

LAUC Executive Board Transition Meeting - Morning Session
Monday, September 12, 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); Stacy Brinkman, UCI (Interim Chair); Dalena Hunter, UCLA (Chair); Olivia Olivares, UCM (Chair); Janet Reyes, UCR (Chair); Catherine Busselen, UCSB (substitute for vacant Chair); Laura Schwartz, UCSD (Chair); Daniel Story, UCSC (Chair); Jenny Reisinger, UCSD (DEI); I-Wei Wang, UCB (CPG); Cynthia Johnson, UCI (DOC); Brian Quigley, UCB (SCLG); Allegra Swift, UCSD (SLASIAC); Catherine Busselen, UCSB (SLFB); Marlayna Christensen, UCSD (Co-Webmaster); Sylvia Page, UCLA (Co-Webmaster); Dean Rowan, UCB (Parliamentarian)

Absent: Ariel Deardorff, UCSF (Chair)

Minutes

1. Called to order at 10:09 AM (R. Green)
2. Roll Call (J. Nelson)
3. Secretary's report (J. Nelson)
 - a. August 8, 2022 minutes are approved.
 - b. Election calendar previewed; M. Christensen will circulate to incoming EB to discuss and confirm.
 - c. Incoming EB informed of census. M. Christensen will follow up.
4. Introductions, Announcements (R. Green)
5. Committee Reports
 - a. Committee on Research & Professional Development (M. Moore)
 - i. [Link](#) to report
 - b. Committee on Professional Governance (I. Wang)
 - i. [Link](#) to report and [attachment](#) (showing marked-up revisions)
 - c. Committee on Diversity, Equity, and Inclusion (J. Reisinger)
 - i. [Link](#) to report.
 - d. Nominating (M. Brennan)
 - i. Successfully put forward the 2022 slate of candidates.
 - ii. Need to work on identifying candidates from Northern campuses to run for statewide executive roles.
 - e. Communications Committee (M. Christensen)
 - i. [Link](#) to report
6. Reports from Committee Representatives
 - a. SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (A. Swift)
 - i. [Link](#) to report.
 - b. UCOLASC - University Committee on Library and Scholarly Communication (R. Green)

- i. Committee minutes are posted at this [link](#).
 - ii. R. Green's presentation regarding PI status was on May 20, 2022.
 - c. SCLG – Shared Content Leadership Group (B. Quigley)
 - i. [Link](#) to report.
 - d. SLFB – Shared Library Facilities Board (C. Busselen)
 - i. [Link](#) to report.
 - e. DOC – Direction and Oversight Committee (C. Johnson)
 - i. [Link](#) to report.
 - f. CoUL (R. Green)
- 7. Round Robin: final remarks from the division chairs
 - a. UCB (S. McElrath)
 - i. LAUC-B hosted two assemblies. Fall assembly was a follow-up to our 2021 membership survey which featured breakout sessions on burnout, onboarding, mentoring/career development, and the CAPA review process. The spring assembly celebrated the 30th anniversary of our Diversity Committee. We reviewed the Committee's accomplishments and members discussed strategies for moving forward. A successful in-person mixer was hosted in early May.
 - ii. Though the number of recruitments has increased, departures and retirements continue to outpace new hires.
 - iii. In response to concerns raised about our UL's remarks at our November 2021 Library Town Hall, we surveyed LAUC-B members to learn more about their concerns with the goal of sharing with the UL for further dialog. Executive Committee members compiled and summarized the findings which we shared with the UL. The Vice Chair and I devoted one of our monthly meetings with the UL and shared his responses with the Executive Committee.
 - iv. Members of LAUC-B partnered with their library colleagues to move UCB Library forward in addressing systemic racism. In addition to participation on the Library's Task Force on Racial Justice, they advocated for the creation of a standing committee, for DEIA training, and for the need to better support our BIPOC colleagues, including library staff. Several of our members serve on the Library's Equity and Inclusion Committee.
 - v. Celia Emmelhainz stepped down as Vice Chair of LAUC-B at the end of July when she left UCB. Jesse Silva, Vice Chair-Elect, generously agreed to serve as Chair and José Adrián Barragán-Álvarez, agreed to serve as Vice Chair for 2022-23. They will each serve a one-year term.
 - b. UCD (M. Livas)
 - i. [Link](#) to report.
 - c. UCI (S. Brinkman)
 - i. [Link](#) to report.
 - d. UCLA (D. Hunter)

