

Librarians Association of the University of California
Executive Board Conference Call
Thursday, April 5, 2018 1-3pm

Meeting Minutes

- A. Roll Call (M. Singh)
1. Absent: Josh Hutchinson, Mitchell Brown, Rebecca Imamoto
 2. Present: Carla Arbagey, Roger Smith, Dana Peterman, Monica Singh, Brian Quigley, Lisa Spagnolo, Danielle Kane, Alan Carr, David Rios, Jill Barr-Walker, Leahkim Gannett, Alix Norton, Jennifer Chan, Dean Rowan, Jerrold Shiroma, Dave Schmitt, Ariel Deardorf, Lindsay Davis (for Emily Lin), Adele Barsh for (Peter Rolla)
- B. Announcements
1. National Libraries Week is April 8-14, 2018. April 10 is National Library Workers Day (C. Arbagey)
- C. Approval of Minutes
1. 2/8/2018 Meeting minutes approved as amended by J. Chan:
<https://ucla.box.com/s/xq428jd3gt3471z7ofcjuqxt92sh4k1>
 2. **Action - All:** Review Assembly minutes so they can be approved at the May meeting.
- D. Review of action items from Feb. 8 Meeting (C. Arbagey)
1. Various Assembly-related items-done
 - i. Thanks to everyone, especially Jill Barr-Walker, for a wonderful and successful assembly
 2. Dana to send out additional call for vice president nominations-done
 3. Josh to check on CKG documentation from DOC - pending
 4. Jill to post UCSF review timeline, when completed-done
- E. LAUC Advisory to UC Library Cooperative Groups
1. Systemwide Library and Scholarly Information Advisory Committee/SLASIAC (J. Chan)
 - i. Next meeting end of May. Questions/comments for committee, please send to J. Chan
 - ii. "Pathways to Open Access" document drafted for and finalized by COUL in February. It provides various models and approaches for OA, gold or green, as a menu of nonprescriptive options for pursuing OA.
 - iii. Document, referred to as "The Manifesto", still in progress and subject to discussion, is about negotiations with commercial publishers. Once it moves out draft stage, may be on UC system. No discussion about a body that would endorse it.
 2. Shared Libraries Facilities Board/SLFB (D. Schmitt)
 - i. Inventory management system (IMS) for RLFs approved for purchase in March. Should help with the workings of RLFs when it is in place by 2019. Will allow system of high density shelving to become more dense. Will create interoperability between the two locations/systems, help with new ILS when it is in place, and will help in opening of new NRLF location.
 - ii. Erik Mitchell, current head of project is now UL at UCSD, and will continue to oversee the building aspect for a little while longer. His replacement on the project is Jo Anne Newyear-Ramirez, AUL for Scholarly Resources at UCB.
 - iii. Major exceptional deposit under review was requested by UCSB for 60-70,000 items, mostly bound journals, starting in July as UCSB is losing an annex facility. Will impact other Southern campuses. UCI has a 50-100,000 item request coming up in 2019.

3. Shared Content Leadership Group/SCLG
 - i. SCLG minutes on [UCLibraries website](#)
4. Direction and Oversight Committee/DOC (J. Hutchinson)
 - i. A new listserv of heads of CKGs has been created to facilitate direct communication.
5. Committee on Library and Scholarly Communication/UCOLASC (C. Arbagey)
 - i. Take a look at the posted minutes of October 25 meeting - <https://senate.universityofcalifornia.edu/files/committees/ucolasc/ucolasc-10-25-2017-minutes.pdf>
 - ii. Electronic dissertation and thesis proposed policy response sent in by systemwide Academic Senate Committee.
 - iii. “Manifesto” that Jennifer mentioned is Principles for Publisher Agreements. Policies and ideals when negotiating with publishers – Exec Board will discuss at a future meeting to provide feedback to UCOLASC
 - iv. Next meeting is May 19

