LAUC Executive Board Meeting
Monday, April 11, 2022

Attendees: Rachel Green, UCLA (President); Mary-Michelle Moore, UCSB (President Elect & R&PD); Martin Brennan, UCLA (Past President); Jennifer Nelson, UCB (Secretary); Susan McElrath, UCB (Chair); Melinda Livas, UCD (Chair); Shu Liu, UCI (Chair); Dalena Hunter, UCLA (Chair); Olivia Olivares, UCM (Chair); Janet Reyes, UCR (Chair); Martha McTear, UCSB (Chair); Laura Schwartz, UCSD (Chair); Ariel Deardorff, UCSF (Chair); Daniel Story, UCSC (Chair); Jenny Reiswig, UCSD (DEI); Allegra Swift, UCSD (SLASIAC); Catherine Busselen, UCSB (SLFB); Marlayna Christensen, UCSD (Co-Webmaster); Sylvia Page, UCLA (Co-Webmaster); Dean Rowan, UCB (Parliamentarian)
Absent: I-Wei Wang, UCB (CPG); Brian Quigley, UCB (SCLG); Cynthia Johnson, UCI (DOC)
Guests: Xi Chen, UCSD; Diana Ascher, UCLA.

Minutes

1. Meeting called to order at 10:02 am
2. Roll Call (J. Nelson)
3. Secretary's report (J. Nelson)
   a. Approval of March 15, 2022 Assembly minutes – Minutes approved
4. Housekeeping/Old Business
   a. CoUL Joint Project Team re DEI
      i. Background: CoUL reached out to LAUC to provide 2-3 names for this initiative. We submitted three names, of which CoUL selected only two, substituting in someone of their own choosing as the third.
      ii. How should LAUC respond? Decision made to send a letter to CoUL stating our concern around the transparency of the process and to request that they either appoint everyone we put forward, or at least let us choose the two people. R. Green to write initial draft and then the EB as a whole will revise.
   b. PI status. Which divisions have heard from ULs on this issue?
      i. UCB (S. McElrath): No update
      ii. UCD (M. Livas): UL is very receptive regarding PI status for Librarians. At June 2nd general member meeting there will be a presentation by the Office of Institutional Research about IRB and PI status.
      iii. UCI (S. Liu): In email exchange with UL, the UL reiterated that there is a resource on library staff wiki managed by HR department; local procedure requires that a pre-concept form be filled out by librarians applying for external grants, which requires approval by the department heads, AUL, and UL. Librarians can apply but credit will be given to the managers since their names will be associated with the grant.
      iv. UCLA (D. Hunter): Librarians received a letter from Library HR which enumerated a number of aspects of the process in requesting an exemption for PI status for "non-sponsored projects" (i.e., projects with no extramural funding). Must receive approval from RI and also up the chain and finally to UL. Decision would be made based on a number of factors (is librarian in good standing, does the project fall under purview). UL

retains ability to deny PI status and doesn't have to provide an explanation and there is no appeal process. More clarification will be sought at spring meeting.

    v. UCM (O. Olivares): Process currently in holding pattern.

    vi. UCR (J. Reyes): In February 1st 2018 the UL issued an internal letter titled "Delegation of Authority to Serve as Principal Investigator for Grant Projects Conducting University Library Business" (UL-DA-0005) that included the following statement:

> "**Authorizations**
>
> *Principal Investigator*
>
> In the University of California system, the role of principal investigator for grants requiring commitments made on behalf of the university library of a campus is normally restricted to the University Librarian of that campus.
>
> At the University of California Riverside Library, authorization to serve as Principal Investigator has further been delegated to the following positions:
>
> -   Deputy University Librarian
> -   Associate University Librarians
> -   Assistant University Librarian
>
> This authority cannot be re-delegated further."

    vii. UCSD (L. Schwartz): No new updates from last meeting. Presentation from IRB next month.

    viii. UCSF (A. Deardorff): No update.

    ix. UCSB (M. McTear): Asked UL for documentation. Grants working group is working on it.

    x. UCSC (D. Story): Met with UL; confirmed that the practice has always been to grant the exemption. The UL has yet to see a case where the exemption was denied. Question of documentation was raised but not pushed because it hasn't been an issue.