- i. LAUC-LA hosted two membership meetings and two membership events last year, as well as a town hall meeting devoted to issues concerning librarians.
 - ii. Updates for the division include the finalization of the run-off election and the successful election of a chair-elect after a vacancy was declared.
- e. UCM (O. Olivares)
 - i. Personnel losses at the UC Merced Library (due to retirement and acceptance of job offers elsewhere) are now such that the Library can no longer produce a representative to the Committee on Professional Governance (CPG). We requested an exception, and will select a new representative once our numbers are replenished.
 - ii. A team of librarians and library staff are now reviewing the Professional Librarians Contract and the APM in order to standardize language between the two. The team is also creating templates and processes for librarian review.
- f. UCR (J. Reyes)
 - i. Quarterly membership meetings were held via Zoom. At the August 17 meeting, which included in-person attendance, the Provost spoke briefly to the concerns of our members.
 - ii. The Chair and Vice-Chair/Chair-Elect met with the UL three times throughout the year.
 - iii. During the year, one colleague from the Collection Strategies department retired, and one AUL left for another opportunity. Two colleagues joined us this summer: one in Special Collections & University Archives, and one in Teaching & Learning.
 - iv. We shared a new LAUC-R brochure with each candidate who interviewed on campus for a librarian position.
 - v. Programs Committee held several virtual colleague check-ins during the lunch hour throughout the year. Our Diversity committee hosted a viewing of a recorded webinar and launched a DEI book club.
 - vi. In August, an ad hoc committee on documentation provided an interim report with several recommendations. Their work will continue into the new LAUC year.
 - vii. Survey was conducted and had much discussion on the topic of memorializing colleagues who had passed away.
- g. UCSD (L. Schwartz)
 - i. LAUC-SD worked on and discussed the following topics: Strategic Planning, Equity, Diversity and Inclusion, Librarians as Principal Investigators, Librarian Service Recognition, Remote Work, and the Value of Librarians. The membership met 5 times and also held a social gathering.
 - 1. Strategic Planning. We engaged with the Strategic Planning draft document by providing direct feedback to the Steering Committee co-chairs.

2. Equity, Diversity and Inclusion. We discussed the Library Diversity and Inclusion Committee (LDIC) and its relationship to the newly formed EDI Working Group.
 3. Librarians as Principal Investigators (PIs). As Statewide discussed how to approach the issue of librarians as PIs and granting PIs status as exceptions, the UL and LAUC-SD Chair co-sponsored a working group to explore this issue on the UC San Diego campus. A final report was shared with the LAUC-SD Executive Committee and will be shared with the membership soon.
 4. Librarian Service Recognition. A working group was established to examine Librarian Service Recognition. After gathering feedback from LAUC-SD members and surveying other LAUC divisions, a recommendation was made to honor the service of librarians with a gift card instead of a catered reception. The tradition of plating a book to recognize the librarian will continue though the workflow has been streamlined.
 5. Remote and Hybrid Work. We provided feedback on the Guidelines for Remote Work, a document for both employees and supervisors to aid in determining whether or not a position is eligible for fully-remote work.
 6. Value of Librarians. This topic was a theme that came up throughout the year specifically when discussing Librarians as PIs and Strategic Planning.
 7. Summer Social. LAUC-SD gathered for a summer social on Tuesday August 23 for a lunchtime event 24 members attended the event. This was our first in-person gather since the start of the pandemic.
- h. UCSF (A. Deardorff)
- i. UCSF onboarded 4 new librarians to our library this year. In order to build connections across teams we created the LAUC buddy program, a peer mentorship program that partners new and existing librarians. So far participants have shared that they enjoyed opportunities to socialize, learn about professional development, and meet people outside their team.
 - ii. In April the first in-person LAUC social event since 2019 was held, a picnic in Golden Gate Park.
 - iii. In June, a session on the librarian review process was hosted which combined practical tips for preparing for the review cycle alongside a discussion about sustainable work practices.
- i. UCSB (C. Busselen, substitute for vacant Chair)
- i. In 2021-2022, we had 4 librarian departures, 4 reassignments, 7 new hires. Additionally, September 1, 2022 was Martha McTear (our outgoing LAUC-SB Chair) last day at UCSB.

