

LAUC-SB EXECUTIVE BOARD TRANSITION MEETING

Wednesday, 4 September 2013

11:30 am - 1:00 pm

Faculty Club

University of California, Santa Barbara

Present: Angela Boyd (Chair), Anna DeVore (Retired Chair), Chuck Huber (Past Chair), Kristen LaBonte (Vice-Chair & Program), Eunice Schroeder (CAP), Gary Colmenar (outgoing RPD), Chizu Morihara (CAAR), Suzanne Im (outgoing Secretary), Chrissy Rissmeyer (Secretary)

Absent: Jane Faulkner (outgoing CAAR), Jon Jablonski (RPD)

The meeting was called to order at 11:47 a.m.

1) The **minutes** from the August 7, 2013 meeting were approved as corrected.

2) **Committee Reports**

CAP – Eunice

- CAP has submitted a revised 2013-14 librarian review cycle timetable to Alan, and is awaiting his approval. CAP realized that the 6-month timetable starts *after* the initial call; so the process in its entirety is 7 months from call to finish. Call has been moved to September 25th. LAUC-SB Executive Board moved to approve the revised timetable.

CAAR and WOM – Chizu

- 2013-14 CAAR committee consists of Chizu Morihara, Gary Colmenar, Yolanda Blue, Richard Caldwell, Leahkim Gannett, and Chrissy Rissmeyer. They will meet with Jane to transition when she returns from vacation.
- Performing Arts Cataloger/Metadata Librarian, Government Data and Information Librarian, and Head of Special Research Collections positions have been posted. Ryan will inform Chizu about who is on each of these search committees. Chizu will work with Ryan to get the word out on these openings on the ALA JobLIST, Chronicle of Higher Education, etc.

RPD – Gary

- Transition with Jon was completed in June.
- Annual report has been submitted to LAUC statewide.

Program – Angela

- Development program organized by Socrates was a success, with a large turnout.
- Program Committee has been passed on to Kristen.

3) Transition

- Angela thanked the past board for their phenomenal work.
- Chuck presented the mission and history of LAUC. Recommended those interested to view *LAUC: The First 25 Years* on the LAUC Statewide website:
<http://lauc.ucop.edu/history/25yrs.html>
- Angela explained the use of Sturgis Parliamentary Authority in LAUC-SB Executive procedures. Dean Rowan is the long-time LAUC Parliamentarian and can resolve any related questions. Referred to the following documents:
 - Sturgis Parliamentary Procedures:
<http://dnrc.mt.gov/cardd/ConservationDistricts/training/SturigsParliamentaryProcedures.pdf>
 - Parliamentary Motions Guide:
<http://www.jimslaughter.com/uploads/Sturgis4th1.pdf>
- \$2,000 allocation for LAUC-SB Executive Board has been approved by Denise. Anna proposes drafting a budget for the year and adjust as necessary. The Board will determine who will take on this responsibility.
- Secretary's report: All minutes for the 2012-13 LAUC-SB Executive Board meetings have been approved and will be uploaded to the LAUC-SB website. CAP, CAAR, WOM, and RPD 2012-13 annual reports and 2013-14 rosters need to be sent to Suzanne and/or Chrissy.
- LAUC communication: Mainly consists of email. Please be cognizant and respond in a timely manner. Starting with the next meeting, committee chairs must send their reports to the Secretary (Chrissy) before each meeting. If chairs cannot attend a meeting, try to send a substitute.
- The scheduling of 2013-14 monthly meetings will take place after the Reference Desk schedule has been set in the next couple of weeks. Board members will receive a Doodle poll to determine availability. Chizu suggests the Arts Library as a meeting space.

4) New Business

- LAUC-SB website: Will be migrated to a content management system (CMS). Chrissy has discussed the process with Ian, who recommends the Board use Wordpress, since the Library has the software, and the site only has about 40 pages. Wordpress is also easy to maintain and support by the IT department. WordPress has the capability to restrict sections of the site to LAUC-SB members only. Board approves.
- LAUC Records Retention Schedule: Suzanne proposes that the 2013-14 Board include in its charge the review and potential adoption of this schedule in consultation with David Gartrell. David has already seen the schedule and commented that it is useful. Board approves.
- Old LAUC-SB documents found in the 2nd floor conference room will be handed over to David Gartrell immediately.

5) **Other Business**

- Angela and Kristen will meet with Denise once a month in the coming year to discuss issues. Their next meeting with Denise will be in 2 weeks.
- If there are any issues that Board members want to bring up for discussion in future LAUC-SB Executive Board meetings or to Denise, please let Angela or Kristen know.

Meeting adjourned at 12:47 p.m.

Recorded by Suzanne Im and Chrissy Rissmeyer, Secretaries