; no further action.
- 5) Reports
 - a) *Chair – Angela*

- i) Angela reported on her and Kristen's monthly meeting with UL Denise Stephens.
- Denise was thanked for her attendance at the LAUC-SB General Membership meeting and Staff Appreciation Brunch. They asked possibility of sprucing up the 4th floor staff lounge (e.g., steam cleaning or replacement of furniture). Denise agreed to look into it.
 - Kristen and Angela also acknowledged Gary Johnson's phenomenal letter regarding Renee Trenholm and how much people really appreciated that.
 - Denise talked a bit about her experience regarding reading packets and provided feedback on what she has seen and what she would like to see. Summer and fall workshops regarding peer review packets are currently being planned, and her feedback in this area is immeasurably valuable. As of their meeting, Denise was finishing up the final two review letters to be sent out.
 - Next month, they plan to discuss issues regarding the Old Gym/Red Barn.
- ii) Following Angela's report, Exec expressed concern over a potential breach of contract with respect to this year's review process: It is now past the deadline and at least three librarians have not received their review letters (at least one of those affected is a union member). There was no mutual agreement for an extension.

ACTION: As CAP Chair, Eunice will contact members who were up for review and follow-up with them about their review letters.

b) *CAAR and WOM – Chizu*

(1) CAAR

- There were two in-person interviews for the Head of Special Research Collections.

(2) WOM

- WOM will be working with EET again in June for the next Staff Welcome Event to coincide with the Library All Staff meeting.
- WOM is also working on welcoming our new librarian hires – Shari and Catherine.

c) *CAP – Eunice*

- In response to the issue that was raised at our last meeting, CAP has written additional language for the local bylaw revision that addresses CAP vacancies.
- CAP continues to work with Alan Grosenheider on the revision of our local review procedures. It has been a lengthy process to ensure that the procedures are clear and fair. The goal is to have the revision in place by the start of the next review cycle.
- CAP would like to include in the revised procedures a section amplifying the language on criteria for advancement in the librarian series that is included in the MOU. However, Alan proposed that this be a separate process from the rest of the procedure revision. Further, he

proposed that LAUC-SB appoint a task force to draft the criteria section, following a discussion by the LAUC-SB membership. The task force would be asked to consider questions such as “What constitutes superior skills at each level of the librarian series?”. This process need not be concluded by the start of the next review cycle. The next step would be for Angela, as LAUC-SB Chair, to form the LAUC-SB task force.

ACTION: Eunice will email the revised language to Chrissy to incorporate in a new draft of the bylaws.

i) Program – Kristen

- Nothing to report.

ii) RPD – Jon

- Nothing to report.

6) Old/New Business

a) Staff celebration brunch report – Kristen

- The brunch went awesome this year.
- \$500 left in the LAUC-SB budget; planned expenses include WOM and Exec lunches with new hires. If any money is leftover, proposes to purchase some supplies for the staff lounge to help with events such as the brunch.

b) LAUC-SB election report – Chrissy

- The LAUC-SB election ends today. As of around noon, 31 members (or 79%) had voted. Chrissy will send the results to Angela tomorrow morning for announcement to the membership.
- In general, the feedback received from members has been positive so far. One member suggested that, since we are no longer distributing paper ballots, that the Nominations Committee send out the slate via email (following the membership meeting where the slate is presented).
- Chrissy has added BallotBin instructions to the LAUC-SB wiki for next year’s Secretary.

7) Other business

- a) Chrissy represented LAUC-SB at a meeting organized by Rebecca Metzger and comprised people currently organizing events in the Library. Topics discussed included scheduling, promotion, audience, honorarium, and communication. The Outreach Department is going to work on drafting a list of guidelines and resources to assist with the organization of events.

Meeting adjourned at 4:15 p.m.

Recorded by Chrissy Rissmeyer, Secretary