5. Round Robin: Highlights and issues from the campuses
    a. UCB (S. McElrath)
        i. On-campus interviews for the position of Director of the Bancroft Library and AUL for Special Collections have just concluded.
        ii. The Library recently announced the roster for our [Equity & Inclusion Committee](link). It includes external members (faculty & students) as well as librarians and staff.
        iii. The Library's E-Reserves team won the Chancellor's Outstanding Service Award. Though only staff are eligible for this award, a number of librarians also worked on this initiative.
    b. UCD (M. Livas): Recruitment currently underway for 3 STEM librarians.
    c. UCI (S. Liu)
    d. UCLA (D. Hunter)
    e. UCM (O. Olivares)
    f. UCR (J. Reyes)
        i. UCR Library has interviewed candidates for the position of Jay Kay and Doris Klein Librarian for Science Fiction.
        ii. The LAUC-R Chair and Vice-Chair/Chair-Elect met with UL Steven Mandeville-Gamble in late March to discuss ways of memorializing library colleagues who have passed away. Outcomes to date:
            1. The UL emailed our Communications Director and our Library HR Director to encourage a more structured procedure for notifying the maintainers of the

campus' memorial website of library colleagues who have passed away, and to correct former oversights or miscategorization of librarians on the website.

    2. The UL met with the Chair and VC/CE, our (one remaining) AUL, and two Development staffers on April 4 regarding naming opportunities for library spaces. Among the ideas discussed: dedicating artwork pieces that may be added to library in the future to deceased colleagues, adding plaques to outdoor furniture that is already in the queue to be ordered, and creating something similar to a donor wall inside the library as a memorial.

  g. UCSD (L. Schwartz)

  h. UCSF (A. Deardorff)

    i. Our library is slowly returning to work in person, about 45% of our librarians have a set schedule of in-person days, the rest come in when it makes sense or are permanently remote. We also have several staff that are now permanently remote.

    ii. We have quarterly library research retreats and had our first hybrid one the last week of March. These are small informal day-long retreats open to anyone in the library who wants to set aside time for writing, reading, or brainstorming. This time we had 3 people in-person in a conference room and 4 remote folks who joined at the beginning and the end for check-ins. It worked pretty well!

  i. UCSB (M. McTear)

  j. UCSC (D. Story)

    i. Bylaws vote passed to include our non-member AULs as affiliate LAUC-SC members.

    ii. Regular meeting with UL and AUL established for the first time.

6. Committee Reports

  a. Committee on Research & Professional Development (M. Moore)

    i. 82 responses to PI survey, with at least a couple of responses from each campus.

    ii. Second call for grants yielded 6 applications (including an uptick in non-represented librarians).

  b. Committee on Professional Governance (I. Wang)

    • No report.

  c. Committee on Diversity, Equity, and Inclusion (J. Reiswig)

    i. A couple of campuses are awaiting a response from their HR on the diversity coordinator survey, but most responses have been received.

    ii. Working on updating webpages.

  d. Nominating (M. Brennan)

    i. We have candidate for each position, so Nominating and Elections will be able to submit a slate.

    ii. Only one candidate for each position. A competitive election is desired, so please see if you can think of anyone to approach.

  e. Communications Committee (M. Christensen)

    i. Working on getting more things into news feed. If there are things going on on your campus, please submit them.

    ii. Sent a message to the hosting service for our website to try and find out what options we have to improve the site.

        iii.   Have been talking with Kathi Neal, University Archivist at Berkeley, to take a look at LAUC archives. We have a web archive page on the [website](). We will send more information to chairs regarding the type of committee materials to send to the LAUC archives.

