Executive Board Transition Meeting
Monday, August 22, 2016 10-3pm
UCI Langson Library, Caroline A. Laudati Conference Room (LL 570)

Agenda

9:30 – Sign-ins, breakfast – Caroline A. Laudati Conference Room

10:00
1. Call to order, welcome, introductions, announcements (D. Mizrachi)

Roll Call

Officers:
President:	Diane Mizrachi, outgoing
Vice-President/President-Elect:	Dana Peterman
Vice-President/President Elect:	Carla Arbagey, incoming
Secretary, outgoing:	Lisa Spagnolo
Secretary, incoming:	Angela Horne

Other appointees:
Parliamentarian:	Dean Rowan
Web Manager:	Jerrold Shiroma
SLASIAC Representative:	Susan Koskinen (via phone)

Incoming Division Chairs:
LAUC-B:	Jennifer Nelson
LAUC-D:	Jared Campbell
LAUC-I:	Colby Riggs
LAUC-LA:	Miki Goral
LAUC-M:	Elizabeth Salmon
LAUC-R:	Julie Mason
LAUC-SD:	Cristela Garcia-Spitz
LAUC-SF:	Min-Lin Fang for Peggy Tahir (via phone)
LAUC-SB:	Richard Caldwell
LAUC-SC:	Sue Perry

Other attendees: Chrissy Rissmeyer (outgoing chair, LAUC-SB); I-Wei Wang (outgoing chair, LAUC-B, via phone)

2. Secretary's report (L. Spagnolo)
    a. Approval of minutes: LAUC Executive Board Conference Call, August 4, 2016 (L. Spagnolo) -- Not ready for transition meeting, but will be completed for approval on future LAUC Exec Board call.

   b.   2016-2017 Executive Board Roster (L. Spagnolo, A. Horne) -- Outgoing chairs have been sending in names and contact information for incoming chairs.

ACTION: Incoming DIVISION CHAIRS, please review this document for any additional changes and submit to Angela.

   c.   Election calendar, consult on annual election date (L. Spagnolo, A. Horne)
Lisa distributed the draft election calendar, with dates adjusted for the 2016-17 year. She noted that there were some minor adjustments to make in the document to acknowledge the predominance of online voting, and resulting changes in what information is distributed.

ACTION: LISA will send the final version to Angela for distribution to the incoming LAUC Executive Board.

   d.   Census of LAUC membership (L. Spagnolo, A. Horne)
The census document includes delegate names and contact information as well as some preliminary numbers from campuses of their membership counts for 9/1. This document will be given to Angela to finalize the census.

ACTION: DIVISION CHAIRS, please submit the number of your full members as of 9/1 to Angela.

3. Committee on Research & Professional Development (D. Peterman)

There was money left over. A general PowerPoint was created on the application process and guidelines; there is no voiceover added to it at this time. It was used successfully at UCI. There are local PowerPoints as well.

ACTION: Divisions that have created local PowerPoints to supplement the R&PD presentation are encouraged to share them with the group.

The Committee has worked on revision of the guidelines, including working on the form to include more directions. One division has created a form that automatically generated the research proposal. Dana does not recall what campus that was, but that is useful. The Committee revised the coding for evaluating research proposals. Instead of a 5-point Likert scale, there is a 3-point rubric of "yes," "no," "let's discuss." This has made it more efficient to deliberate on submissions. The Committee relies on divisions to stop things that can't get funded from being forwarded on. Divisions do not have to forward every application—local committees can work with members when the proposal does not meet the criteria. Dana also suggests that system representatives to R&PG upload applications; there has been confusion of whether not the chair is supposed to do this or if this done at the system level. Dana also is working with electronic versions, and not print. Access to the archive can be provided, but he would not make someone send a print copy.

Diane clarified for division chairs that the incoming Vice-President/President-Elect serves as chair of R&PD. Carla will take over this year. The challenge is to get started right away. The call goes out and deadline for applications for the first round is in November. At UCLA there was a summer informational session. Divisions have been encouraged to try to get information out to members earlier on--in spring or early summer—so members have time to think about their application. Dana indicated that there has been concern about the challenges in the research process in general, with more IRB intervention and more involvement with campus research requirements over the past few years. Earlier is always better.