- ii. The programs organized by LAUC-SB during the 2021-2022 academic year were:
 - iii. Quarterly LAUC-SB welcome Zoom sessions for recent hires
 - iv. Two campus tours were given to new librarian hires and those hired during the COVID shutdown
 - v. Held several happy hours for librarians, recent happy hours were held in-person
 - vi. Other activities:
 - 1. Hosted LAUC Statewide Assembly, March 14-15, 2022
 - 2. Created/updated officer and committee checklists, procedures and have started review of bylaws changes that may be needed to meet recommendations our 2020-2021 anti-racist task force recommendations
 - 3. Created LAUC-SB Slack channel
- j. UCSC (D. Story)
- i. Much of our focus this year was on improving communication/consultation with library and community partners
 - ii. To that end, we approved a bylaws change to allow more flexibility in appointment LAUC representation to our local COLASC
 - iii. We also amended our bylaws to designate AULs on our campus as affiliate members of LAUC-SC
 - iv. Established for the first time a regular meeting between LAUC-SC leadership and library senior management
 - v. Organized a virtual brown bag panel on academic journal service and peer review
 - vi. 3 librarian departures and 4 new appointments
8. New/Continuing Business (R. Green)
- a. LAUC representative vacancy (SCLG): Lisa Spagnolo (UCSD) will serve a 3-year term as the SCLG representative, starting September 1, 2022. Welcome, Lisa!
9. President's Report (R. Green)
- i. [Link](#) to report.
 - ii. Listserv – finally 100% complete!
 - iii. Current charge of the Task Force on Academic Status is to examine PI Status across all campuses.
10. Transfer of the Presidency from R. Green to M. Moore

Morning adjourned at 12:03PM

LAUC Executive Board Transition Meeting - Afternoon Session
Monday, September 12, 2022

Attendees: Mary-Michelle Moore, UCSB (President); Danielle Kane, UCI (President Elect & R&PD); Rachel Green, UCLA (Past President); Marlayna Christensen, UCSD (Secretary); Jesse Silva, UCB (Chair); Michelle Polchow, UCD (Chair); Stacy Brinkman, UCI (Interim Chair); David Cappoli, UCLA (Chair); Jim Dooley, UCM (Chair); Rachel Starry, UCR (Chair); Xi Chen, UCSD (Chair); Anneliese Taylor, UCSF (Chair); Catherine Busselen, UCSB (on behalf of Chizu Morihara, Chair); Martha Stuit, UCSC (Chair); Sarah Buck Kachaluba, UCSD (CPG); Xaviera Flores, UCLA (DEI); Allegra Swift, UCSD (SLASIAC); Catherine Busselen, UCSB (SLFB), Sylvia Page, UCLA (Webmaster); Dean Rowan, UCB (Parliamentarian), Kathryn Neal (LAUC Archivist)

Absent: Cynthia Johnson, UCI (DOC); Lisa Spagnolo, UCB (SCLG)

MINUTES

1. Called to order at 1:33 PM (M. Moore)
2. Brief welcome to the new board from the current chairs
 - a. Council of University Librarians (CoUL) Chair (K.Antelman, UCSB)

CoUL will work on a systemwide plans and priorities document; will describe how CoUL will take an active role in the upcoming year; hope to improve communications with LAUC leadership; and ask how they can be helpful in encouraging librarians to serve in roles both at the campus level on systemwide level

M. Moore will attend the October CoUL meeting.
 - b. Direction & Oversight Committee (DOC) Chair (A. Grosenheider, UCSB)

Shared document [LINK](#) which describes the structure of DOC.