7. Reports from Committee Representatives
    a. SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (A. Swift)
        i. No update; there has been no meeting since last report.
        ii. Next meeting is scheduled for May 6, 2022.
    b. UCOLASC - University Committee on Library and Scholarly Communication (R. Green)
        i. If we want an agenda item, we can request one 5-6 weeks in advance (not guaranteed)
        ii. R. Green requesting 15-30 minutes for LAUC for update on PI status.
    c. SCLG – Shared Content Leadership Group (B. Quigley)
        • No update
    d. SLFB – Shared Library Facilities Board (C. Busselen)
        i. The RLFs are able to return to an annual call for need for FY 22-23. The call was scheduled to be sent to Collections AULs at the end of March 2022 with a deadline to respond by the end of April 2022. In May, the RLF directors will send the recommended allocations to SLFB via email for approval. If approved, the RLF directors will then notify the campus of the FY 22-23 allocations. Due to ongoing systems and staffing challenges, it is recommended that JACS duplicates continue to be counted against allocation in FY 22-23. The expected capacity for FY 22-23 is 90,000 for NRLF and 77,078 for SRLF.
        ii. A communication error between Alma and Caia was experienced at NRLF in February, which impacted requests for NRLF items. This was resolved March 1, 2022. NRLF is continuing to work on data mapping between Alma and Caia. Basic workflows for accession at NRLF Phase 4 have been completed and development on additional workflows is underway. Plans are being made for a Phase 4 opening ceremony to take place sometime this year.
        iii. SRLF has completed its Alma-Caia data refresh of ~7 million item records. Newly added items sync up at Caia daily.
    e. DOC – Direction and Oversight Committee (C. Johnson)
        i. Jan 4, 2022
            1. OC briefly discussed the finalized charge for the Collaborative Work Tools Project Team. The rest of the meeting focused on DOC's role in SILS and what DOC's shared expectations are. There is a varied level of experience with different aspects of SILS among current DOC members, for example. DOC also recognizes that they need to have a shared understanding of their role within the SILS governance structure. Next steps for this discussion: DOC members will review the SILS Governance Structure and the current charges for the SILS groups. DOC has received a proposal for a new SILS group and they will consider this proposal through the lens of the current charges for SILS teams.
        ii. Jan 18, 2022
            1. Roger Smith reported on the UC Libraries Forum. Some highlights:
                a. 438 unique visitors attended the conference with roughly 50 attendees at each session.
                b. Total cost for the conference was $5836, including one speaker fee, captioning, and a platform fee.

    c. Results from their post-Forum survey to attendees: we received 34 responses. 60% of respondents preferred virtual for future conferences. The CoUL and keynote speaker sessions were some of the highest rated.

    d. Move of SILS to the new structure and DOC's role was also discussed. There was a suggestion that DOC create an escalation group for issues that need escalation beyond the SILS Leadership Group. DOC agreed that the DOC Steering Committee would be the first group for escalation, and would be responsible for meeting with Ex Libris and keeping DOC membership apprised of escalated situations for input on decisions.

  iii. Feb 1, 2022

    1. Chris Shaffer and Gunther Waibel came to DOC to discuss how the SILS Working Group functioned and their thoughts on advice on the leadership transfer to DOC in the next phase of SILS. The major topic in this discussion regarding the transfer of leadership was the relationship with Ex Libris and how to manage that relationship.

    2. DOC also endorsed the SCLG (Shared Cataloging Leadership Group) DEI statement.

  iv. Feb 15, 2022

    1. UCR reported on its activities, including their working to fill vacancies, a decision to not restart HATHITRUST ETAS because all campus services were operating normally, but that many library workshops continued to be offered remotely. The UCR Libraries have a partnership to create a robotics lap space in the Science Library. We are also opening a new computer lab. It will have fewer work stations but will be higher end machines with more complex software. There has also been a finish up a task force started last year to propose improvements for the science library learning spaces and patron facing spaces, including new furniture, facilities, and technologies. At the main library UCR has plans (with a long implementation) for a digital scholarship and media center that will take the place of the textbook display center. It will have an LED wall for virtual video production, 3D scanning studio, and other high-end workstations for students.

    2. There was also a Fed Archive Docs update in which the accomplishments of the project were outlined. DOC was if Fed Archive work should continue and, if so, what model it should follow.

  v. Mar 1, 2022

    1. I was unable to attend this meeting. According to the notes the majority of the meeting was dedicated to preparing for a DOC-CoUL meeting. Topics for discussion with CoUL included:

      a. DOC's capacity

      b. Evolving role with the SILS transition

      c. An update on leadership groups, and review of other DOC responsibilities

  vi. Mar 15, 2022

    1. DOC discussed Phase 2 Report from the Open Access Resource Management Task Force with the TF's three chairs and endorsed the Phase 2 Report. DOC also discussed their meeting with CoUL and felt, on the whole, that the meeting went well. The third large discussion topic was the Digital Preservation Leadership

Group, which will be asking for funding for specific training and also has a proposed work plan. One of the overarching questions in this discussion is what makes a group a "leadership" group and how does DOC help the members and chairs of DPLG succeed in its tasks?

    f. CoUL (R. Green)
- No report

8. New/Continuing Business (R. Green)
    a. Spring Assembly
        i. Thanks to all who helped make it a success!
        ii. Feedback on future Assemblies may be sent to M. Moore
    b. Which campuses have affiliated libraries?
        i. Which campuses have librarian reporting structures that are outside of the UL chain of command?

Meeting adjourned at 11:31 AM.