There are two cycles during the year, the first for full research grants, up to $5,000, mini-grants and presentation grants. Five campuses have local funds; others do not. The second is in January for presentation grants. The funds from UCOP for R&PD do not roll over, so the goal is to spend during the year, otherwise the balance reverts to UCOP. Depending on the conference cycles and location, there may be more demand for funding in some years than others. Funds are divided into non-represented and represented librarians, and may not be commingled.

The group discussed flexibility regarding the dates of the calls. There are several strategies depending on the year to ensure that the funds are committed to the fullest extent possible. During Diane's year, grants needed to be capped, with the provision that once money was distributed, if there was a balance funds could be redistributed to applicants whose expenses may have exceeded their initial grant. Research grants are only granted during the first cycle due to operating according to the fiscal year. The recipient has 2 years to spend the grant. Recipients are required to submit a report at the end of the cycle. Those not submitting reports will not be eligible for future grants.

Statewide representatives have 2-year terms. Some people are rolling off and others are continuing.

4. Reports from committee representatives

   SLASIAC/Systemwide Library and Scholarly Information Advisory Committee – Susan Koskinen. There are three meetings for November, March, and April, all in Oakland at UCOP. The chair is staying the same, Scott Waugh (UCLA). Günter Waibel represents CDL at the meetings. MacKenzie Smith represents CoUL. The group has been quiet for the summer. Susan asked whether more in-depth reports would be useful, or providing links throughout the year to reports or papers presented. Lisa indicated that those are good to include in the minutes.

5. President's Report (D. Mizrachi)
   a. Overview of past year
   The theme was "Celebrating Librarian Achievements." Last transition meeting involved diagrams and brainstorming. The impetus was to help get our story out there, to share the variety of activities in which UC librarians are involved. Three task forces were created as a part of that, to be discussed further below. These initiatives were to be

better able to work with faculty and administrators, as well as to cultivate community among librarians.

The new web site was rolled out at the beginning of the year. The Website Redesign Committee under President Nick Robinson did a great job, and Julie Lefevre as Web Manager continued to guide that transition this past year to maximize the site's features. The Web Content Committee established a Twitter account and a LinkedIn group.

As part of the theme of celebrating librarians, LAUC invited 5 librarians new to the UC system for poster sessions at the Spring Assembly. The process was competitive, but all submissions were worthy and were funded.

Julie and Diane created an article for LAUC on Wikipedia. Since the text was adapted from the LAUC brochure, it was tagged for plagiarism, since Davis had used that language for their entry. Instead, there is a paragraph on LAUC on the UC Libraries Wikipedia page. (https://en.wikipedia.org/wiki/University_of_California_Libraries)

In December, the Executive Board changed from using ReadyTalk for its monthly calls, to Zoom, for which UCLA had an account. This saved roughly $2,000 in funds, which were passed on to Diane's presidential fund. Zoom has worked out very well, with chat and screenshare functionality. It is our understanding that UCOP is working on adopting Zoom as well.

    b. Overview of structural changes (DOC, SCLG, SLFG + SLASIAC)

Diane shared the UCLAS/UC Libraries Advisory Structure Organizational Chart (http://libraries.universityofcalifornia.edu/groups/files/about/docs/UCLAS_org_chart.pdf). LAUC has a representative on the Direction and Oversight Committee (DOC), Catherine Nelson from Santa Barbara, filling a two-year term to 2018. From DOC there are project teams and shared service teams. One of the latter is the Shared Content Leadership Group (SCLG), with the Becky Imamoto (Irvine) as the LAUC representative.

UCLAS Affiliates include the CKGs/Common Knowledge Groups, and the California Digital Library project and service teams. The color-coding indicates the type of group and its relationship to DOC. The chart is a good reference as reports from various groups come to the LAUC Executive Board. There was an observation that the only leadership group at this time is SCLG; if there were others, DOC would determine whether there needed to be representation from all campuses. Dana also noted that JSC/the Joint Steering Committee on Shared Collections was not represented here explicitly, but serves as a CDL project group. It was also noted that not all Bibliographer Groups transitioned into CKGs, with various ramifications; the number and focus of CKGs may be in flux.

