

**LAUC-SB Membership Meeting**  
**Thursday, May 8, 2014**  
**3:00-4:30 p.m.**  
**Mary Cheadle Conference Room**

**MINUTES**

**Members in attendance: 20**

- 1) The meeting was called to order at 3:05 p.m.
- 2) The minutes from the December 5, 2013 meeting were accepted with corrections.
- 3) Emeritus Status – *Denise Stephens*
  - a) Two retired UCSB Librarians were recently awarded Emeritus Status: Lucia Snowhill and Sherry DeDecker.
  - b) The process for awarding Emeritus Status is governed by APM-120, and looks at three criteria: the retired librarian has had meritorious impact on 1) the library (and its’ mission), 2) the campus, and 3) the profession. Additionally, that impact must be above and beyond what would be expected in the position.
  - c) Emeritus Status is a very big honor, and one that will not be awarded often. At some point in the future, we need to be clear about the procedure so that people can begin to prepare as they contemplate retirement. Librarians interested in being considered must put together a packet (biography, form, cover letter) and submit the materials to the University Librarian for consideration. The University Librarian will review that packet and then make a recommendation as to whether or not the candidate should be considered. The packet then goes to the Vice-Chancellor for Academic Personnel for decision. The timing depends on the person; there is no required timeline for responding to the application. It is good to be aware that this is an honor that can be earned, and an opportunity that people should consider taking advantage of. Packets can be submitted just prior to retirement, or after retirement.
  - d) The UCSB Emeritus Status for Librarians Policy & Procedures is a risk to librarians because it is a campus-only policy, and is not in the APM. For the most recent awards, Denise had to get the relevant documents from Academic Personnel.) Denise recommends that all librarians familiarize themselves with the local policy.

ACTION: Angela will send out an email to all of LAUC letting them know about the new policy and where it's located. She will work with Leahkim, Margaret, and Denise in organizing a training session.

ACTION: Chrissy to add any additional information identified about the process to the LAUC-SB website. (Note: The UCSB Emeritus Status for Librarians Policy & Procedures is available on the LAUC-SB website at: <http://lauc.library.ucsb.edu/wp-content/uploads/2014/04/UCSB-Librarian-Emeritus-Status-FINAL-04-10.pdf>)

4) Nominations for LAUC-SB and LAUC systemwide offices 2014-2015 (K. LaBonte & E. Schroeder)

a) Kristen and Eunice presented the slate for each office and made a final call for nominations (excepting CAP).

- *Vice-Chair/Chair-Elect*: Chrissy Rissmeyer
- *Secretary*: Gary Colmenar
- *CAAR Chair*: Yolanda Blue
- *RPD Chair-Elect*: David Gartrell
- *CAP Member-at-Large*: Andrea Duda and Sherri Barnes
- *CAP Vice-Chair/Chair-Elect*: Chuck Huber and Meryle Gaston
- *LAUC systemwide Vice-President/President-Elect*: Diane Mizrahi (UCLA)
- *LAUC systemwide Secretary*: Christina Woo (UC Irvine)

5) Reports

a) *Chair – Angela Boyd*

- The new UC Libraries Advisory Structure seems to be working well. The three strategic action groups (SAGs) are: SAG 1 - Scholarly Research & Communication, SAG 2 - Access Discovery & Infrastructure, and SAG 3 - Collection Building & Management. LAUC President Nick Robinson is continuing to work with the LAUC representatives to these and other systemwide groups to get more LAUC involvement and to disseminate the group's reports in a timely fashion.
- University Committee on Library and Scholarly Communication (UCOLASC) has discovered that faculty are not as interested in scholarly communication and open access as they are in the space planning for both individual campuses and the RLFs.
- LAUC systemwide has a new webmaster, Julie Lefevre. Nick Robinson is putting together a Web Redesign Ad Hoc Committee with Julie as Chair. He expects there to be about five members. He put out a call out for volunteers but if anyone is interested, please let Nick or Angela know.

b) *CAAR – Chizu Morihara*

- Position updates:
  - (1) David Gartrell moved from Specialist series to the Librarian series on February 1, 2014.
  - (2) Tom Brittnacher will start May 12, 2014 as the Geospatial Data Curator (in the Specialist series)
  - (3) Shari Laster will start June 2, 2014 as the Government Data and Information Librarian.
  - (4) Catherine Busselen will start July 1, 2014 as the Performing Arts Cataloger/Metadata Librarian.
  - (5) The Head of Special Research Collections search is still underway. The first interview is scheduled for this upcoming Tuesday, May 13, 2014.

- CAAR is updating the appointment section of the Appointment and Review procedures.

c) *WOM – (Chizu Morihara and Angela Boyd on behalf of Leahkim Gannett)*

- Leahkim, Kristen, Chrissy, and Angela met on May 7, 2014 to discuss the new librarian hires that will be starting at UCSB in the upcoming months. LAUC-SB / WOM has an Orientation Checklist for New Members. We wanted to make sure that LAUC-SB is, in conjunction with respective direct supervisors, doing our part to welcome and orient our new colleagues. We also want to make sure that efforts weren't overlapping or being duplicated.
- WOM is also working on preparing welcome events for our new hires and recently re-classed employees.

d) *CAP – Eunice Schroeder*

- This has been a busy, but interesting, year for CAP. The strong new review process went well, and CAP was able to finish on time (with a mutually agreed upon extension). All members of CAP reviewed all of the files; this was an intensive process to read all with due diligence. However, due to the importance of the review process, it was important to read all of the files.
- In the future, due to the time needed to review files, it would be great if small allowances could be made for CAP members. (e.g., not assign a CAP member to teach INT-1 during Winter Quarter). One idea to consider would be a 1-day retreat for CAP to do their work.
- CAP is close to being finished with revision of local bylaws.
- The CAP Chair, Vice Chair, and junior Member-at-Large are regularly meeting with Alan Grosenheider 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 revision process is focusing on basic principles and procedures, with the goal of developing a flexible process that allows members to exercise their best judgment. The Administration is committed to this process as a collaboration between Admin and LAUC-SB, which we greatly welcome. Once the group has completed its work, they will present the revisions to the Executive Committee for review, and then to the membership.

