

**LAUC-SB EXECUTIVE COMMITTEE MEETING**  
**Thursday, April 23, 2015, 1:00-2:00 P.M.**  
**Reference Department Conference Room**

**MINUTES**

Present: Yolanda Blue (CAAR), Gary Colmenar (Secretary), Kristen LaBonte (Chair), Elaine McCracken (CAP), Chrissy Rissmeyer (Vice-Chair & Program), Jennifer Thompson (RPD)

Absent: Angela Boyd (Past-Chair)

Meeting began at 1:03 P.M.

1) LAUC Assembly 2015 (UCSD) Report

Kristen mentioned that the proceedings went well, with all the sessions beginning and ending on time. The discussion on the LAUC bylaws proposed changes garnered plenty of discussion regarding expanding LAUC membership to individuals who are hired outside of the librarian series.

Chrissy shared two things she learned that happen at UCSD:

1) They hold a monthly "coffee break with management". This is an opportunity for members of LAUC and the administration to chat on a regular, but informal basis.

2) The Chair, Vice-Chair, and Past-Chair all attend their monthly check-in meetings with their UL. (Here only Chair and Vice-Chair attend these meetings with Denise.)

2) Minutes of the March 26 meeting have been approved with corrections.

3) Review of action items from March 5 meeting – *K. LaBonte*

4) Reports:

a. Chair – *K. LaBonte*

Nothing to report

b. CAAR – *Y. Blue*

We are still waiting to hear from Chuck, our representative to the Committee on Professional Governance (CPG) who submitted our proposed bylaws revisions to CPG. Kristen has sent a follow-up email.

The Metadata Management/Cataloging Librarian position was posted as a "will remain open until filled announcement". But applications received by April 24, 2015 would receive primary considerations.

The AAC has a scheduled meeting with Ryan George on April 30. The members of the AAC are: Yolanda Blue, Chair; Michael Kim, Department Head; Elaine McCracken, Meryle Gaston, Ana Fidler, and Tom Brittnacher.

Department Head of Special Research Collections has been hired. Danelle Moon's reporting date is July 1, 2015.

WOM – *Y. Blue*

Jennifer reported that WOM is planning an event “mixer” on the review process. This will be a collaboration with RPD Committee. Career status information for new librarians will be one of the topics the event will cover. The event will be scheduled sometime in June.

c. CAP – *E. McCracken*

CAP has completed and submitted the recommendations for the twelve librarians under review this year. CAP has recommended a slate of two librarians and two alternates for the Vice-Chair/Chair Elect position in the upcoming LAUC-SB election. Elaine will approach these individuals to determine their willingness to run for these positions.

d. Program – *C. Rissmeyer*

The next Program Committee meeting has been scheduled for Monday, April 27. During Spring quarter, we hope to host a campus architecture walking tour.

e. RPD – *J. Thompson*

Jennifer reported on the results of the research grant calls.

1<sup>st</sup> call for grants program funded:

5 research grants

1 mini grant

11 presentation grants

Total of 17 grants for the 1st round

2<sup>nd</sup> call for grants program partially funded:

18 presentation grants

She also mentioned that the committee will make a recommendation to the Executive Board to require research grants awardees to submit a report regarding their research projects, especially for awardees who have received funding for the same research grant.

Regarding the topic requiring that all reimbursement receipts should be turned-in in order to capture to actual expenditure of librarians for professional development, Jennifer is still waiting to hear back from HR. However, Jennifer mentioned that Mary Kohler would give a presentation about this and reimbursement procedures.

5) Old/new business

a. LAUC Elections: CAP Vice-Chair and Member-at-Large nominations

The election slate for local election has been finalized. The Executive Board nominated candidates for the CAP Member-at-Large position.

b. Planning for staff celebration brunch

Chrissy mentioned that envelopes she routed to departments are returning to her. The money collected will be used for gift certificates. She has created a wiki for the library brunch.

New topics:

Several members suggested that the Executive Board may want to create a policy regarding the management of the LAUC archives and set-up a procedure for the management and transfer of documents to the University Archives.

Meeting adjourned at 2:25 P.M.

Recorded by *g. colmenar*