There was a question about communication from these groups. Representatives will submit reports from their groups for each conference call. The President will review the

report on the call, and the Secretary will include the report in the minutes. There is time for discussion about any item presented in a report.

SLASIAC or the Systemwide Library and Scholarly Information Advisory Committee works in concert with CoUL (Council of University Librarians) and the Council of Vice Chancellors (http://libraries.universityofcalifornia.edu/slasiac) Our representative is Sue Koskinen, from Berkeley (to 2017). The Shared Library Facilities Board, SLFB (http://libraries.universityofcalifornia.edu/slfb) is an affiliated group and works with CoUL; the LAUC representative is Kristine Ferry from Irvine (to 2018).

The last group to know about is UCOLASC/University Committee on Library and Scholarly Communication, a Faculty Senate committee (http://senate.universityofcalifornia.edu/committees/ucolasc/). It comprises faculty members from campuses, and has three in-person meetings a year, usually at UCOP in Oakland. The LAUC representative is the current LAUC President. CDL has a strong presence there, with Ivy Anderson frequently making presentations. There is also a CoUL member.

See **Appendix A** for additional information about these groups.

   c.   Budget

In the past, UCOP would centrally manage the LAUC funds, including travel grants, President's funds, and assembly funds. UCOP is still distributing grants, but the assembly, travel, and President's funds have been transferred to management by the library business office of the current LAUC President. Last year this was managed at UCLA. This year Irvine will manage the funds. Any LAUC-related travel expenses should go through your local business office, who would then contact Irvine to manage the reimbursement. The Spring Assembly this past March had its expenses processed according to this practice.

Diane asked Alison Imamura at the UCLA business office about balances as of last Wednesday, August 17. There are remaining funds with $6486.79 in the Assembly/Travel fund and $9,837 in President's fund. This year expenses were watched carefully. Many carpooled to the assembly at Merced. Hotel and overnight accommodations there were less costly than other areas.

The practice is for the remaining balance from the outgoing president to go to the incoming president, so Diane's balance would get transferred to Carla's year. Dana's balance is from Matt Conner's year. Diane is trying to get some leftover funds transferred to Dana to go toward the 50th anniversary celebrations.

There was a small balance left from two years ago when the assembly was at UC San Diego, and the San Diego business office contacted Diane about the balance. To save on processes and transfers, this balance was used to reimburse delegates from LAUC-SD for travel to this past assembly at UC Merced.

Diane noted that bills may continue to come in that are expenses from Diane's year, so transferring directly to the next president does not allow for smooth processing of these expenses. Items on the President's Fund particularly tend to be discretionary items. Invoices from FivePaths (web design firm) and web subscriptions could come in later. The Assembly and President's funds roll over.

I-Wei noted that the LAUC-B conference that is held every other year often has presenters who have received grants from statewide, and might again. Diane indicated that the timing would coincide with Carla's presidential year. The topic was on Open Access last fall, and is set to cover Digital Humanities next time.

There was a question about the Berkeley conference compared to the recent Irvine event. Colby and Dana noted that the Irvine program was a shorter half-day workshop, with Berkeley's event advertised nationwide.

d. Committee work summary (CPG & Diversity)

CPG, chaired by Deanna Johnson (Davis), gathered and analyzed input on the status of LAUC position papers before the vote at assembly. The Committee also reviewed a number of Division by-laws changes to ensure compliance with the statewide changes. The incoming chair is Michael Yonezawa (Riverside).

Diversity, chaired by Lia Friedman (San Diego), worked with the Web Manager on the Meet the Members feature on the LAUC website. Committee members also participated in the recent National Diversity in Libraries Conference held at UCLA. Lia noted that LAUC was not officially involved, but many LAUC members worked on the conference. LAUC also did not provide funding, but perhaps support for attending could be budgeted in the future. The Diversity incoming chair is Corliss Lee (Berkeley).

