

LAUC-SB EXECUTIVE COMMITTEE MEETING

Monday, May 5, 2014

3:00-4:00 p.m.

Arts Library Seminar Room

MINUTES

Present: Angela Boyd (Chair), Kristen LaBonte (Vice-Chair & Program), Chuck Huber (Past Chair), Jon Jablonski (RPD), Eunice Schroeder (CAP), Leahkim Gannett (CAAR-WOM Chair), Chrissy Rissmeyer (Secretary), Cathy Chiu (CPG)

Not present: Chizu Morihara (CAAR)

- 1) The meeting was called to order at 3:04 p.m.
- 2) The minutes from the April 7, 2014 meeting were accepted.
- 3) LAUC systemwide announcements & committee reports
 - a) *LAUC systemwide – Angela*
 - LAUC Assembly
 - (1) The LAUC Assembly went well. The survey responses are still being tabulated, but overall, attendees seem to have a positive feeling about the programs, location, catering, tour, shuttle service, etc.
 - (2) The LAUC Assembly website is being updated weekly – the newest materials include presentation materials by Mitchell Brown and Emily Lin. These are available on the website under Assembly Documents:
<http://laucd.lib.ucdavis.edu/lauc2014assemblydocuments.html>
 - (3) The two presentations that were live-streamed and recorded will eventually be hosted by UC Berkeley and linked to from the Assembly website. The two presentations were titled, “New ULs on the Future of UC libraries” and “Promotion of library services to faculty.”
 - (4) All the reports – President’s report, SAG 2, SAG 3, SLASIAC, R&PD, Diversity, & CPG – are fully available at the Assembly website. Not all were reported on, R&PD, CPG and Diversity summarized their reports for the Assembly. The reports are available at:
<http://laucd.lib.ucdavis.edu/lauc2014reports.html>
 - (5) LAUC President Nick Robinson funded five travel grants for newer LAUC members to attend the Spring Assembly. Please encourage new UCSB Librarians to apply for this for the 2015 LAUC Assembly.
 - LAUC Systemwide Website
 - (1) Julie LeFevre is the new LAUC Webmaster. She has been fully trained and has full access. The LAUC Web Review Ad Hoc Committee and a subcommittee of the Exec

Board recently gave reports recommending updates to the website, including the addition of a new section called, "Meet our Members." Now that Julie is in charge, Nick will be placing a call for volunteers for the next steps of updating the website, which includes the hosting, architecture, content, and interface.

4) Review of action items from April 7, 2014 meeting (Chrissy)

- Action: 1. Angela will communicate with Ryan regarding the old Emeritus Policy discovered in the Personnel folder on the L:drive.

Report: Completed. The old policy will be archived and the new one will be placed on the L drive.

- 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. Denise would also like to be present to talk about the Emeritus status.

Report: Completed. The next membership meeting is scheduled for Thursday, May 8.

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

Report: A test ballot was sent out to the Exec board. Chrissy will demo the new system at the May 8 membership meeting.

5) Reports

a) *Chair – Angela*

- LAUC Elections: The LAUC Systemwide Secretary has sent out emails to Divisional Secretaries and Election Committees. The candidates for LAUC Systemwide are Diane Mirachi of LAUC-LA for Vice-President and Christina Woo of LAUC-I for Secretary. We have to distribute the ballot to our memberships by Friday, May 16. All ballots must be returned to the Divisional Election Committee Chairs by June 2.
- Emeritus Status: Denise is fine with the Library Emeritus Status Policy & Procedures. Alan instructed Ryan to place the new policy in L:\Personnel\Forms on April 7. Denise will talk more about the policy at the Membership meeting on May 8.
- New Hires: Leahkim, Kristen, Chrissy and Angela will be meeting on May 7 to discuss the new librarian hires. Kristen, Chrissy and Angela took David Gartrell out to lunch to introduce him to LAUC. It was well received and should continue for new hires.

b) *CAAR and WOM – Leahkim*

- WOM
 - (1) On April Friday April 18, WOM & EET co-hosted the first joint celebration honoring all new library employees and employees who have taken on new roles. The honorees seemed pleased with the event, and judging by the amount of cake leftover, WOM &

EET view it as a success. However, going forward all such events will be scheduled with more sensitivity to religious observances, as both committees unintentionally overlooked that the date of the event was also Good Friday. The costs for the event, split 50/50, were higher than expected (needed to buy plates, napkins, etc.), but the two groups now have a stash of supplies for future events.

