

LAUC-SB EXECUTIVE BOARD MEETING

Thursday, June 16, 2016

2:00 p.m.-3:00 p.m.

2nd Floor Conference Room (Library, Rm. 2523c)

MINUTES

Attendees: Chrissy Rissmeyer (Chair), Rick Caldwell (Vice-Chair/Chair-Elect), Catherine Busselen (Secretary), Kristen LaBonte (Past Chair), Yolanda Blue (CAAR), David Gartrell (RPD), Catherine Nelson (CAP), Tom Brittnacher (incoming RPD)

1. The meeting was called to order at 2:04pm. (C. Rissmeyer)
2. The May 11, 2016 meeting minutes were approved as written.
3. Officer reports
 - a. Chair (C. Rissmeyer)

Welcomed Tom Brittnacher, our incoming RPD Chair, and gave a big thank you to David Gartrell for his service this past year!

Statewide LAUC

APM 360-4 Revision: The compilation of APM comments from the LAUC membership were shared with UCOP. A copy of these comments was shared with the LAUC-SB membership via email.

RPD: Statewide is working on organizing a webinar to engage the membership in preparing for the RPD grant process. In addition, they are encouraging divisions to organize local sessions as well (to be held before September 1, 2016). Chrissy will pass on this information to Tom Brittnacher, LAUC-SB's incoming RPD Chair.

50th Anniversary: Statewide is starting to think about the upcoming 50th anniversary. Division chairs have been asked to start thinking about how to celebrate on their campus. An update from Rick regarding our local charge is later on the agenda.

Web manager: Jerrold Shiroma from UC Merced will be taking over for Julie Lefevre as the LAUC web manager when her term is up later this year.

Web Content Committee: The WCC recommendations for the statewide website are in the process of being implemented, and they hope they can be implemented by the developers before the end of their charge.

Archives Implementation Task Force: The task force has begun their work on implementing the recommendations from their report.

LAUC-SB

LAUC monthly update with University Librarian, Denise Stephens: Rick Caldwell, Kristen LaBonte, and Chrissy Rissmeyer met with Denise on April 24, 2016. They discussed the then upcoming LAUC-SB May 26 conversation with University Librarian Denise Stephens program.

Upcoming board transition: Although it is still a few months away (and the election is not quite over), Chrissy has reached out to Rick Caldwell, Catherine Busselen, and Thomas Padilla (incoming Secretary) about scheduling our annual transition meeting. Watch for a message from them regarding your availability around September 1. Recommendations for restaurants welcome. La Hacienda is no longer in business and The Club is currently closed for renovations. The specific date of reopening has not been announced.

b. Vice Chair (R. Caldwell)

Budget update: through the lunch with Thomas Padilla, we have \$512.21 remaining.

c. Secretary (C. Busselen)

Results of this year's election were sent to LAUC-SB Chair, Chrissy Rissmeyer and LAUC Systemwide Secretary, Lisa Spagnolo.

The election resulted in a tie for the position of CAP Vice-Chair/Chair-Elect. The run-off election is currently underway. Voting closes Thursday, June 23 at 5pm. A reminder email will go out today and again on the last day of voting. The ballots will be counted on Friday, June 24.

This year, the election was intended to be held via electronic voting using BallotBin. The initial setup of the ballot went smoothly, however, the notification that is sent to the membership when the election opens was put in a pending status and remained that way for over 24 hours. Requests for assistance via the BallotBin contact form were not answered and none of the online FAQs addressed the specific problem enough for it to be resolved. Catherine Busselen, in consultation with Rick Caldwell and Chrissy Rissmeyer, made the decision to move to a paper balloting system and alerted the membership to the change. Catherine and Rick quickly put together a system for paper balloting. The same paper balloting is being used for the run-off election.

UCLA also reported that they experienced technical difficulties with BallotBin so at the last-minute set up their election on SurveyMonkey.

Action item: Catherine Busselen will pass on information about the problems encountered with BallotBin to Thomas Padilla. Thomas will look into other options prior to next year's election.

4. Committee reports

a. CAAR / WOM (Y. Blue)

Recruitments: Interviews were completed for the Latin American / Iberian Studies Librarian. There is nothing to report at this time regarding appointment to the position.

Assessment Librarian and Temporary Reference Librarian applications are being reviewed.

Two in-person interviews are scheduled for the Special Research Collections Cataloger / Metadata Librarian on June 20 and July 8.

CAAR has submitted its review and draft recommendations for the following positions to Library HR: University Archivist, Library Instruction Program Coordinator, Black Studies Librarian, AUL Collection Services.