e) *Program – Kristen LaBonte*

- The Program Committee is sponsoring several upcoming programs:
  - (1) May 16, 2014: Bruce Robertson, Director of the University Art Museum, will be giving an informal talk about developing an exhibition narrative
  - (2) July, 13, 2014: Elyse Gonzales, curator at the University Art Museum, will be giving a talk about her experience creating exhibitions

- The tour of the archaeology repository has been postponed until Fall quarter

f) *RPD – Jon Jablonski*

- Systemwide RPD finalized its work on the 2014-15 research, mini, and conference presentation grants. All UCSB applicants were fully funded.
- Jon clarified that allowing members to spend either year's professional development budgets for ALA was a policy decision, and not a one-time decision. The call for ALA requests has gone out.
- Jon also clarified that the policy for re-distributing unspent funds at the end of the fiscal year only applies for the base allocation of represented librarians, and is optional. Alan reported that everyone's base allocation for this year is spent, and that even if it was not, he is not inclined to invoke the policy this year this because it would require creating a procedure on the fly and the proposed procedure left too much margin for the appearance of *quid pro quo*. However, Jon felt that he left the door open for further discussions on this topic.
- 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).
- Contrary to popular belief, \$750 is not the base allocation for librarian professional development. Rather, it is a dividing up of a line-item from UCOP. Jon will update this on the website.
- Jon will meet with Jennifer Thompson soon to begin the handing over of LAUC-RPD responsibilities. They will both meet with Alan shortly after that.
- Total LAUC-SB RPD funds expended to date: \$27,856.88. That's 74% spent, with quite a few encumbered requests for travel not yet conducted.

g) *Statewide CPG – Cathy Chiu*

- This year statewide CPG was charged with revising the LAUC bylaws and standing rules. They have held five conference calls, submitted their draft changes to the bylaws to the LAUC President and Parliamentarian, and have received feedback. They are currently in the process of revising the bylaws based on that feedback.
- The major revision is to incorporate the new UC Libraries Advisory Structure (SAGs 1, 2, and 3) into the bylaws. They are also working to bring the language of the bylaws up-to-date (e.g., we no longer “mail paper ballots”).
- The committee was also asked to review their local divisional bylaws. Cathy is currently working with the LAUC-SB Executive Committee on this task. One item that is missing from our current bylaws is the provision for the LAUC-SB archives; this will need to be added.

*h) Statewide Diversity – (Angela Boyd on behalf of Stephanie Tulley)*

- The committee looked at the survey data from last year to see what else needed to be done. They tried to compare regional data to see how we compare to other systems. They discovered AFT does not collect this type of data, but are now reviewing the UC Accountability report, which does have a section on diversity. Finally, they are looking into whether the California Library Association may collect this data. The UC Libraries' demographics is largely white, female, healthy, and older.
- There has been a lot of discussion about what each campus is doing individually to promote diversity. The next step is to come up with action items to promote diversity in the UC Libraries.
- If anyone is interested in reviving the Diversity committee locally (non-LAUC included) please contact Stephanie Tulley. Cathy Chiu is the current head of that, but has expressed her interest in passing the torch.

*i) Statewide RPD – Jon Jablonski and Angela Boyd*

- RPD systemwide has worked hard to streamline their process. They now have sole authority to grant funds, which removes one step and makes things both easier and quicker. There will now be two calls for applications: in the fall and the spring. They wanted the timeline to match up the ability to distribute with when the funds are most useful. There is now a \$3000 cap for research grants.

*j) Statewide Web Review Ad Hoc Committee – Chuck Huber*

- The committee was charged with reviewing the current LAUC website and to recommend changes to improve usability, organization, and make the site easier to administer. They were also asked to make recommendations related to the underlying technology, including options for hosting and content management platforms.
- The report of the committee was filed in February. LAUC President Nick Robinson is currently working on setting up a committee that will help with the actual redesign.
- The committee recommended moving to a content management system (Drupal) and identified several hosting options.
- They also recommended that the homepage be made more useful to non-LAUC members by explain who the librarians of the University of California are. They suggested doing this by highlighting members from various divisions and talk about what they do.
- Chuck is happy to share the report with any interested parties. Anyone interested in working on the new Web Redesign Ad Hoc Committee should forward their name to Nick Robinson.

*k) LAUC Spring Assembly – Angela Boyd*

- Survey results for the LAUC Spring Assembly are still being tabulated, but people have responded positively overall. There were some in-person technical glitches.
- The LAUC Assembly website is being updated; currently the presentation materials by Mitchell Brown and Emily Lin have been uploaded. The presentations that were live-streamed and recorded will be coming soon. All of the reports presented at the Assembly are now available at Assembly website, including reports from the President, SAG 2, SAG 3, SLASIASC, RPD, Diversity, and CPG.
- Five travel grants for new members were funded. No LAUC-SB members applied for funds this year; encourage librarians new to UCSB to apply next year.

6) New Business

*a) BallotBin Demo – Chrissy Rissmeyer*

- This year we will be using an online tool called BallotBin to administer the LAUC-SB election. BallotBin is a free tool for managing online elections that has been successfully used for several years by LAUC-LA.
- Chrissy explained the emails that the members would be receiving as part of the voting process and demonstrated voting with a sample ballot.

Meeting adjourned at 4:05 p.m.

Recorded by Chrissy Rissmeyer, Secretary