

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

MINUTES

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

Not present: Chuck Huber (Past Chair)

- 1) The meeting was called to order at 3:04 p.m.
- 2) The minutes from the December 2, 2013 meeting were accepted.
- 3) Review of action items from December 2, 2013 meeting (Chrissy)
 - Action: Chrissy will send the spreadsheet of estimated expenses to the Executive Committee. Report: Chrissy emailed the spreadsheet to the Executive Committee and WOM Chair Leahkim Gannett on December 5, 2013. A revised version was emailed on January 2, 2014.
 - Action: Exec will take a vote in Spring (either February or March) on how to spend discretionary funds. Report: Chrissy has added this to the agendas for these upcoming meetings.
 - Action: Chrissy will check that Survey Monkey has support for secure, anonymous voting. If it does not, she will begin researching other potential options. Report: SurveyMonkey can be used to administer an election. It supports collecting only one response per voter (using the Email Invitation Collector) and can be configured to keep responses anonymous (set to not to save the email addresses in the Analyze section).
- 4) LAUC systemwide announcements & committee reports
 - a) *LAUC systemwide – Angela*
 - The LAUC Systemwide Executive Committee is working on organizing a couple of programs for this year's LAUC Assembly, including a panel of new University Librarians discussing their ideas for the UC library system. The proposed panelists are Steven Mandeville-Gamble (Riverside), Denise Stephens (Santa Barbara), Ginny Steele (Los Angeles), and MacKenzie Smith (Davis). MacKenzie Smith will present in person; the rest of the panelists will participate via Skype or similar method. This year's LAUC Assembly will be held on April 23 at UC Davis.
 - b) *CPG – Cathy*

- The CPG Committee met via conference call last week. CPG's primary charge this year is to revise the LAUC systemwide bylaws, and to compare systemwide to divisional bylaws to see if there is any conflict. So far, the only major conflict is that the LAUC-SB bylaws currently have no provision transference of documents to divisional archives.

At the next exec meeting, Cathy will present the proposed changes to the systemwide bylaws. She will also present recommendations for changes to the LAUC-SB bylaws, including proposed language, to bring our divisional bylaws into accordance with systemwide bylaws.

ACTION: Each committee chair will review the LAUC-SB bylaws pertaining to their respective committee before the next scheduled exec meeting (Monday, 3/3). Specifically, chairs should: 1) compare our local bylaws to LAUC systemwide bylaws, and 2) compare local bylaws to the current activities of the committee.

5) Reports

a) *Chair – Angela*

- Kristen and Angela met with Denise Stephens last week. Denise requested that CAAR, or CAAR and Exec, meet with Alan Grosenheider to go over academic hiring procedures. Chizu plans to schedule a meeting between Alan, the AAC Chairs and direct supervisors of recent recruitments, and CAAR to check in following the revision of the Academic Hiring Process Checklist earlier this year. Exec expressed concern regarding the timeliness of the hiring process.

b) *CAAR and WOM – Chizu*

- CAAR
 - (1) Position updates
 - (a) Government Data and Information Librarian: in process of scheduling in-person interviews the top three candidates.
 - (b) Performing Arts Cataloger/Metadata Librarian: Ryan is finalizing the schedule for two in-person interviews and should have everything organized by the end of the week.
 - (c) Head of Special Research Collections: The position has been extended to February 28, 2014.
 - (2) CAAR update
 - (a) A small group of CAAR is has edited the appropriate parts of the appointment and review procedures. We are still waiting for the union contract, since there was some mention of changes to temporary appointments (and we don't know what that is). We will follow up on that and also take the edits/revisions to all of CAAR before we bring them to Exec and then LAUC.

- WOM
 - (1) The WOM Happy Hour on December 19, 2013 got off to a slow start, but ended up with a respectable turn out for such late notice right before a holiday. Much enjoyment was had by all.
 - (2) WOM will be partnering with the Employee Engagement Committee to host a Welcome All New Library Employees later in the Winter Quarter.
 - (3) A WOM Happy Hour will be held at the Hollister Brewing Company on Thursday, February 13, at 5pm. Several retired UCSB librarians will be in attendance.

c) *CAP – Eunice*

- CAP has been in communication with Alan regarding various details of the impact of the new librarian contract on the current review cycle. Review packets are currently at the reviewing officer (AUL) stage of the calendar. CAP is scheduled to receive the packets no later than February 14 and will have until March 21 to complete its reviews.
- The Chair has drafted revisions of the bylaws. The next step is review by committee members.

d) *Program – Kristen*

- The Program Committee is sponsoring a tour of the Coal Oil Point Reserve, part of the UC Natural Reserve System on Friday, February 7th from 3-5pm.
- The Program Committee is hosting a program on Campus History & University Archives on Wednesday, February 19th at 9am. David Gartrell, University Archivist, will be presenting about the University Archives collections; Mahadar Tesfai from Associated Students will be presenting about the Living History project; and Kristen LaBonte will be presenting on a topic related to campus history.

e) *RPD – Jon*

- Three statewide presentation grants have been submitted for consideration and still have 2-3 waiting for clarification. All submissions, except for one, came based on after-the-deadline appeals from the chair.
- Alan has been more actively seeking LAUC-SB RPD's input on members' professional development activities, especially around travel logistics and policy matters. RPD was asked to comment on a draft staff-wide professional development document. These comments are pending review by the committee.

5) Old/New Business

- a. Vote on how to spend discretionary funds.

- i. Motion by Kristen to use discretionary funds to buy the first round of appetizers for the upcoming WOM Happy Hour with retired UCSB librarians on February 13. Motion carried.
- ii. How to spend any remaining discretionary funds will be added to the agenda for the next Exec meeting.

b. LAUC-SB wiki space

- i. Chizu discussed the need for a LAUC-SB space on the library wiki, restricted to LAUC-SB members, for collaborative work on LAUC-SB related documents. Motion by Chizu to request a LAUC-SB wiki space. Motion approved.

ACTION: Chrissy will submit a support ticket requesting a LAUC-SB space on the library wiki.

6) Other business

a. Librarian Emeritus Status policy

- i. A policy for librarian emeritus status was developed by the 2009-2010 LAUC-SB Exec, in consultations by the then-ULs, and vetted and approved by the EVC. Eunice proposes adding the document to the LAUC-SB website to make the policy more visible to the membership. The board agreed that it would be considerate to send Denise a note before adding it to the website.

ACTION: Angela and Kristen will work on drafting an email to Denise reminding her of the Librarian Emeritus status policy and letting her know that we would like to add it to the LAUC-SB website. Exec will review the message before sending.

Meeting adjourned at 3:54 p.m.
Recorded by Chrissy Rissmeyer, Secretary