WOM chair Stephanie Tulley's last day was June 9. There are still approximately 2 1/2 months left in this term. CAAR will need to meet to discuss the vacancy. Per the bylaws, CAAR shall appoint one of its members to chair the subcommittee. This member will have completed at least one academic review cycle.

Action item: CAAR will meet to discuss the WOM chair vacancy and appoint a member of CAAR to this position.

CAAR/WOM will need to follow up with CAP regarding the action item: CAAR will work on charge 3 after the librarian review period ends. This item is a carryover from the previous academic year. Per the WOM annual report 2014/2015: There was a discussion to establish a library of librarian review packets to be kept by HR (ODE & HR support this effort). CAP was supportive of the idea, however, a plan of action to create this packet library was not realized.

Action item: Yolanda will initiate a meeting to discuss this with CAAR, WOM and CAP to get resolved before September.

A question came up regarding how to communicate the need to expedite the recruitment process in order to reduce risk of losing candidates. Perhaps LAUC-SB Exec and CAAR can bring the issue up to Library Administration, in particular advocating for moving searches that are underway forward in a more timely manner.

b. CAP (C. Nelson)

Nothing to report.

c. RPD (D. Gartrell)

Nothing to report.

d. Program (R. Caldwell)

The 50th Anniversary planning group has met once. They are looking at the Tuesday after Thanksgiving to hold a 50th anniversary event. Chuck Huber is heading up an effort to write up the history of the second 25 years of LAUC.

After the discussion held on May 26 with Denise on librarian-faculty relations, the possibility of doing something similar to this again was brought up to Alan Grosenheider. The next one may focus on the Workforce Needs Assessment and may be held in the fall.

5. Unfinished business/Review of action items

a. Statewide bylaws update (C. Rissmeyer)

The response from CPG regarding whether we can move forward with our CAP revisions was that they do not see a need for us to hold off. They do not anticipate that there would be a conflict with statewide by-laws revision.

Mandatory review of all division by-laws as they related to statewide by-laws revisions will be necessary within the next twelve months or so. This may also provide an opportunity to review all of our by-laws. Chrissy asked if we should try to undertake this review this calendar year or later.

The committee came to a consensus that it would be worthwhile to review all of our by-laws at this time and that the work of reviewing the by-laws should begin this fall.

Action item: Chrissy will put together a charge and put a call for interest out. The work itself will begin after the next Executive Committee has begun its term.

b. **Action item:** Pending response from CPG with regards to CAP revisions to the bylaws, Catherine B. should work on scheduling a special membership meeting with several weeks notice. NOT YET DONE

- c. **Action item:** Rick will check with Stephanie Tulley to see if there are any costs associated with WOM/EET new staff events that need reimbursement.
RESOLVED
- d. **Action item:** Rick will coordinate with departmental heads to get departmental conversations started for the Bridging the Librarian-Faculty Gap program.
RESOLVED
- e. **Action item:** Chrissy will write up a charge for a group to investigate recognition of retirees and librarians who have reached service milestones. NOT YET DONE
- f. **Action item:** CAAR will work on charge 3 after the librarian review period ends. NOT YET DONE
- g. **Action item:** All Board members should review document regarding reimbursement procedures on the Wiki under Executive Board and provide feedback to Chrissy. NONE RECEIVED; if nothing more is heard, Chrissy will assume that it is good as written.
- h. **Action item:** Catherine N. will write up recommendations made by Eunice for language changes to the document Review of Qualifications Librarian Series revised 2014.doc and distribute to us. NOT YET DONE

6. New business

- a. Budget request to purchase cloth tablecloths (K. LaBonte)

Kristen made a request for LAUC-SB to purchase 11 cloth tablecloths, totaling approximately \$110 dollars. Until now, we have been purchasing disposable tablecloths for the brunch each year. Cloth tablecloths would be more sustainable and could also be offered for use by the library for the staff picnic.

The purchase of the tablecloths was approved and a recommendation was made to buy a few additional tablecloths. The final decision was to purchase 10 rectangular and 5 round navy blue tablecloths. Getting a volunteer to wash the tablecloths following each brunch will be added to the brunch planning checklist.

Action item: Chrissy will send Kristen message that the purchase is approved ASAP.

An additional recommendation to request that the remainder of this year's budget be carried over to be able to be used to help with the 50th anniversary costs was made. All agreed.

Action item: Chrissy will request to carry over remainder of this year's budget to help with 50th anniversary costs.

7. Announcements

There were no announcements.

8. The meeting was adjournment at 2:55pm. (C. Rissmeyer)