Leadership groups were recently added to DOC: Shared Content Leadership Group (SCLG - formerly reported to CoUL), and newly created Digital Preservation and Systemwide ILS (SILS) Leadership groups.

R. Green mentioned the idea that the bylaws refer to the former organization structure used prior to UCLAS, and they may need to be updated in the coming year. She also put forward the idea that there should be LAUC representation in each of these new leadership groups, similar to other groups reporting to DOC.
3. Roll Call (M. Christensen)
4. New Division Chairs' Orientation and Procedures
 - a. Basics: Parliamentary Procedures, Travel Procedures, Zoom

- i. Parliamentary procedures: derived from bylaws and standing rules or consult *American Institute of Parliamentarians: Standard Code of Parliamentary Procedure*.
- ii. Travel Procedures: follow the local campus procedure for approval, receipts are submitted at division level and then will be sent to Santa Barbara contact for reimbursement
- iii. Zoom: Transition meeting and Assembly are held in-person and may be hybrid. The Executive Board meetings are held on Zoom with meeting times to be determined later in the meeting.

b. Communication:

- i. **Box** for working documents

Executive board should have access to the 2022-23 folder. Agendas and minutes will be held here.

- ii. Executive Board email list

Board email list is limited strictly for LAUC Exec business. Slack should be used for more general announcements.

c. Conference Calls Schedule

M. Moore proposed the second Monday of each month, 10am-12pm for the Executive Board conference calls. No objections. Board approved.

5. Issues / Ongoing Work / New work

a. Appointments; establishing/renewing ad hoc committees

- i. Appointing Parliamentarian

M. Moore consulted with the Board on re-appointing D. Rowan as parliamentarian, and the Board was supportive. M. Moore appointed D. Rowan as parliamentarian.

D. Rowan invited others to shadow to help build redundancy.

ACTION: M. Moore will put out a call for a second member to shadow D. Rowan as parliamentarian.

- ii. Appointing Webmaster(s)

M. Moore consulted with the Board on appointing S. Page as Webmaster, and the Board was supportive. M. Moore appointed S. Page as Webmaster.

S. Page also asked for a second Webmaster (Co-Webmaster) and a member to serve as one of the two News and Social Media Coordinator.

ACTION: M. Moore will put out a call for a Co-Webmaster and a second News and Social Media Coordinator. Each position is a two-year term.

ACTION: Division chairs – put out a call for a Co-Webmaster and a second News and Social Media Coordinator. Each position is a two-year term.

iii. Communications Committee (ad hoc)

The committee is proposed as an ad hoc committee because the bylaws require representation from each division for standing committees. Currently difficult to solicit standing committee representatives due to limited staff and heavy commitments. Also, the committee works better with people interested in these specific tasks.

M. Moore consulted with the Board about continuing this ad hoc committee. The Board was supportive. M. Moore appointed the ad hoc committee.

M. Moore consulted with the Board to appoint S. Page as Chair. The Board was supportive. M. Moore appointed S. Page as Chair.

M. Moore consulted with the Board to continue Lia Friedman's appointment as a News and Social Media Coordinator and member of the committee. The Board was supportive. M. Moore appointed L. Friedman as a News and Social Media Coordinator.

iv. Task Force on Academic Status

M. Moore consulted with the Board regarding the creation of the Task Force on Academic Status to make sure that work on issues in Academic Freedom, PI Status, and DEI continue to be discussed and addressed, and also to separate the issues from the presidency directly, provide continuity, and involve members interested in these topics.

