LAUC-SB Executive Committee
Thursday, December 20, 2018
Art & Architecture Seminar Room
2:00 pm - 3:30 pm

MINUTES

Attendees: Tom Brittnacher (Chair), Kyra Folk-Farber (Vice-Chair), Paige Sundstrom (Secretary), Leahkim Gannett (Past Chair), Ryan Lynch (CAAR Chair), Jane Faulkner (CAAR Vice-Chair), Chizu Morihara (CAP Chair)

1) Meeting called to order at 2:03 PM
2) November minutes approved
3) Reports:
   a. Officers
      i. Chair
         1. Submitted the comments for recruitment issues for LAUC statewide – we compiled in the December membership meeting. LAUC Assembly is on March 28, Tom and Kyra will be attending
         2. Carla Arbagey from LAUC statewide put out a call for nominees for statewide offices.
         3. Recruitments for positions can go through the LAUC Social Media Coordinator – Peggy Alexander from UCLA Special Collections. Should CAAR chair submit this information
         4. LAUC Connect mentor pilot program in the works. Assessment in the Spring.
         5. Several campuses have a rotation schedule for LAUC positions, rather than elections.
      ii. Vice-Chair
         1. Nothing to report
         2. **Kyra Action Item:** Get card receipts from Alex and enter into spreadsheet. Advance approval needs to be sent to Mary K and Alan G letting them know names of people who will be involved in events like the staff brunch
         3.
      iii. Past Chair
         1. Nothing to report
      iv. Secretary
         1. Nothing to report
   b. Standing Committees
      i. CAAR
         1. A single visiting cataloging and metadata candidate visited campus and the AAC/RL met to make a recommendation
         2. We have not seen new JDs but expect to see one for East Asian Librarian any minute
         3. Alan has indicated that CAAR can expect to be consulted on job assignment changes
4. Jane and Eunice drafted a letter to Kristin (endorsed by CAAR) as assigned by LAUC exec, to be discussed today.
5. Jane is putting forward Eunice's name to act as vice chair pro tem
6. Rick Caldwell has agreed to join CAAR

ii. CAP
1. Nothing new to report

iii. RPD
1. This year, the requests for grants far exceeds the amount available. RPD Statewide reviewed the 23 applications this week.”

Re the minutes and my action item to ask Alan to send out the EET Report on the Identifying with Library Values Project:
I verbally asked Alan if he would do this and he agreed but after a few weeks I followed up with an email request and did not have a response. If this is on the agenda for our meeting with Kristin, I suggest we send it out to LAUC members ourselves and solicit feedback. Here’s the wiki link [https://wiki.library.ucsb.edu/display/LIB/04%3A+Identifying+with+Library+Values+Crowdsourcing+Project](https://wiki.library.ucsb.edu/display/LIB/04%3A+Identifying+with+Library+Values+Crowdsourcing+Project)

2. **Action item:** LAUC agrees it is not their responsibility to send and review the EET report as it is not LAUC’s document – Alan should be the one to send it

**c. Ad Hoc Committees/Task Forces**

i. Archives & Records Management Taskforce
1. We are starting our work implementing the plan. We’re moving documents into Box and evaluating what’s on the L Drive.
   a. **Tom action item:** will send documents out
2. We developed a document for folder and file naming conventions. This just covers files that are meeting minutes, meeting notes, and annual reports. It also covers folders for the archival materials.

ii. Website Update Taskforce
1. LK: Met and went through the website and identified pages that could be suppressed and / or reviewed. Lk wanted to have the response to the previous recommendations today but it will come up in next month’s meeting.
   a. **Things to suppress:** calendar
      i. **Resources tab:** information about mentoring, checklists, and moving.
      1. These items should be taken down and updated, similar to the travel information conversation

4) New business
   a. **Letter from CAAR**
      i. Conversation about if this letter needs to include examples
      1. Letter is not the decision, but how the decision is made
2. **Tom action item**: will send out the letter at the end of the week
3. Tom made a letterhead and logo, and it’s in Box

b. **Approval of CAAR Vice Chair**
   i. Exec board approves Eunice becoming VP pro tem

c. **LAUC Exec welcoming new librarians and saying goodbye**
   i. Discussion about who should be the person to facilitate the welcoming portion, considered Vice Chair. Invite new person to lunch, invite other LAUC members, talk about LAUC. Someone on LAUC Exec and an additional LAUC person would make sense as the people to attend. Show LAUC org chart.
   1. Set up a lunch meeting within first four weeks of start date – go to IV
   2. Social outing during the first 3 months
   3. Consider how much work is being put on the Vice Chair, VC keeps things on track, overall coordination
      a. **To address later**: Is this a by-laws change? How do we make this sustainable? Make the committee checklists available for people who are not sure what each committee member and office does?
   ii. Discussion about if we should have a presentation about LAUC in more detail than what currently exists for April in the format of a committee fair or Closer Look (LAUC) format?
      1. There should be a LAUC-wide call to coordinate
      2. We can continue discussions about this in our January meetings and Paige will add to the agenda
   iii. **Goodbyes**: LAUC exit interviews were seen as the most important thing to implement, details include:
      1. If supervisor is in LAUC Exec then they would find another person to conduct the interview
      2. Pull questions that exist on L drive, include questions like Why are you leaving, what issues need to be addressed?
      3. Decide who conducts the interview, CAAR Chair seemed most appropriate
      4. **Action item**: Edit current exit interview document. CAAR chair or other CAAR member should facilitate the exit interview
         a. In CAAR box folder keep general notes about exit interviews (no identification, share the main points with LAUC Exec Board, which will make Exec and CAP members aware of issues etc. but interview is kept confidential
      5. **Action Item**: CAAR chair should look through exit interview form and decide which questions to keep. Ask Jane or someone else to conduct the first interview

5) Meeting adjourned at 3:29PM