There was also a follow-up question regarding how campuses support the Diversity Committee. Diane noted that every campus has a representative on the systemwide committee. Local diversity committees could turn to the statewide group for ideas and support. Local diversity committees may also include broader staff representation, not just LAUC members.

It was suggested that outcomes from the conference get folded into future LAUC directions to bring groups together, possibly including library staff as well.

e. New web manager

Jerrold Shiroma (Merced) is the incoming web manager. Julie Lefevre (Berkeley), outgoing web manager, made significant contributions to the website conversion project and establishing initial practices. Jerrold was on the redesign committee, and is the outgoing LAUC-M chair, so is familiar with the latest activities for the site. Julie and Jerrold have been working together on the transition

See **Appendix B** for additional information about Task Forces in items f-i.

f. LAUC Archives Implementation Task Force

Kate Tasker (Berkeley) has been chairing this group, and has finished the charge to identify areas of archiving needs, including incorporating digital items. The Task Force has been formally dismissed for that charge, and the same team is being reconstituted under Kate with a charge to implement the items identified in the first round. The Task Force will be coordinating with Jerrold and the Web Content Committee to work on online access via the LAUC web site.

g. Web Content Committee

The Web Content Committee will be extended in an ad hoc status; note that for WCC to become a standing committee the by-laws would need to be changed. Cody Hennesy (Berkeley) has been serving as the chair. The committee is changing to include three members: the Web Manager (Jerrold); the Social Media Coordinator (Harrison Dekker, Berkeley), and the News Content Coordinator (Cody Hennesy). Cody, Jerrold, Dana and Diane will meet on August 24th to discuss future directions.

There is a LAUC Twitter account now: https://twitter.com/LAUClibrarians, as well as a LAUC LinkedIn group: https://www.linkedin.com/groups/7057206 .

Dana has suggested having oral histories for the LAUC 50th anniversary celebration, which may find a place on the LAUC web site. There may be intersections between WCC and the e-Venue group to showcase LAUC members using multimedia for the anniversary commemoration. There may be a different solution needed for this presentation than for archival purposes.

There was a question regarding the LAUC pages and people's directory information. Should we tell them to populate their pages? Some people have pictures. Diane indicated that this had been discussed this past year, and also in relation to the Meet the Members section. Not everyone wants a picture up. It should be encouraged that people submit information. This will be shared out in the near future.

What about people who are departing, and the discrepancy between a campus's membership and the roster? To whom should corrections be sent? Diane noted that the maintenance of the directory has been discussed, with the September 1st census deadline used to determine the number of delegates for the assembly. The WCC recommended to have another update of the statewide roster in the spring; the exact timing is being refined.

An additional discussion item concerned whether a local division needed to maintain a local roster or not. Some campuses were fine with relying on the statewide list. The

conclusion was that the statewide list would be updated twice a year, with local changes made as necessary during the year.

Dana recommended that chairs check their local websites to make sure committee rosters are up-to-date and findable. This assists the Vice-President in determining local contacts.

ACTION: Division Chairs confirm that committee rosters are current on local websites.

The form that WCC created could be sent out to LAUC members for updating their own profiles. The call at fall and spring would be led by LAUC Division Chairs.

It was asked whether affiliate members, whether recalled retirees or other statuses, would be included in the statewide roster. They are not full members and cannot serve on committees. Diane recommended that since they are not full members they would not be included in the statewide roster, but may be included on local division lists for communications, etc. Dean concurred and added that the membership status on 9/1 was the main factor for the purpose of the census. It was noted that committee involvement by affiliates may vary from campus to campus per local by-laws.

Miki noted that at UCLA that a task force is working on developing on on-boarding committee. LAUC-LA has wanted to maintain a list of recent retirees to have contacts. The library does not do that, so it is incumbent on LAUC-LA to get current email addresses to be able to invite retirees to events.