The name of the task force was developed to envelope the broader issues. Each topic will operate as a sub-group to the task force. In August four people responded to a call to participate in a task force on PI Status (C. Goldman, UCSD; D. Mizrahi, UCLA; A. Glusker, UCB; L. McAulay, UCLA). The task force can consult with the LAUC President, Vice-President, Past-President as needed in the course of pursuing their work. M. Moore proposed to appoint these four volunteers to continue. The Board was supportive. M. Moore created the task force and re-appointed the four prior members.

ACTION: M. Moore will put out a call for members for the remaining task force sub-groups.

v. CoUL (Council of University Librarians) Meeting (October 3-4)

M. Moore and D. Kane will be attending and share details about the Task Force on Academic Status; share goals for LAUC and committee charges

vi. Spring Assembly at Santa Cruz – Planning

M. Moore thanked all involved at Santa Barbara who hosted and prepared a checklist that will be shared with UCSC to help them prepare.

UCSC is next in line to host the 2023 Assembly. The budget for the 2023 Assembly will be determined following the transition meeting.

6. Update from our Archivist (K. Neal, UCB)

- a. K. Neal introduced the LAUC Archives Guidelines (<https://lauc.ucop.edu/lauc-archives>) to the incoming board. She acknowledged the work of prior committees to develop the guidelines.
- b. Condensed guidelines are available on the LAUC Website which offer recommendations on the types of records that relate to the general operations and work of various committees and task forces. The guidelines also provide information about what should not be included in the archives, and procedures for transferring digital records. **Box** is the preferred method of transferring digitally. To transfer analog records, contact K. Neal directly.
- c. The guidelines recommend the use of consistent, meaningful file names and structures. They also provide information to help divisions with the management of their local archives.
- d. Retention Schedule - 5 year period applies to analog materials, digital materials should be transferred annually.
- e. K. Neal is the primary contact for transferring records, but will also be working with the Digital Archivist at Berkeley (Christina Velasquez Fiddler) for digital materials.

7. Standing Committees: reports and/or ideas for charges (to be completed in September)

ACTION: M. Moore will contact each committee chair to discuss goals for the committee for the coming year.

a. Committee on Research & Professional Development (D. Kane)

Working with M. Moore to develop charge and continue necessary work from last year.

b. Committee on Professional Governance (S. Buck-Kachaluba)

Charge idea: review the various document that define UC librarians and their academic status

c. Committee on Diversity, Equity, and Inclusion (X. Flores)

Charge ideas: continue with DEI efforts following feedback and suggestions from last year's committee; look at the DEI environment at each campus in terms of equity for affiliate librarians; examine equity in the review process across campuses; survey what each campus is doing regarding retention and DEI; understand what DEI issues exist for librarians on each campus to help inform the charge for 2023-2024 term [temperature check].

d. Nominating (R. Green)

Goals: find at least one candidate for each position; find members for the committee

e. Communications Committee (S. Page)

Charge: add Meet Our Members and Slack (and promotion) to general charge, update website platform and determine if an ad hoc task force should be convened to further review the platform.

8. Intros/previews from Committee Representatives

a. SLASIAC – Systemwide Library and Scholarly Information Advisory Committee (A. Swift)

It is an Academic Senate Committee with a member representative from CoUL and LAUC. See report provided during the morning session.

b. UCOLASC – University Committee on Library and Scholarly Communication (M. Moore)

No word from the committee yet.

c. SCLG – Shared Content Leadership Group (L. Spagnolo)

Not present.

d. SLFB – Shared Library Facilities Board (C. Busselen)

Meets quarterly; first meeting is September 20. Will be reviewing deposit allocations for equity among the campuses.

e. DOC – Direction and Oversight Committee (C. Johnson)

Not present. See update from morning session.

f. CoUL – Council of University Librarians (M. Moore)

M. Moore and D. Kane will be meeting with CoUL in October to share LAUC goals. M. Moore will propose more frequent meetings with CoUL leadership (LAUC President, President-Elect, CoUL Chair, and incoming CoUL chair).

