

## LAUC-SB EXECUTIVE BOARD MEETING

Wednesday, May 11, 2016

9:00 a.m.-10:00 a.m.

CMS Conference Room (Room 3541)

### MINUTES

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

1. The meeting was called to order at 9:04am (C. Rissmeyer)
2. The minutes of the March 31, 2016 meeting were approved as written.
3. Officer reports
  - a. Chair (C. Rissmeyer)

#### Statewide LAUC

APM Revisions: Comments on the proposed APM revisions were due to Statewide Exec by Monday, May 9. All divisional comments will be collated and shared with UCOP by the May 31 deadline.

Chrissy was unable to attend this month's statewide board meeting due to a scheduling conflict; Rick attended in her place.

#### LAUC-SB

LAUC monthly update with University Librarian Denise Stephens: Rick, Kristen, and Chrissy met with Denise on April 18, 2016. They updated Denise on the recent statewide and local LAUC business, including the Annual Assembly. Denise talked with them about the impact that next year's increased enrollment will have on the library. She requested time during our next general membership meeting to address the membership on this topic.

- b. Vice Chair (R. Caldwell)

Budget: As of April 27, 2016 we have a balance \$699.77, about \$175.00 has been expended since the compilation of the budget. We have until June 30 to spend the remaining budget.

**Action item:** Rick will check with Stephanie Tulley to see if there are any costs associated with WOM/EET new staff events that need reimbursement.

The board discussed other possibilities for use of the remaining balance.

4. Committee reports

a. CAAR (Y. Blue)

Appointment Advisory Committee (AAC)

Recruitments are under way for the following positions as announced by HR in March, 2016: Latin American/Iberian Studies Librarian, Special Research Collections Cataloger/Metadata Librarian, Assessment Coordinator, Temporary Reference Librarian.

Several other positions have been received by CAAR from HR for their review.

WOM

Nothing to report at this time.

b. CAP (C. Nelson)

CAP has completed all of the librarian reviews, there were 15 in all. There was a miscommunication about who was up for review so at the last minute one review was forwarded to us. Fortunately, the review was well written and straightforward.

A reminder call for nominations for the Amy and Jens Nyholm Award went out to the membership. CAP reviewed the nominations and forwarded the nominees along with their recommendation to Denise Stephens. Stephanie Tulley, acting Director of the Interdisciplinary Research Collaboratory, received the award.

c. RPD (D. Gartrell)

Nothing to report.

d. Program (R. Caldwell)

A program is scheduled for May 26 in which the librarians will have an opportunity to discuss Bridging the Librarian-Faculty Gap 2015 report with University Librarian, Denise Stephens. A link to the report has been sent to the LAUC-SB listserv and small group discussions leading up to the May 26th program are being coordinated.

5. Unfinished business/Review of action items

- a. **Action item:** Chrissy will send a reminder about reviewing the revisions to APM 360 to the membership in early May. **DONE**
- b. **Action item:** Rick will coordinate with departmental heads to get departmental conversations started for the Bridging the Librarian-Faculty Gap program. **IN PROGRESS**
- c. **Action item:** Deadline next Friday, April 8, 2016 for CAP revisions to the bylaws. Catherine B. then work on scheduling special membership meeting, several weeks notice. Send announcement along with draft text. Chrissy reach out to CPG Chair to see if an exception can be made for this situation. **ROUGH TEXT, Chrissy sent e-mail to CPG Chair, awaiting response. Schedule pending response by CPG.**
- d. **Action item:** Rick and Chrissy send follow-up on the four librarian positions that have gone through the CAAR advisory process. **DONE**
- e. **Action item:** Everyone brainstorm potential LAUC-SB retirement gift ideas. **Suggestion to incorporate recognition of librarians who have reached service milestones. ACTION ITEM: Chrissy write up a charge for group to review these together.**
- f. **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. **WILL REVISIT following review period**
- g. **Action item:** Chrissy will create a document regarding reimbursement procedures for the Wiki to share for future events. A link to that document should be provided when a budget request is made. **ADDED TO WIKI under Executive Board. ACTION ITEM: All should review and give feedback to Chrissy.**
- h. **Action item:** Catherine N. will write up recommendations made by Eunice for language changes and distribute to us. **NOT YET COMPLETED**
- i. **Action item:** Rick will coordinate with the potential members of the nominating committee. **DONE**
- j. **Action item:** Rick, Catherine B. and Chrissy will coordinate the election with the calendar. **DONE**
- k. **Action item:** Chrissy will look into handling Faculty Legislature representatives in the same way as the CLIIR rep and therefore not need a bylaws revision. Will dig out e-mail about CLIIR to confirm. **E-MAIL sent to Catherine B., will send to rest of Exec Committee. This is a LAUC-SB procedure would not require a by-laws change. This will be added to the agenda for the membership meeting.**

6. New business

- a. Election update (R. Caldwell)

The ballot will be announced to the membership at the General Membership Meeting, May 16, 2016 followed by a message to the membership via e-mail. Voting will take place May 18 through June 6, 2016.

- b. Update from the website and wiki committee (C. Busselen)

Report is still forthcoming. Reviewed broken links, outdated information, have updated some as they have been identified, however, some changes will require more research. The group is identifying problems with the structure. Changes with server administration has changed in the last few months requiring IT to upload documents. This is not sustainable so we will recommend moving away from WordPress.

- c. Update from the anniversary committee (R. Caldwell) **TABLED**
- d. Statewide bylaws update (C. Rissmeyer) **TABLED**

7. There were no announcements.

8. The meeting was adjourned at 10:02am.