

LAUC-SB EXECUTIVE COMMITTEE MEETING
Monday, July 7, 2014
3:00-4:00 p.m.
Cataloging Conference Room (Davidson Library, Rm. 3512)

MINUTES

Present: Kristen LaBonte (Vice-Chair & Program), Jon Jablonski (past-RPD), Eunice Schroeder (CAP), Chizu Morihara (CAAR), Chrissy Rissmeyer (Secretary)

Not Present: Angela Boyd (Chair), Chuck Huber (Past Chair), Jennifer Thompson (RPD)

- 1) The meeting was called to order at 4:05 p.m.
- 2) The minutes from the June 2, 2014 meeting were accepted.
- 3) Review of action items from 2, 2014 meeting (Chrissy)
 - Action: Cathy will send Chrissy the language for the proposed revision to the local bylaws concerning the LAUC-SB archives. Eunice will send Chrissy the language for CAP's proposed revision to the local bylaws. Chrissy will then incorporate that language into a new draft of the bylaws.

Report: Both Cathy and Eunice sent language for the revisions to the bylaws that were incorporated into a new draft by Chrissy. Some questions arose regarding the archives revision language, which will be addressed later in the meeting.

- Action: As CAP Chair, Eunice will follow-up with members who were up for review to see if they have received their review letters.

Report: Done (and they did).

4) Reports

a) *Chair – Kristen (on behalf of Angela)*

- Final reports are due soon.

ACTION: Check with Angela about the due date for final reports.

- Kristen elaborated on the Denise's feedback regarding what she would like to see in review packets. The Executive Committee discussed this feedback and proposed that Denise be invited to attend the annual WOM/CAP Brown Bag to talk to members about what she is looking for when reading review packets. The Committee agreed that it would be helpful to hold two separate review preparation brown bags; one on the procedures for the review, and one on preparing review packets.

ACTION: Ask Angela to report back on the workshops being planned for preparing for review.

ACTION: LeahKim or Eunice should invite Denise to attend the WOM/CAP brown bag to talk about what she is looking for when reading review packets.

b) *CAAR and WOM – Chizu*

(1) CAAR

- The Evolving Workforce Residency-Assistant Music Librarian was posted June 6, 2014 and closes on July 18, 2014. The AAC members are: Chizu Morihara (chair), Gary Colmenar, Margaret Driscoll, Kristen LaBonte, Lorna Lueck, Cathy Jones, and Stefanie Tscharos (faculty)
- CAAR presented the most recent draft of CAAR's appointment procedures. The Executive Committee approved, with corrections, CAAR's proposed changes to the procedures. The changes will be presented at the next general membership meeting.

(2) WOM

- WOM chair Leahkim successfully completed a campus tour and lunch-outing to Isla Vista with new Government Information Librarian, Sharri Laster. A similar outing is planned for Performing Arts Metadata Librarian Catherine Busselen, who started July 1, 2014.

ACTION: Kristen will follow-up with Shari Laster about whether the WOM checklist/on-boarding tasks were completed when she started.

- WOM is also working with the Employee Engagement Team (EET) to plan the next all-staff welcome event, tentatively scheduled for August.
- Leahkim is also part of the informal group of LAUC-SB members (also including Angela Boyd and Yolanda Blue) working with Bill Quirk and Margaret Driscoll to strengthen review process mentorship for librarians. Please look forward to more information later this summer.

ACTION: Check with WOM to see if they would be interested in helping organize a WOM-sponsored peer-writing circle for review packets.

c) *CAP – Eunice*

- CAP presented the proposed calendar for the upcoming review cycle 2014-15. The Executive Committee approved the proposed calendar.
- CAP completed the initial draft revision of our local review procedures. Elaine McCracken is now editing the draft, and once that is completed, CAP will do a final review before presenting the document to the Executive Committee. It is anticipated that this will require a special meeting of the committee with all CAP members and Alan present, so that all questions can be answered and proposed changes to the procedures explained. After further revision, if needed, and once the procedures have been approval by the committee, CAP proposes that the document be presented for discussion and approval by the membership in a special meeting convened for that purpose.

ACTION: Eunice will email Chrissy when CAP is ready to schedule the special meeting with Alan, CAP (excluding Linda B.), and LAUC-SB Exec to go over the revised local review procedures. Chrissy offered to help coordinate scheduling in her role as Secretary.

d) *Program – Kristen*

- A behind the scenes tour at the University Art Museum is planned for this Wednesday, July 9, 2014. Susan Lucke, the UAW Registrar, will be the tour guide.

e) *RPD – Jon*

- The RPD 2013/2014 final report for the year was submitted via email today. 82% of the available funds were spent.
- Jon is working with Jenn Thompson, incoming RPD Chair, on the transition.

ACTION: Jenn to confirm RPD budget for each member (is it the same as last year?).

5) Old/New Business

a) *LAUC-SB Election Results – Chrissy*

- 31 members (71%) submitted ballots.
- The LAUC-SB Election results are as follows:
Chair-Elect / Vice-Chair: Chrissy Rissmeyer
Secretary: Gary Colmenar
Chair-Elect, CAP: Meryle Gaston
Member at Large, CAP: Andrea Duda
Chair, CAAR: Yolanda Blue
Chair-Elect, RPD: David Gartrell
- In the systemwide election, Diane Mizrahi of LAUC-LA was elected President and Christine Woo of LAUC-I was elected Secretary.

b) *Revision of the bylaws and archives addition to the bylaws – Chrissy*

- i) The Executive Committee discussed the archives revision to the bylaws. Some questions arose regarding the appropriate language for the bylaws as well as who should be responsible for records transfers. There is some variety among how the other divisions handle this, and further investigation is needed to determine what is the best fit for our local division. While important, since this amendment is not critical, the committee agreed to table the issue until next year at which time a full investigation will be conducted. Given this decision, the language relating to the archives amendment will be removed from the bylaws.

The CAP revisions approved by the Executive Committee in last month's meeting will be sent presented at the August 1, 2014 membership meeting for approval by the membership.

c) *Final membership meeting of the year – Kristen*

- The final membership meeting of the year will be held on Friday, August 1 at 3pm.
- Items for agenda: CAP bylaws revision, CAAR procedures revision, introduction of new board to membership

ACTION: Chrissy will send a save-the-date for the next membership meeting.

ACTION: Chrissy will email a draft of the revised bylaws & appointment procedures to the membership in advance of the next membership meeting.

d) *Transition meeting – Kristen*

- A transition meeting with Denise has been scheduled for Angela, Kristen, and Chrissy on Monday, September 8, 2014.
- A breakfast meeting in early September at Café Stella was suggested for the Executive Board transitions meeting.

ACTION: Chrissy will work with incoming Secretary, Gary C., to send out a Doodle poll for transition meeting scheduling. The plan is to schedule a breakfast meeting sometime between Labor Day and Sept. 10.

6) Other business

a) *LAUC-SB Budget – Kristen*

- Kristen is investigating if the LAUC-SB budget is for the fiscal or academic year. We are not sure if LAUC-SB will be receiving a budget again next year.

ACTION: Kristen will officially request a LAUC-SB budget from Denise.

Meeting adjourned at 4:25 p.m.

Recorded by Chrissy Rissmeyer, Secretary