LAUC-SB Executive Committee
Transition Meeting 2017-2018 to 2018-2019
Wednesday, September 26, 2018
Faculty Club
12pm-2pm

MINUTES

Attendees: Leahkim Gannett (Outgoing Chair), Tom Brittnacher (Incoming Chair), Kyra Folk-Farber (Vice-Chair/Chair-Elect), Martha McTeer (Outgoing Secretary), Paige Sundstrom (Incoming Secretary), Jane Faulkner (Outgoing CAP Chair), Chizu Morihara (Incoming CAP Chair), Marti Kallal (Outgoing CAAR Chair), Ryan Lynch (Outgoing CAAR Chair), Alex Regan (Incoming RPD Chair)

1) Meeting called to order at 12:32 pm.
2) No revisions were made to the agenda
3) 2017/2018 year minutes approved.
4) Committee Reports
   - Committee reports were delivered at August 31 membership meeting
5) Transition (passing of the Book of Sturgis & Gavel)
   - LAUC-SB mission and history (Leahkim Gannett)
   - Using Standard Code of Parliamentary Procedure (Sturgis) as parliamentary authority (Tom)
     - Tom explained the use of Sturgis Parliamentary Authority in LAUC and LAUC-SB Executive procedures. A copy of the official book will reside in Tom’s office. Dean Rowan is the long-time LAUC Parliamentarian and can resolve any related questions. Referred to the following document for a quick motions guide:
   - LAUC communication (Tom)
     - LAUC-SB exec communication is mainly conducted through email. Committee chairs will send their reports to Secretary Paige Sundstrom prior to each meeting. If a chair cannot attend a meeting, please find a substitute from your committee.
   - Scheduling 2018/2019 Executive Board meetings via Doodle Poll (Tom)
     - Please update your calendars. Paige will look at everyone’s calendars and/or send out a Doodle Poll after Sept 26th to establish monthly standing meetings. If there is not enough material to discuss for a meeting, it may be cancelled.
   - Committee Calls (Tom)
     - CAAR and RPD (and eventually Nominating Committee, the membership is open to volunteers). Committee Chairs can recruit or put out an open call for volunteers. Please get your committee rosters finalized and send the list of members to Secretary, Paige Sundstrom by October 8th.
   - Budget (Tom)
     - We were allocated $2000 again this fiscal year from Alan. Last year, we spent $1,348.30. LAUC-SB Vice-Chair/Chair-Elect is the designated fund
tracker. Please report all requests for LAUC-SB Exec-related reimbursement to Kyra Folk-Farber.

6) Other business (Tom):
   - Calls for Reps! The following positions will need new representatives:
     - Local Committees (Library and Campus service)
       - Academic Senate (one 2-year position vacant) – Jane Faulkner, beginning second year. Richard Caldwell as agreed to fill the second position.
       - CLIIR (one 1-year position vacant) – Becca Greer has agreed to fill this. Sherri Barnes, outgoing rep
   - LAUC Statewide Committees (all 2 year positions) These positions are all filled and continuing their second year.
     - Committee on Professional Governance (CPG) – Andrea Duda
     - Diversity Committee – Gary Colmenar
     - RPD – Alex Regan
   - Upcoming Year (Tom):
     - LAUC-SB Membership Meetings – quarterly
       - The secretary will coordinate these meetings with Isabella and will look to schedule the next membership meeting for late November.
     - Meetings with University Librarian, Kristin Antelman – bi-monthly. Isabella is scheduling these.
       - We will look to schedule the next meeting for some time in October or November.
     - LAUC-SB Archives Update
       - Next meeting scheduled for September 27 (meeting rescheduled for October 3)
         - This meeting’s agenda is to discuss the potential and appropriate location(s) for each committee’s working documents. The documents will be uploaded into the agreed upon location yearly.
         - **Action item:** Each committee chair will review documents and information on the LAUC website before the next LAUC Executive meeting, scheduled for October 24.
     - Former Committee Chair checklist
       - **Action item:** Outgoing chairs will put together a checklist of all the knowledge incoming chairs should know including communicating informal practices and the location of internal and necessary documents
     - LAUC-SB Website Taskforce
       - There will be a call for volunteers for this taskforce at the next membership meeting
     - Programming Ideas
       - Leahkim suggested a few programming ideas we could have as brown bags and potentially schedule for upcoming membership meetings including
         - David Gartrell and Matt Stahl to give a presentation on UCSB history
- Zach to talk about oral history updates and SRC
- These brown bags would occur after LAUC business and be open to all library workers
  - Alex suggested we incorporate UCSB Reads into an upcoming membership meeting
  - Everyone agreed we should continue lightening talks about past conferences people have attended and presented at
  - Other programming suggestions included parties hosted at people's home and happy hours
  - Librarian Recognition (potential) Taskforce
    - Librarians who retire should be recognized in some way as well as those who meet library milestones
      - It is not clear what “milestone” means in this case
    - An old taskforce reviewed what other UC libraries do for retirees, and their recommendations are on the Wiki
    - This taskforce will talk with HR and determine if LAUC can do something to honor retirees

7) The meeting adjourned at 1:40 pm.