F. LAUC Reports

1. Standing Committees
 - i. Research and Professional Development (R. Smith)
 1. Latest report is in the March assembly minutes.
 2. 18 presentation grants approved for Spring and disbursements are in process.
 3. Standardized template form to guide applicants so all required information is included in the application. Berkeley is working on a template locally – RPD will review it and then it may also be used at systemwide level.
 4. Will note for next committee the need for outreach to unrepresented librarians as fewer applications received from this subset historically.
 - ii. Diversity (A. Deardorff)
 1. Question about diversity survey
 - a. Committee would like to know if this would be of value. Would LAUC do something with it? Discussion centered on whether there were too many surveys, would people be discouraged from participating by personal questions. On the other hand, without data it is difficult to use. LAUC would have data on the landscape of LAUC membership to talk to COUL, or pass a resolution.
 - b. Committee may design the survey and next year’s group would conduct it.
 2. Heads up: working on changing the name which hasn’t been decided on yet. Bylaws amendment has to be approved by different groups. Name change may not go through till next assembly.
 3. Interest in LAUC co-sponsoring the joint conference of librarians of color in September?
 - a. After discussion, board supported a donation of \$500-5,000 depending on availability in LAUC President’s fund.
 - b. **Action – Ariel** to send information to Carla
 - c. **Action – Carla** to look at President’s fund to see what is available post-assembly.
 - iii. Committee on Professional Governance (M. Brown)
 1. The breakout discussion sessions during the March 23 LAUC Assembly on LAUC Position Paper #5, “The Academic Librarian in the University of California” were lively and, for the Values of Librarians, the brainstorming and categorization process was exciting. The CPG is collecting notes and whiteboard pictures from the breakout sessions and will share the results through the LAUC Executive Board and local CPG representatives. The review is working to incorporate the opinions and feedback from all LAUC divisions. The Committee is working with Carla to identify several individuals to work on a draft revision for Position Paper 5. CPG is reviewing revisions to LAUC-SB’s bylaws to

provide feedback and any recommendations. This is an ongoing task and should be an annual activity for all divisions.

2. **Action - Carla** to send a call for volunteers who will revise position paper 5. They will be charged to review documents from breakout assembly and write revision in consultation with Carla and Exec board. In conjunction with CPG, make sure the revision draft goes out to membership for discussion and then incorporate feedback.
2. General Web Manager (J. Shiroma)
 - i. Assembly documents will be posted
3. Nominations Committee (D. Peterman)
 - i. No candidate for Vice President/President Elect and time for nominations has run out. Standing rules require the Executive Board roles to be rotated between campuses and the President and Vice President to be from different campuses. No LAUC members willing to run from campuses eligible for Vice President this year. Amending or suspending this standing rule to allow members from any campus to run or be appointed in this role for the sake of leadership continuity could be justified under this circumstance as it doesn't hurt anyone's interest and the path via the standing rules and bylaws hasn't borne fruit. If this path is taken, executive board can speak for members between assemblies.
 - ii. **Action – Roger** to see if there is still interest from UCSD members

