

LAUC-SB EXECUTIVE COMMITTEE MEETING
Thursday, January 15, 2015
3:00 P.M. – 4:00 P.M.
Reference Department Conference Room (2523C)

MINUTES

Present: Yolanda Blue (CAAR), Angela Boyd (past-Chair), Gary Colmenar (Secretary), Margaret Driscoll (Learning Organization Librarian), Leahkim Gannett (CAAR-WOM, Chair), Kristen LaBonte (Chair), Elaine McCracken (CAP), Jennifer Thompson (RPD).

AGENDA

- 1) Call to order (15:05)
- 2) Mentoring discussion – *M. Driscoll & L. Gannett*

Wants clarification on the charge related to different mentoring models from informal to formal. They mentioned that at other UC campuses mentoring programs are formal. Moreover, the mentoring occurred not just with senior librarians mentoring junior colleagues. Mentoring is occurring when both individuals are at the same rank/level as well.

They proposed to assess the mentoring needs of library employees not only of the librarian series. Ryan and Margaret will create appropriate development training plans for librarians and paraprofessionals.

Action Item: Leahkim and Margaret will work on the environmental scan for the entire library.

- 3) Approval of minutes from December 11, 2014 meeting

Minutes approved with revision.

- 4) Review of action items from December minutes – *K LaBonte*

Scheduling of future meetings will be on the third Thursday of each month, 3:00-4:00 P.M.

- 5) LAUC system wide announcements – *K. LaBonte*

Updates: RPD updates.

14 potential assembly topics. The LAUC Assembly will be held at UCSD.

6) Reports

- a. Chair – *K. LaBonte*
nothing to report.
- b. CAAR and WOM – *Y. Blue*

Discussion of new librarian welcome email the week they start

Committee is presently researching other UCs and reviewing the UCSB By-laws. They will review the language for the structure of CAP and RPD.

ODE/HR has asked CAAR to explore the possible role the committee may have in providing suggestions/proposals of ranking for newly hired librarians.

CAAR met with Alan on December 18, 2014 to discuss models from other UCs (if any), as well as models from the University of Washington and University of Hawai'i.

CAAR is presently compiling information to determine how to develop procedures. LAUC-Exec will review draft.

ODE/HR/: Per request by the AAC that completed the search for the Music Resident, CAAR/HR was asked to provide directions for how to submit recommendations to the line AUL with comment summaries that also include dissenting opinions. Refer to attachments sent: Appointment Procedures section II.G.2(e)

Action Items:

CAAR will look into the idea of changing structure in relation to terms serving on the committee and the implications to LAUC and its Bylaws.

Contact HR to suggest adding an action item in the check-list to notify the library when new hires arrive. Ask HR to remind the library, especially supervisors about the checklist and where to find it in the I drive.

- c. CAP – *E. McCracken*

Elaine announced that the Nyholm Prize Reception will be held on February 10, 2015, Tuesday, 9:00 – 10:00 A.M. It will be at the Mary Cheadle Room.

- d. Program – *C. Rissmeyer*

The Program Committee held its second meeting on January 6, 2015. So far the committee has hosted four programs (two on-campus and two off), and are on track to meet our goal of hosting 4-6 programs during the year. The committee has also been maintaining a list of potential program ideas on the LAUC-SB wiki space.

On January 12, 2015 the Program Committee held its' first program of winter quarter: a field trip to the Santa Barbara Historical Museum including a gallery tour and a library tour/talk by Director of Research Michael Redmon. Nine librarians and staff members attended the program. The field trip was followed by a WOM happy hour for all library staff at Dargan's Irish Pub & Restaurant.

Our next program will be a tour of the Marine Science Institute's REEF touch tanks on February 19. During spring quarter, we hope to host a campus architecture walking tour.

As mentioned in our last meeting, the Outreach Department has generously been providing gift bags to the committee to use as thank you gifts for speakers (each containing a UCSB Library tote bag, mug, water bottle, pen, pencil, and post-it notes). Chrissy confirmed with Rebecca Metzger that it is okay for us to continue to use their supply; the Outreach Department will let us know if this becomes a problem in the future. They may also contact us before they place their next order to see if LAUC-SB would be willing to contribute to the order.

LAUC-SB Budget:

So far we have spent \$546.18 this fiscal year. We have \$1453.82 remaining in the budget. Our planned welcome expenses (WOM welcome lunch, LAUC-SB welcome lunch, EET/WOM library staff event) are estimated at about \$200 per quarter. It would be great if the Exec committee could begin thinking about how we might want to spend the remaining funds. Last year, we paid for the food/supplies for the annual staff celebration brunch.

What happens to unspent LAUC fund?

Response from Kristen, funds do not carry over and need to be spent by June 30.

e. *RPD – J. Thompson*

The grant awardees will be notified later this week. The 2nd call for presentation grants (only) will be shared next week. I will be meeting with Margaret Driscoll on January 27th to discuss the RPD/Library-wide professional develop survey.

Reminder: Local elections, staff celebration

f. Meeting adjourned at 4:00 P.M.

Respectfully Submitted by *G. Colmenar*