Colby noted that at Irvine the HR Department keeps a list of librarians that works for emailing. Irvine will likely rely on the statewide roster otherwise. HR will fill out forms two times a year.

   h.   E-venue

This past year Diane appointed and charged the LAUC E-Journal Task Force. Laura Smart served as the chair. Dave Schmitt (San Diego) presented the group's work on behalf of the task force at the assembly, investigating whether we should have a LAUC journal, and, if so, whether it should be peer-reviewed, open access, in what format, etc. The task force explored a variety of questions and issues related to publishing and repository behaviors, having surveyed LAUC members. The survey was Brian Schottlaender's idea from an earlier meeting. Would librarian behavior resemble faculty behavior? We know about and promote open access and repositories but what do our practices indicate? The conclusion was not to start a separate journal, but to create a hub to display and publicize scholarship and other creative works. We do want to make sure we are using eScholarship, but it does not have the functionality for a webinar, PowerPoint, or other items that may be included in librarians' output. The Task Force was dismissed after the assembly and reconstituted as the eVenue Task Force, to investigate how this "hub" might be created, and collaborating with the WCC as appropriate. Most of the members

are continuing. Dave Schmitt is serving as the chair, and Mitchell Brown (Irvine) has joined.

      i.   Position Papers Task Force

It had been decided to rewrite Position Papers 2 and 4 to make them more succinct and less procedural. Adam Siegel (Davis) is chair of the task force leading this work. Diane sent out the first revision, just a half-page each. Comments have been collected from the outgoing board. Diane will ask the incoming board to review and then will send the procedure. No paper can be revised without input from all of the members and holding an official vote. Initial comments from both boards will be sent back to Adam. Suggested changes will be considered and incorporated, and then the documents will come to the LAUC Exec Board once again. Once the Board is satisfied, the documents will go out to membership. Last year there were in-person discussions at each campus. It is possible that a vote could be taken at next Spring Assembly.

Diane will oversee these groups until their charges are completed. This will provide continuity and allow Dana to focus on the 50th anniversary. The WCC will continue in one form or another. Diane will collect updates from Task Force Chairs and will report at monthly Exec Board calls.

6. Transfer of UC Presidency from Diane Mizrachi to Dana Peterman

    1st half of meeting took recess at 12:02pm

12:00-1:00 Break for lunch

1:00 New Business
1. New Division Chairs Orientation and procedures
   a. Sturgis
   b. Communication
      i. BOX for working documents
      ii. Executive Board email list
   c. Conference Calls – First Thursday of month – 1 to 3pm using Zoom VOIP
   d. Demonstration of Zoom/instructions
   e. Travel Procedures
   f. Overview of Budget
2. Theme for 2016-2017: 50 Years of LAUC!
   a. LAUC at 50 - Website Content Development TF members needed (5)
   b. Divisional contributions
3. Issues
   a. Spring Assembly Planning update (Julia Gelfand – UC Irvine)
   b. Statewide Committee appointments (please send me your nominees)
      i. Systemwide Library and Scholarly Information Advisory Committee (SLASIAC)

        c. Statewide committee charges (draft - to be completed by early September)
- i. R&PD
- ii. Diversity
- iii. CPG

        d. Other
        e. Campus Round Robin (main goals at divisions for year) – if time

3:00 Adjournment

Tour of Library(s) upon request/interest

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Appendix A
Advisory Structure and Groups

http://libraries.universityofcalifornia.edu/slasiac

Systemwide Library and Scholarly Information Advisory Committee (SLASIAC)

Works "in concert" with CoUL and the Council of Vice Chancellors (COVC)

The Systemwide Library and Scholarly Information Committee was established to advise the University on systemwide library policies and strategic priorities, on systemwide long term planning for the UC libraries including the ten campus libraries and the California Digital Library (CDL), and on strategies to enhance and facilitate the transmission of scholarly and scientific communication in a digital environment. In pursuing this charge, the Committee provides essential guidance to the University as it seeks to:

- Establish an environment that supports continuous planning and innovation for UC's libraries,
- Develop policies and strategic priorities for the California Digital Library, including policies that support the extension of CDL services beyond the University,
- Implement strategies to sustain and develop both campus and shared print and digital collections and identify mechanisms that facilitate sharing resources across campus boundaries,
- Initiate projects to improve the process of scholarly communication and assist faculty in distributing the results of their research.