G. New Business

1. UC 150th Resolution: present at Regents Meeting? (May 23-24)
 - i. **Action – Carla** to attend meeting in person and possibly read resolution during public comment section.
2. LAUC orientation for ULs: how can LAUC statewide help with introducing new ULs to LAUC?
 - i. Discussion on ways to provide new ULs with a basic understanding of LAUC such as through the LAUC website, position papers, overview of LAUC structure at statewide and local levels, section from APM 360 manual that speaks about LAUC's authority and work. Interactive conversations with ULs on issues that are on LAUC members' minds (such as things that are on position paper 5.) Piggybacking on local LAUC introductions to ULs, LAUC to make a uniform statement about benefits it can provide and convey a measure of its importance to ULs and other systemwide folks.
 - ii. **Action – Carla** to draft introductory letter template and a one-page information sheet for incoming ULs and high up people at CDL which gives a view of local LAUC and systemwide.
 - iii. Other ideas: Hand-sign a letter and/or combine with a short in-person meeting. **Action- All:** Ideas on what to include or materials you use at your campus, please send to Carla.
3. LAUC Assembly survey results:
<https://docs.google.com/document/d/1BPvAPUwUIJT0BQjBUF1Vke4kC5O066h5L8Y4exkSYBo/edit?usp=sharing>
 - i. Feedback: attendance list, structured networking time were some of the concrete suggestions received.
 - ii. **Action (Roger):** share feedback with next year's assembly planners
 - iii. **Action (Danielle):** see if previous year's assembly feedback is available
4. Discussion of ARSC Position on the CLASSICS Act: <http://arsc-audio.org/blog/2018/03/12/classics-act/>
 - i. **Action – Carla** as LAUC president to send an email in support of Act to Congress – last day for comments is April 7.

H. Campus Reports – **please also share your local practices for archiving LAUC materials (minutes, agendas, ephemera, etc.)**

1. UCLA
 - i. Archiving practices: Miki Goral is the LAUC-LA Archivist. The last six years of meeting minutes and committee reports are stored in Box and available to members through the LAUC-LA

website without login. Paper files going back to the start of the division are stored in the University Library Archives. Miki also keeps some paper files at her desk, which will eventually be transferred to the Archives.

- ii. Staffing: Jasmine Jones began March 5 as Library Special Collections Head of Processing. On June 4, Courney Jacobs begins as Inaugural Head of Outreach & Community Engagement for Library Special Collections.
- iii. The LAUC-LA Committee on Mentoring and Orientation hosted a social event for Executive Board members to meet new UCLA librarians on March 15. A future event will be planned to include all LAUC-LA members.
- iv. After meeting with UCLA Committee on Library and Scholarly Communication on March 19, Executive Vice Chancellor and Provost Scott Waugh signed off on the Open Access 2020 Expression of Interest.
- v. UCLA Library has loaned a beautiful painting on silk, *Glorious Struggle*, as part of the *Chiura Obata: An American Modern* exhibit, currently on view at UCSB, then traveling to Utah, Japan, and Sacramento, with a final stop at the Smithsonian American Art Museum in Washington, DC. UCM Professor ShiPu Wang, curator of the exhibit, will give a 90-minute talk about the exhibit at UCLA Young Research Library on April 19.
- vi. The fourth and final event in the UCLA Digital Archiving visiting speaker series will be held on Friday, April 6. The theme is *Legal and Ethical Issues*, focusing on topics such as securing clearances for digital rights, legal protections for archives under current intellectual property law, and areas for copyright reform.
- vii. ArchivesNOW is a one-day mini-conference that will be held at UCLA Young Research Library on Friday, April 27. It is a collaborative effort of the Los Angeles Archivists Collective, UCLA Library, and the UCLA Department of Information Studies to bring together new students and new professionals together to discuss current issues in archives.
- viii. *Kashkul: The Social Art of Preservation in Iraq*, was held at UCLA on March 13. Kashkul is a partner with the International Digital Ephemera Project at UCLA Library.
- ix. As part of Fair Use Week 2018, UCLA hosted *Sounds Fair to Me! The Copyright Game Show* on March 2.
- x. On March 16, the Terasaki Center for Japanese Studies and the UCLA Library hosted the lecture, Late Medieval Publishing Culture in Japan During the 14th and 16th Centuries, featuring Professor Tomohiko Sumiyoshi, a specialist of kanseki bibliography and a UCB visiting scholar.
- xi. The LAUC-LA Spring Assembly will be Monday, May 14. It will include presentation of the UCLA Librarian of the Year Award.

