

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

**MINUTES**

**Present:** Angela Boyd (Chair), Kristen LaBonte (Vice-Chair & Program), Chuck Huber (Past Chair), Chizu Morihara (CAAR), Jon Jablonski (RPD), Eunice Schroeder (CAP), Chrissy Rissmeyer (Secretary)

- 1) The meeting was called to order at 3:11 p.m.
- 2) The minutes from the March 6, 2014 meeting accepted with corrections.
- 3) Review of action items from March 6, 2014 meeting (Chrissy)
  - Action: Each committee chair will review the LAUC-SB bylaws pertaining to their respective committee before the next scheduled meeting. Specifically, chairs should: 1) compare our local bylaws to LAUC systemwide bylaws, and 2) compare local bylaws to the current activities of the committee.

Report: The chairs of each of the committees compared our local bylaws to the current activities of their committee. RPD and Program reported no conflict between the two. CAP reported some conflict with activities; the members of CAP currently working on revisions to the bylaws. CAAR also reported some conflict with activities.

- Action: Angela or Kristen will email Chrissy once it is okay to add the Librarian Emeritus status policy to the LAUC-SB website.

Report: The Librarian Emeritus status policy has been uploaded to the website. An old copy of the policy was found in the Personnel folder on the L:drive. Angela will communicate with Ryan regarding this discovery (ACTION).

- Action: Each chair will work with Chrissy to migrate content in their areas from the L:drive to the wiki.

Report: Still quite a lot of content in the L:drive; Chrissy will continue to work on this with the appropriate members of exec. Eunice, Jon, Chizu, and Kristen have all gone through their committees' folders on the L:drive. Documents have been migrated to the wiki, deleted, or printed to check the LAUC-SB archives as appropriate. The Staff Appreciation party materials have also been migrated to the wiki.

- Action: Kristen will investigate the nominations process and put out a call for members to serve on the Nominating Committee.

Report: The Nominating Committee has been formed and a slate has been put together. Eunice reminded Exec of the change in procedure for CAP nominations:

Exec nominates two candidates for member-at-large; the current CAP committee nominates two candidates for CAP Chair/Vice-Chair. Exec will decide on candidates during the May Exec meeting.

ACTION: Chrissy will schedule the next membership meeting for early-mid May. The slate of candidates for the June election will be presented to the membership at this time.

- Action: Kristen will look through the information available on the L:drive about the staff appreciation brunch and begin the planning process.

Report: Done.

#### 4) LAUC systemwide announcements & committee reports

##### a) *LAUC systemwide – Angela*

- UC Davis has updated the website for the upcoming LAUC Assembly

##### b) *RPD systemwide – Jon*

- The statewide RPD group is corresponding regarding the Research, Mini-, and Presentation Grants. A conference call was cancelled the week of March 31 due to technical issues with Berkeley's CMS, which we are using to store our documents and conversations.

#### 5) Reports

##### a) *Chair – Angela*

- Angela and Kristen met with Denise Stephens and discussed the Emeritus status policy. Kristen reported that Denise is not sure if the membership understands how prestigious an honor receiving Emeritus status is. She would like to see it added to the orientation manual for new members. Denise would like to speak at the next membership meeting about Emeritus status.

##### b) *CAAR and WOM – Chizu*

- CAAR

###### (1) Position updates

- (a) Performing Arts Cataloging/Metadata Librarian: Catherine Busselen will start July 1, 2014.
- (b) Government Data/Info Librarian: Shari Laster will start June 2, 2014.
- (c) Head, Special Research Collections: The application date has been closed; we're reviewing the candidates.

###### (2) CAAR is working on updating the appointment procedures.

- WOM

###### (1) WOM met last week to plan the EET/WOM New Library Employee Welcome Event. The event will be held on April 18th.

- (2) WOM will also discuss WOM activities in preparation for the welcome of our two new Librarian hires:
  - (a) Shari Laster, Government Data and Information Librarian (start date June 2, 2014)
  - (b) Catherine Busselen, Performing Arts Cataloger / Metadata Librarian position (start date July 1, 2014)

b) *CAP – Eunice*

- CAP completed all reviews as of Monday morning, April 7, 2014. Although the number of reviews in this cycle was not large (11), CAP was not able to meet the original deadline of March 21. By mutual agreement with Admin, as stipulated in the MOU, the deadline was extended to Thursday, March 27 for all but one packet, for which the deadline was extended to April 4.
- Next steps:
  - (1) Meet with Admin to discuss logistic concerns that arose in this year's process. The main concern is simply having time to do the work, given everyone's busy schedule and other commitments. A larger LAUC discussion may be needed so that supervisors, coordinators, etc. are aware of the time commitment required for the CAP review process and can make allowances accordingly during the 5-6 weeks it is underway.
    - (a) The idea of a 1-2 day CAP retreat was discussed as a potential idea for next year. Kristen suggested that LAUC-SB consider reserving a room (such as those available at West Campus) for the retreat.
  - (2) Bylaw revision. The draft is complete and is being reviewed by CAP members. Once that's done the draft will be submitted to the Exec committee.
  - (3) Revision of local review procedures. A draft has been completed but this is only the first step in what will be a fairly lengthy collaborative process with Admin. Not only review procedures but also criteria will be considered.

c) *Program – Kristen*

- Nothing to report.

d) *RPD – Jon*

- On March 26, 2014 Jon submitted a proposal (summarized below) to Alan Grosenheider regarding re-allocating remaining RPD funds along with the monthly RPD summary of spending. He is still waiting on a reply.
  - (1) There will be approximately \$14,000 in unspent RDP funds at the end of the year. Jon proposed that admin allow us to:
    - (a) Spend FY13-14 funds on this year's ALA (even though the travel will be completed after the fiscal turn).
    - (b) Re-allocate funds from librarians who have not spent their money to those who wish to conduct professional development activities before July 1.
- The article that Jon wrote for the staff newsletter ended up focusing on the types of activities that LAUC-SB members use their professional development funds to support.

5) Old/New Business

a. *LAUC-SB election*

- i. Chrissy, Kristen, and Angela tested out Survey Monkey with a sample ballot and were not happy with some of the results. The major issue was that it was possible for the admin to turn off the anonymous setting in the middle of the voting period.
- ii. BallotBin was identified as a possible alternative (it is used by LAUC-LA), and was tested with promising results.

ACTION: Chrissy will set up a Ballot Bin test for Exec and will demo the system at the next membership meeting.

b. *Staff appreciation brunch*

- i. The date for the staff appreciation brunch has been set (May 14, 2014), flyers have been posted, a save-the-date email was sent, sign-up sheets are being circulated, and a shopping list is being created.

c. *Next membership meeting*

- i. The next membership meeting will be scheduled for the first two weeks in May. The date/time will be determined based on Denise's availability during that time.

6) Other Business

a. *LAUC-SB Budget*

- i. We should have plenty of funds left in the LAUC-SB budget to cover the upcoming WOM/EEC welcome party and the welcome activities for the two new librarians. A suggestion was made to use any leftover funds for an end-of-the year social.

Meeting adjourned at 3:54p.m.

Recorded by Chrissy Rissmeyer, Secretary