

**LAUC-SB EXECUTIVE BOARD MEETING**  
**Thursday, January 21, 2016**  
**2:00 p.m.-3:00 p.m.**  
**2nd Floor Conference Room (Library, Rm. 2523c)**

**MINUTES**

Present: Yolanda Blue (CAAR Chair), Rick Caldwell (Vice-Chair/Chair-Elect), David Gartrell (RPD Chair), Catherine Nelson (CAP Chair), Chrissy Rissmeyer (Chair)

Not present: Catherine Busselen (Secretary), Kristen LaBonte (Past Chair)

1. The meeting was called to order at 2:02 PM.
2. Several corrections to the minutes were made; the minutes of the November 19, 2015 meeting were approved as corrected.
3. Officer reports
  - a. Chair (C. Rissmeyer)

Statewide LAUC

This year's Spring Assembly will include a poster session for newer members to present. Only members currently at either the assistant or associate level who have been at UC less than two years as of April 30, 2016, are eligible to exhibit. An announcement was distributed to the membership via email earlier this week.

Statewide LAUC is looking for a LAUC representative to the new UC Libraries' Direction and Oversight Committee (DOC). The call was distributed to the membership via email. Please let Chrissy know if you are interested in volunteering.

If you haven't already, please consider responding to the LAUC Journal survey by Friday, January 22, 2016. The response rate is currently 18-19% and they are hoping for a minimum of 33%. A reminder email with the survey link, was sent to the membership earlier this week.

LAUC-SB

The next meeting with University Librarian Denise is scheduled for this afternoon.

- b. Vice Chair (R. Caldwell)

Nothing to report.

#### 4. Committee reports

- a. CAAR (Y. Blue)

##### CAAR

CAAR will continue to work with Alan Grosenheider (AUL/ODE) to explore CAAR's role to provide suggestions/proposals of ranks for newly hired librarians.

Membership voted to approve draft proposal to the CAAR Procedures and AAC timeline during our last membership meeting. Yolanda will update the CAAR procedures and send the updated version to Catherine B. for upload to the LAUC-SB webpage.

Candidate interviews and presentations for the Humanities Data Curator position started on January 19<sup>th</sup>.

**Action item:** Yolanda will update the CAAR procedures and send the updated version to Catherine B. for upload to the LAUC-SB webpage.

##### WOM

WOM plans to schedule a post-opening "We made it" happy hour sometime in February.

As new hires are anticipated, Stephanie would like to review and standardize the WOM procedures for welcoming new librarians. Unless there is a more pressing project/initiative, this will be WOM's goal for Winter/Spring.

Discussion: Is there anything LAUC-SB can do to encourage admin to post job openings for the vacant positions that have been through the CAAR advisory process? CAAR has done what they need to do from an advisory perspective. Rick and Chrissy will ask Denise for an update in their next meeting.

**Action item:** Rick and Chrissy will ask Denise for an update regarding the four librarian positions that have gone through the CAAR advisory process in their next meeting.

b. CAP (C. Nelson)

CAP Junior Member-at-Large Jennifer Thompson departed UCSB for a new position at the Claremont College Libraries on January 20, 2016. Jon Jablonksi is the new Junior Member-at-Large.

CAP submitted their report pertaining to CAP membership on January 15, 2016. Discussion of the report under New Business.

c. RPD (D. Gartrell)

Nothing to report.

d. Program (R. Caldwell)

Nothing to report.

5. Unfinished business/Review of action items

- a. Chrissy to get latest copy of the budget for Rick: Completed by Chrissy.
- b. Yolanda will send out a reminder to update the Wiki with any organizational information useful for job advertisements in the next 6 months or so: Yolanda has added a reminder to her calendar.
- c. CAAR hopes to work on charge 3, after the draft rank proposal has been reviewed by all stakeholders and approved by LAUC membership. Will followup with CAP and HR after the review period ends: Yolanda has added a reminder to her calendar.
- d. CAP to submit report before December holiday: Completed by CAP.
- e. Chrissy will issue a charge to the subgroup working on the 50th Anniversary programming: Draft submitted to Rick.
- f. Chrissy will follow up with Statewide reps regarding interest in the 50th Anniversary of LAUC: Completed by Chrissy.
- g. Reimbursement need for WOM event: Yolanda will follow up with Stephanie on this: Completed by Yolanda.

- h. Kristen report on question of non-represented staff raises.: Kristen will report on this next month.
- i. Catherine B. document procedures on the LAUC-SB Confluence Wiki page about selecting representative to CLIR and follow up with Kristen about the 2 seats on the group she currently serves on.: Catherine B. will report on this next month.
- j. Catherine B. continue to work with Isabella to schedule first membership meeting.: Completed by Catherine B.

6. New business

- a. Review of CAP report pertaining to CAP membership

CAP submitted their proposed revisions to our local bylaws on January 15, 2016. Catherine N. summarized the proposed changes for the committee. The proposed changes include increasing the membership of CAP from 4 to 6 members, raising the quorum from 3 to 4 members, and a revamped procedure for filling vacancies.

Since the proposed procedure for filling vacancies is complex, the committee felt that a flowchart would be helpful in understanding the process. Discussion tabled until the next meeting.

**Action item:** Catherine N. will make a flowchart to explain the proposed procedure for filling vacancies.

- b. Recognizing library retirees and departing librarians

The committee discussed whether or not LAUC-SB should recognize library retirees and departing librarians in some way. The committee agreed that it would be appropriate for LAUC-SB to recognize retiring LAUC-SB members in some way, but felt that departures of LAUC-SB members for other reasons (new job, etc.) and retirements of non LAUC-SB members were more appropriately recognized in other ways. Recognition ideas included some kind of certificate or other item suitable for framing, gift certificates, etc. Discussion tabled until next meeting.

**Action item:** Everyone brainstorm potential LAUC-SB retirement gift ideas for next month.

7. There were no announcements.

8. Adjourned at 3:10 PM.

Minutes recorded by Chrissy Rissmeyer, 2015-2016 LAUC-SB Chair.