In addition, the Committee advises the University on academic copyright-related matters, including University policy.

LAUC Representative is Sue Koskinen, UCB (2017)

http://libraries.universityofcalifornia.edu/slfb

Shared Library Facilities Board (SLFB)

Affiliated with CoUL

The Shared Library Facilities Board is responsible for the development of policies, strategies, plans and general operating procedures for the effective and coordinated use of the Northern and Southern Regional Library Facilities, and any other library facilities that may be constructed for or converted to shared systemwide use by the University of California Libraries.

The Shared Library Facilities Board is appointed by and accountable to the Provost and Senior Vice President for Academic Affairs. The Board is responsible for the development of policies, strategies, plans and general operating procedures for the effective and coordinated use of the Northern and Southern Regional Library Facilities, and any other library facilities that may be constructed for or converted to shared systemwide use by the University of California Libraries.

Among the key responsibilities of the Board are:

- Formulate, recommend, and ensure implementation of plans and policies for UC shared library facilities, in consultation with the Provost.
- Ensure effective and efficient management of shared facilities.
- Advise the Provost regarding issues related to shared library facilities.
- Inform and advise the Systemwide Library and Scholarly Information Advisory Committee (SLASIAC) regarding the shared library facilities in the context of overall systemwide library strategic plans and policies.

LAUC Representative to SLFB is Kristine Ferry, UCI (2018)
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http://senate.universityofcalifornia.edu/committees/ucolasc/

University Committee on Library and Scholarly Communication (UCOLASC)

The University Committee on Library and Scholarly Communication (UCOLASC) advises the President concerning the administration of University libraries in accordance with the Standing Orders of The Regents. Prior to May 9, 2007, UCOLASC was known as the University Committee on Library (UCOL). Meets three times during the academic year at UCOP in Oakland. **The LAUC Representative to UCOLASC is the LAUC President.**

Appendix B
LAUC Task Forces 2015-2016/17: https://lauc.ucop.edu/committees

LAUC Archives/LAUC Archives Implementation Task Force
Chair: Kate Tasker, UCB
The purpose of the Statewide LAUC Archives Task Force was to review current policies and practices, and propose recommendations that would improve upon the current state. As of April 2016, the Executive Board declared their charge successfully completed and the task force dismissed.

The same team has been reconstituted as the LAUC Archives Implementation Task Force, and charged with carrying out the recommendations in their earlier report. They are currently at work on this.

LAUC Journal/E-Venue Task Force

Chair: Dave Schmitt, UCSD; (Laura Smart, UCI, past-chair)

The purpose of the Statewide LAUC Journal Task Force was to propose recommendations to create a LAUC Journal or other Open Access options for LAUC members to disseminate their scholarly and creative work. As of April 2016, the Executive Board declared their charge successfully completed and the task force dismissed.

The same core team (with a few member changes) was formed as the E-Venue Task Force in April 2016 to execute the recommendations outlined in their earlier report, primarily, creating a hub for the scholarly and creative output of LAUC members. Work is still in progress

LAUC Web Content Committee (WCC)

Chair: Cody Hennesy, UCB

The purpose of the Statewide LAUC Web Content Committee (WCC) is to promote engagement with and raise awareness of the LAUC website by developing policies and procedures for keeping the website content dynamic and up to date. Content must be of interest to LAUC members and relevant to the functioning of LAUC as an organization.
The WCC is currently morphing into a three person body who will implement earlier recommendations to create a structure for workflow and practices to highlight members' achievements, and to utilize social media for communication and outreach. In coordination with new LAUC Web Manager Jerrold Shiroma (UCM), Harrison Decker (UCB) will lead social media outreach, and Cody will coordinate web content.
https://www.linkedin.com/groups/7057206
https://twitter.com/LAUClibrarians

LAUC Position Papers Revisions
Chair: Adam Siegel, UCD
The LAUC Position Papers Task Force was formed and charged with the rewriting of LAUC Position Papers 2 and 4 in response to the decisions of the LAUC Executive Board and delegates at the Spring Assembly, March 2016. Full LAUC membership must have input into the process and acceptance of the final editions.