2. UCD

- i. Archiving Practices: Our divisional by-laws provide for stewardship of the LAUC-D Archives by the Special Collections Department. It is the responsibility of the Chair to transfer records. I am checking with recent past chairs to see what our practices have been and if we need a review/reboot, especially for archiving of digital content.
- ii. Library Events: An exhibit is launching this Friday, April 6th, on "The Aggie Spirit: Chronicling Student Life Through the University Archives." The Data Science Initiative is hosting the final lecture from a series on "Replicability, Reproducibility and Scientific Integrity" by Mijke Rhemtulla, assistant professor in the Department of Psychology (April 9th).
- iii. Recruitments: Our two AUL positions are starting in the next couple of months. Ongoing recruitments include a Health Sciences Librarian, an Electronic Resources Librarian, and the Warren Winiarski Wine Writer Collection Fellow. Addressing the question posed at the meeting, the fellow is a two-year appointment.
- iv. Nominations & Elections: Similar to statewide, we are having challenges securing candidates for a couple of our executive officer positions (our Vice Chair position this year is by appointment). Unlike statewide, our by-laws neglect to explicitly address *pro tem* appointments other than for mid-term vacancies. We will be exploring our options for addressing this, should candidates not

come forward by the presentation of the slate at the Spring General Membership Meeting. This is a good exercise in ensuring that our procedures allow for as many eventualities as possible.

3. UCSF
 - i. Staffing: Julia Kochi, Collections, Education and Research Services Director, has retired. Kate Tasker is the new Industry Documents Library Archivist.
 - ii. Currently, no steps are being taken to archive LAUC-SF materials. LAUC-SF is considering using Archive-It to attempt to capture some of these, since all records currently live on line.
4. UCB
 - i. Archiving practices: Website includes historical minutes and rosters. LAUC-B Secretary is responsible for sending paper copies of our meeting minutes, rosters, and reports each year to University Archives. We also have an [Archives Policy](#) that spells out the practices in more detail but it needs to be updated to reflect current practices.
 - ii. Executive Vice-Chancellor & Provost Paul Alivisatos will be the speaker at our LAUC-B Spring Assembly on May 2. Discussion will focus on the future of the Berkeley academic enterprise.
 - iii. Kendra Levine and Melissa Stoner have been appointed co-chairs of our LAUC-B 2019 Conference Planning Committee. The theme is the intersection of social justice, critical librarianship, and digital literacy.
 - iv. A new exhibit opened in the Doe Library: *We're Here, We're Queer, We're in the Public Record* will be on display through August 31. Library News story at <http://news.lib.berkeley.edu/LGBTQ>.
5. UCR
 - i. Archiving practices: Under review. Some stored documents on website, some physically in Special Collection.
 - ii. Ex Libris implementation: Training has begun; selected individuals working with February load; go live is scheduled for July 16, 2018.
 - iii. Special Collections & University Archives has been working with local schools to bring students in to view their exhibits. (The exhibits are changed monthly.)
 - iv. LAUC-R has been asked to give feedback on reference services by students
 - v. University Librarian undergoing 5-year review
6. UCSD
 - i. Archiving practices: we use our intranet (Confluence) for current committee work and shared documents, anything with an internal audience. We also have public-facing content on [an external website](#) (annual reports, mentoring committee activities, etc), which is intended for external audience such as event attendees and applicants. We have physical archives stored near our media collection and a web finding aid on our Confluence page. The physical archives has contents from 1967-2009, minus some materials we sent to Statewide LAUC. A few years ago we had a group review what was in the physical collection and make decisions about what is on Confluence (we also had been sharing files on an internal networked drive location we have since migrated from). This last year, we identified the space for storing the physical collection and created an online finding aid. Currently, we elect a webmaster (two-year term) and the Secretary/Treasurer monitors committee chairs' archiving/posting of important documents and we have an informal, on-going group that advises on archiving-related issues.

We were really hoping for statewide guidelines on what to keep to help inform us about our practices and topics like should we scan the archived materials.

