

LAUC-SB EXECUTIVE BOARD MEETING
Thursday, February 18, 2016
2:00 p.m.-3:00 p.m.
Old CMS Conference Room (Room 3520s)

MINUTES

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

1. The meeting was called to order at 2:03 PM.
2. The minutes of the January 21, 2016 meeting minutes were approved as written.
3. Officer reports
 - a. Chair (C. Rissmeyer)

Statewide LAUC

LAUC Website: Recently, there have been several UC Santa Barbara Library related updates to the statewide LAUC website. Sherri Barnes' profile is now in the "Meet Our Members" section, *The UC Santa Barbara Current* article about the opening of the new library was added to the "Featured" section, and the library photograph was updated on the homepage.

Statewide nominating committee: This year's slate of candidates for Statewide Vice President and Secretary will be announced at the Spring Assembly.

UC Libraries' Direction and Oversight Committee (DOC) representative: Individuals interested in volunteering to be the LAUC DOC representative should submit their information by February 19, 2016.

Spring Assembly: Registration for the Spring Assembly on March 21, 2016 is now open. Chrissy, Catherine B., and Rick will be attending as the UCSB delegates.

LAUC Journal Task Force: The LAUC Journal Task Force has begun review of data gathered in the survey that was sent out to the membership and are in the process of writing up their recommendations.

Archives Task Force: The Archives Task Force is working on their report.

LAUC-SB

LAUC monthly update with University Librarian Denise Stephens: Rick and Chrissy met with Denise on January 21, 2016. They talked with her about organizing a time for her and the LAUC-SB membership for a discussion about the *Library Journal Research Paper* entitled “Bridging the Librarian-Faculty Gap in the Academic Library, 2015.” Denise was supportive of the idea, and Rick is spearheading the planning efforts. Another meeting with Denise is scheduled for Monday, February 22.

New working groups: Calls have gone out for volunteers for the LAUC-SB Website & Wiki Content and Structure Review Working Group and the 50th Anniversary Planning Working Group.

Michael Kim submitted local feedback on whether to revise or retire LAUC Position Papers 1-4 to CPG.

b. Vice Chair (R. Caldwell)

Met with Denise and Chrissy to talk about discussing *Library Journal Research Paper* entitled “Bridging the Librarian-Faculty Gap in the Academic Library, 2015” with the LAUC-SB membership. In addition to the conversation with Denise, departmental conversations will be planned. Isabella is in the process of scheduling a 1 ½-2 hour block with Denise.

Action item: Rick will send out an e-mail announcement about planning departmental conversations, including a link to the article and details about the final talk with Denise.

4. Committee reports

a. CAAR (Y. Blue)

Humanities Data Curator Interviews: Report from AAC Chair, Leahkim Gannett, dated February 4, 2016: The AAC has submitted final recommendations for hire for the Humanities Data Curator at UCSB Library. All recommendation materials have been emailed to Line-AUL Janet Martorana, with a copy sent to direct supervisor, Michael Kim, per the instructions listed on the Timeline for Academic Appointments.

Follow-up on WOM reimbursement: Yolanda followed up with Stephanie on the need for reimbursement for the WOM happy hour event held in the fall. The response from Stephanie dated December 9, 2015 via email was, “The reimbursement process was too complicated, so I paid for it myself. I'm not really worried about it. They needed to know every person that was there and it could only have non-alcoholic items on the receipt, which is difficult to do at a happy hour with a bigger group so it ended up just being easier to cover it myself.”

Question from Yolanda to LAUC-EXEC: how do we want to proceed?

Kristen noted that there is a procedure to pay for LAUC-SB food on separate ticket that can be pointed to prior to these kinds of events. It may also be helpful to suggest taking a photo of those present to capture who was there.

Action item: Chrissy will create a document for the Wiki to share for future events. A link to that document should be provided when a budget request is made.

CAAR appointment procedures: have been updated and sent to Catherine B. for upload to the LAUC-SB webpage.

WOM Report: Nothing to report at this time.

b. CAP (C. Nelson)

Distributed flowchart to support report on Vice Chair/Chair Elect vacancy and went over it. Some recommendations on edits to the flowchart were made.

Action item: Catherine N. will make recommended edits to the flowchart.

Action item: All of us should review the language of the CAP report with new understanding based on workflow. Get feedback to Catherine N. within one week via GoogleDoc, compile and if we need to pull together a special meeting to vote on.

Eunice contacted Catherine N. requesting that language be added to some portions of the review documentation.

“The document Review of Qualifications Librarian Series revised 2014.doc located here:

L://Personnel/Review information and forms/academic/Librarian Review Documents

contains an error on page 4 (Section V. Documentation and Letters), letter B, which states that the review initiator should provide redacted copies of non-confidential letters. Of course, non-confidential letters aren't redacted so this statement should be amended.

Also, since the procedures require that requests for internal letters be included in the review file (p. 8, letter b), and since the Review of Qualifications form states that copies of non-confidential letters be included, perhaps it should also indicate that the requests be included. I think this would be helpful for the review initiator.”

Action item: Catherine N. will write the recommended changes up and distribute to us.

Chrissy mentioned that this may mean that Alan G. will have to be informed/involved.

It was also noted that administrative procedures would go before membership for endorsement at a separate meeting from any by-laws revisions. Timeline: would be ideal to have the change made prior to the call going out.

c. RPD (D. Gartrell)

A second call for Presentation grants went out; applications were due yesterday, February 17, 2016.

d. Program (R. Caldwell)

Nothing to report

5. Unfinished business/Review of action items

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

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. **COMPLETED, follow-up will be sent on Monday.**

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

Action item: Everyone brainstorm potential LAUC-SB retirement gift ideas for next month. **TABLED to next month, add to agenda for March.**

Action item: Kristen report on question of non-represented staff raises. **Memo sent out by Chrissy COMPLETED**

Action item: 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. **COMPLETED; send link to everyone and put on March agenda.**

Action item: 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. **COMPLETED.**

Action item: CAAR hopes to work on charge 3, after 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.**

6. There was no new business.
7. There were no announcements.
8. The meeting was adjourned at 2:42 PM.