AGENDA

1. Call to order 1:02 pm (K. Folk-Farber)
2. No revisions to the agenda
3. March 3 meeting minutes Approved
4. Officer reports
   a. Chair (K. Folk-Farber)
      i. Asked Kristin to share expectations for LAUC involvement in recruiting. LAUC exec proposed to be in communication with HR about issues around recruitment (new interview platforms, town halls, etc). Need more communication from HR on how this process will work going forward.
         1. Set up meeting with Alan/Ryan to further discuss procedure for this.
      ii. No change in status of recruitments and hires, recruitments will continue (last word from UL)
          1. Reminding Kristin to talk about recruitment expectations
      iii. Response from Paul Berkowitz
           1. Asked for process for appointments to CLIIR to be made more transparent. Requested for LAUC-Exec to be consulted on this appointment process.
        iv. LAUC-Statewide Updates
            1. Trying to reschedule the assembly over zoom. Difficult to organize, folx are overwhelmed. Could be over summer or next year in-person, no decisions have been made at Statewide level
            2. Spring 2021 is in SB, not going to move this to Fall
   b. Vice Chair (C.Busselen)
      i. No report - was going to start working on a brown bag lunch, it may not be a good time to continue that plan.
      ii. Sending out a call for committee members for nominating committee
   c. Past Chair (T. Brittnacher)
      i. No Report
   d. Secretary (D. Alaniz)
      i. Proposal to adopt community practices for discussion and running meetings to ensure timely completion of agenda items
         1. Making sure this works within parliamentary procedure and bylaws
         2. Reports are reports not discussion points-further discussion can move to new business.
      ii. Added Angela and Heather N. to LAUC-SB Email lists
5. Committee reports
   a. CAAR (J. Faulkner)
i. The AAC for the position of Director, Research & Engagement, submitted their final report to Kristin on March 6, 2020.

ii. CAAR met with Alan on March 5 to discuss procedural questions regarding drafts of position announcements and Statements of Duties and Responsibilities (SDRs). We agreed to the following:
   1. When CAAR sends its comments regarding the draft of a position announcement, Admin will now return a final version to CAAR before posting. This will allow CAAR to respond, if necessary, to any ongoing concerns.
   2. Admin will send CAAR a final version of every Statement of Duties and Responsibilities (SDR) after CAAR has had a chance to make comments.
   3. When appropriate, CAAR will share its comments regarding SDRs with both the librarian and the librarian's supervisor.
   4. CAAR and Admin will hold regular meetings to discuss all staffing issues and needs. Staffing decisions that are made in Directors' meetings should be communicated to CAAR.

iii. Heather Nisen was appointed Research & Engagement Librarian in the Humanities, effective March 30. This is a 2-year temporary position.

iv. Angela Chickowero was appointed Research & Engagement Librarian in the Social Sciences, effective March 16. This is a 2-year temporary position.

v. Michael Kim, Head of Cataloging & Metadata Services (now Content Management Services, or CMS) left on April 6th.
   1. No interim head of CMS-line with report to Lidia

b. CAP (K. LaBonte)
   i. CAP is in the middle of writing review letters. May need to ask for extensions but it shouldn't impact anyone negatively.

c. RPD (C. Rissmeyer)
   i. Due to COVID-19, all upcoming conferences for the rest of the fiscal year appear to have been canceled. Chrissy has been working with Mary Kohler to ensure that the fund tracking spreadsheet is up-to-date. From what Chrissy understands, cancellation fees are not being charged against members' professional development fund balances. It might be a good idea for Chrissy or Kyra to send out an email to members reminding them that they can use their professional development funds for professional memberships and online training courses (note that reimbursements will be delayed, so members should work with Kristy Stahl to pay for training opportunities). I do not believe that outstanding fund balances will be rolled over to the next fiscal year. It would also be good to remind folks that, given uncertainties related to travel and COVID-19, for the next several years, it will be a good idea to make any upcoming travel arrangements via the UCLA Travel Center.
1. According to Mary Kohler, Accounting now wants to pay memberships directly. Folks will need to request an invoice to send to Mary K.

2. Mary has a UC-wide webinar on how to be dealing with cancellation related travel reimbursements
   ii. Alan has asked that Mary, Kristi, and Brandyn (with consultation by Chrissy re: LAUC-SB approvals) work on converting the travel request form to an electronic form. The Learning & Growth form has already been converted to a Google Form.

6. Unfinished business/Review of action items
   a. Survey Results-on hold
      i. Was sent to all chapter members
      ii. Check back in with folx-Revisit in week 8?
   b. LAUC-SB Breakfast
      i. Online raffle? What are possibilities here?
         1. Would have to ask Kristy to buy these items directly
         2. Folx don’t have capacity right now
      ii. Welcome back event whenever we get back to campus
      iii. Letter of appreciation to Library Staff

7. New business
   a. Spring Membership Meeting on Zoom: Thursday, April 16
      i. Agenda
      ii. Need to cancel or postpone
         1. Need to have meeting within two weeks prior to elections. Postpone to whatever that date is.
         2. Last week of May/First week of June
         3. Cancel April, postponed until May, further details TBD
      iii. Circulating reports prior to the meeting so we aren’t spending time reading from reports in the meeting
   b. Elections
   c. LAUC-SB Website
      i. Updates to new members page needed: website updates
         1. Remove program committee mentions
      ii. Website review might be a charge for incoming board

8. Announcements
   a. Tom’s title has changed: Geospatial Collection Strategist

9. Adjourned at 2: 26 pm

Action Items:
Chrissy will send along resources for planning a virtual conference - DONE
Chrissy will send a note to LAUC about spending the PD funds
Kyra and Catherine will meet to discuss nominating committee procedure - DONE
Jane will send updated report to Des
Des will set reminder to revisit survey coding later in the quarter
Kyra will draft a letter of appreciation for Library Staff to send around to folx
Des will captain website updates