- (2) WOM is preparing welcoming events for our next wave of new Librarian hires. Leahkim will meet with Angela, Kristen, and Chrissy later this week to discuss what those activities should look like.
 - (a) Tom Brittnacher, Geospatial Data Curator position - start date May 12
 - (b) Shari Laster, Government Data and Information Librarian - start date June 2
 - (c) Catherine Busselen, Performing Arts Cataloger / Metadata Librarian position - start date July 1.
- CAAR
 - (1) CAAR has revised the Appointment & Review Procedures document to bring it in-line with the new MOU and with local HR/ODE practices. There are a few items that we are waiting on clarification from Alan. The revised procedures are being presented to the Executive Committee at today's meeting. If there are no concerns, Chizu hopes to bring this before the May 8 LAUC General Membership Meeting.
 - (2) Discussion of CAAR's proposed revision to the Appointment & Review Procedures
 - (a) Leahkim summarized the revisions CAAR made to the Appointment & Review Procedures. Only the introductory section and the section concerning appointment procedures were revised.
 - (b) Exec discussed the proposed revisions, and several questions were raised. Jon had several questions related to the section on exit interviews (Who is responsible for notifying the CAAR Chair that someone has resigned? Who conducts the exit interview? Can CAAR ask for confirmation that an exit interview has taken place?). Jon also asked whether CAAR would be notified if, as a result of the Staff Planning Conference, a position were reclassified as a non-Librarian position (or vice versa)? (The current procedure does not account for all outcomes.) Exec also wondered if provisions for extending or re-opening a search could be added to the section concerning the preliminary review of applicants. Finally, Exec was really happy to see the addition of the pre-meeting to the section concerning the formation of the AAC. These questions will be brought back to CAAR for discussion.
- a) *CAP – Eunice*
 - At the membership meeting on Thursday, May 8, CAP will present the names of its two nominated candidates for Vice-Chair / Chair Elect.
 - The local bylaw revision has been reviewed and approved by CAP members and is being presented to the Executive Committee at today's meeting.
 - The CAP Chair, Vice-Chair, and junior Member-at-Large are regularly meeting with Alan to draft a complete revision of our local review procedures. The revision will bring the

procedures into compliance with the new MOU (and the APM once it's revised to align with the MOU), but we are also reconsidering some local practices of long standing. The Administration is committed to this process as a collaboration between Admin and LAUC-SB, which we greatly welcome. Once our group has completed its work, we will present the revisions to the Executive Committee for review, and then to the membership.

- Discussion of CAP's proposed revision of local bylaws
 - (1) Eunice summarized the proposed revisions to the divisional bylaws. The revised sections are those concerned with the composition of CAP, the changes to the election process, and what happens in the event of a vacancy in the position of CAP Chair.
 - (2) Exec discussed the proposed revisions, and Chrissy raised the question regarding what happens in the event of a vacancy of the other CAP positions (all members of CAP are elected, three members constitute a quorum, and so four members are required to accommodate conflict of interest recusals). This question will be brought back to CAP for discussion.

b) *Program – Kristen*

- The tour of the Repository for Archaeological and Ethnographic Collections on campus has been delayed. It will be rescheduled sometime in the Fall.

c) *RPD – Jon*

- Statewide RPD
 - (1) This month, statewide LAUC finalized its work on the 2014-15 research, mini, and conference presentation grants. All UCSB applicants were fully funded. A more detailed listing will be included in Jon's Chair report for the year.
- Local RPD
 - (1) Jon clarified that last year's decision to allow spending of either year's budget at the turn of the fiscal year (for ALA) was actually a change in policy. Members do not have to make a special request every year if they wish to spend their funds this way. A description of how to note this on the request form was emailed to the membership.
 - (2) The policy for re-distributing unspent funds at the end of the fiscal year only accounts for the base allocation of represented librarians. It is an optional policy taken straight from the MOU ("may be" rather than "shall be"). Alan reported that everyone's base allocation for this year is spent (there is some disagreement about this – Jon is following up), and he is not inclined to do this for this year because it would require creating a procedure on the fly. Alan's opinion was that the procedure proposed by Jon came too late and left too much margin for the appearance of quid pro quo. However, the issue may potentially be revisited in future years.
 - (a) Alan and Jon agreed that reimbursing librarians for activities that take place earlier in the fiscal year would be a violation of travel policies (reimbursements must be requested within 3 weeks of the activity).

- (b) Alan also shared with Jon that, contrary to popular belief, the base allocation is not \$750. Rather, it is a dividing up of a line-item from UCOP.
 - (c) Several suggestions were made related to this topic: 1) that we consider talking to LAUC-LA about how they are handling unspent funds, and 2) that we propose that any unspent funds be carried over to the next fiscal year and split evenly among the membership.
- (3) Jon and Jen Thompson plan to meet soon to begin the handing over of RPD responsibilities. They will both meet with Alan shortly after that.
- (4) The call for ALA requests has gone out.
- (5) The total LAUC-SB RPD funds expended to date is \$27,856.88. That is 74% of total funds spent, with quite a few encumbered requests for travel not yet conducted.

5) Old/New Business

a. *LAUC-SB election*

- i. *BallotBin test feedback (C. Rissmeyer)*: Chrissy asked if anyone had additional feedback or concerns regarding the recent test of BallotBin by Exec. No one had any additional feedback.
 - ii. *Nomination of CAP member-at-large (K. LaBonte)*: Exec identified three potential candidates (two individuals, plus one alternate). Kristen will contact those members selected to see if they are willing/able to serve.
- b. *Staff appreciation brunch update (K. LaBonte)*: The Annual Staff Celebration Brunch is scheduled for Wednesday, May 14. A shopping list has been created and several shopping trips have been planned (Chrissy & Angela – nonperishables; Chuck & Kristen – perishables). The staff kitchen will be cleaned and organized in advance. Kristen plans to send out an email to our volunteers reminding everyone what they signed up for.
- c. *Agenda for upcoming membership meeting (A. Boyd)*: Exec discussed the agenda for the upcoming membership meeting. In addition to the statewide and divisional committee reports, Angela will present on the LAUC Assembly, Kristen and Eunice will present the slate of candidates, and Chrissy will give a brief BallotBin demo.

Meeting adjourned at 3:59 p.m.

Recorded by Chrissy Rissmeyer, Secretary