- ii. Events: April 17 Librarian Shadow Day (last word was about 40 RSVPs of students interested in attending). LAUC-SD members will participate as mentors, round robin session participants, speakers and via informal networking (we hold a members' pizza party for lunch that day and encourage Shadow Day participants to attend and LAUC members to mingle).

April 16 New UL reception for Erik Mitchell. Current LAUC chairs (present and immediate past and incoming) created a welcome letter and will meet with him in early May.

7. UCSC

- i. Archiving practices: LAUC-SC website is being crawled as part of UCSC web archives. Will make sure PDFs of final documents (meeting minutes, reports) are in PDF form, public, and able to be captured. Paper documents from 1968-2015 are part of Univ Archives and stored at NRLE. Working documents are in Google Team Drive and accessible to all LAUC-SC members. Chair is leading ad hoc this year to streamline documentation and update website to be more clear and accessible.
- ii. Staffing: As of 4/2, one new temporary librarian position to manage Metadata Services and Acquisitions during ILS implementation; interim head of Special Collections is now Head of Special Collections & Archives and Acting University Archivist. As of 5/1, Director of Digital Scholarship Commons (librarian position, statewide CPG rep) leaving for another position on campus - SC exec board appointing new statewide CPG rep.
- iii. ILS implementation: Sending first data files this week for test load into Alma
- iv. May 8 is Spring members meeting
- v. Oral history presentation

8. UCM

LAUC-M agenda, minutes and materials currently stored in Box folder shared with LAUC-M members

9. UCI

- i. Archiving practices: We have a confluence wiki where all current work is accomplished and appropriate materials from the shared wiki is moved to our external website. Older paper documentation is handled by our Special Collections and Archives. Our archiving is handled by the LAUC-I Secretary.
- ii. ILS Implementation: Team continues to test data that Ex Libris migrated to the Alma production server and our 'Prep for Primo' team continues to explore the Primo VE environment.
- iii. New Exhibit Opening: Costuming the Leading Ladies of Shakespeare: From Stratford to Orange County - <https://www.lib.uci.edu/spring-2018-exhibit-costuming-leading-ladies-shakespeare-stratford-orange-county>
- iv. Staffing: Madelynn Dickerson – RL for History and Digital Humanities is starting May first. Emilee Mathews our Arts and Visual Arts librarian has moved on and we are currently working on the job posting for her position.

10. UCSB

- i. Archiving practices: physical archives for LAUC-SB were established in University Archives at some unknown date, they have not been consistently added to. With last term's mandated addition of an Archives provision to local bylaws came the discovery that LAUC-SB was in an egregious records management crisis. This term Vice-Chair/Chair-Elect (and data curator) Tom Brittnacher is chairing an ad hoc committee (LAUC-SB Archives & Records Management Task Force) to survey and assess our records, and strategize and implement a new, formal, records management plan. The group has already developed an action plan, however, this is proving to be a large undertaking and we expect the work of the committee to carry over into next term. Going forward, per the new Archives by-laws article, the Past Chair will be responsible for depositing the previous year's records into the archive.
- ii. New UL, Kristin Antelman arrived on April 2, 2018. LAUC-SB Exec Board presented her with a welcome letter on her first day and will meet with her later this month.
- iii. Staffing: Biological, Psychological, and Brain Sciences Librarian search is currently underway. New Reference & Instruction Librarian will arrive in June. We anticipate some retirements this summer, however, nothing has been formally announced yet.
- iv. Events: library's Copyright Advisory Committee hosted a table event during Fair Use Week (Feb 26-March 2). The table included an interactive fair use quiz on a Mondo-Pad, custom-designed pop-art sticker swag emblazoned with common fair use questions, and prize drawings. Learning Organization Librarian, Margaret Driscoll, coordinated a series of programs in March for all library employees centered on microaggressions.

I. J. Adjourned at 3pm

Next conference call date/time:

Thursday, May 3, 1-3pm at <https://ucengage.zoom.us/j/863198940>