9. Round Robin

a. UCB (J. Barragán-Álvarez)

S. McElrath discussed this during the morning session: at the end of July, C. Emmelhainz stepped down as Vice Chair of LAUC-B when she left UCB. J. Silva was elected as Vice Chair in the spring and agreed to serve as Chair and J. Barragán-Álvarez was appointed to serve a one-year term as Vice Chair. In the next election cycle, J. Barragán-Álvarez has the option of running for chair, and J. Silva will continue as past-chair.

UCB is having some major budgetary issues. We are taking a huge collections cut over two years, with a major serials cancellation project this spring. We will probably be closing a few branch libraries--staff and

collections will move to other buildings on campus. Our staff is very over-extended. One issue we are talking about this week at our local Executive Committee is whether or not to hold the LAUC-B Conference in 2023. Traditionally LAUC-B hosts a one day conference every two years on, with each conference having a different theme--DEIBJ in libraries, Open Access, dealing with budget cuts, etc. Conferences are a lot of work and with our over-extended staff we don't think we can host it. Because of all these issues, this year will be more about keeping the train on the tracks and working through everything.

b. UCD (M. Polchow)

No vice-chair currently. Anticipating 4-5 new librarians this year.

Reviewing distinguished librarian award, but it hasn't been presented in about 10 years.

c. UCI (S. Brinkman)

Has a number of retired or vacated librarian positions.

Examining what is LAUC-I culture after the pandemic? Many people were hired during the pandemic. Reviewing how we can encourage more involvement.

d. UCLA (D. Cappoli)

Also recently moved into the role as chair due to departure. Examining PI status, peer review process; professional development funding.

e. UCM (J. Dooley)

Became chair in the last week; currently have 3 open librarian positions, one probably will be permanently lost, actively recruiting for second, and expect to recruit for third.

Reviewing procedures to ensure that they are doing what is expected according to the APM, etc. Also looking at how UC Merced can meaningfully participate.

f. UCR (R. Starry)

With numerous active and planned librarian searches, we'll be onboarding several new librarians this year, which is an opportunity to continue testing out a revised system our Personnel committee has set up for ensuring new librarians are informed and engaged in LAUC right from the start; frankly we are still so under-staffed I feel that this year we should continue to focus on maintaining current work and member engagement rather than trying to increase our division activities.

Series of proposed bylaws amendments to be discussed and reviewed, including committee organization and how LAUC-R documentation and archiving processes are handled.

Facilitating several ongoing conversations between our membership and library administration, including both about the ongoing systemwide DEI-APM and PI-status issues as well as instituting a process for memorializing librarian colleagues who have passed away.

g. UCSD (X. Chen)

Goals for 2022-23: We will continue to have conversations to clarify the differences between the Library EDI Working Group and Library Diversity and Inclusion Committee (LDIC). We hope to attract new members to LDIC and engage LAUC members in LDIC initiatives.

The R&PD task force completed the PI Exception (PIE) report, and a workflow was drafted by Library leadership. We are hoping to finalize it in October, then we will start the implementation of the PIE process. The local executive committee will develop and facilitate necessary training in guiding librarians in the new process.

The "value of librarians" was a theme that came up last year specifically when discussing Librarians as PIs and Strategic Planning. We will continue to explore this topic in the coming year.

Mentoring and R&PD committee will continue to plan and organize events.

Two positions are in active recruitment. We expect to see several librarians' positions posted in the coming year.

h. UCSF (A. Taylor)

Our primary focus will be adjusting to the new timetable and process for librarians who are up for review, and acclimating all new librarians to the review process and other aspects of LAUC. We will plan some social events since many of us work remotely and outside of the Bay Area. The UCSF Library has begun implementing its strategic plan. LAUC librarians are engaged in this process as well as library-wide DEI activities.

i. UCSB (C. Busslen on behalf of C. Morihara)

Transition will take place on September 30.

j. UCSC (M. Stuit)

Trying to fill a position following a retirement; challenge to get a full executive board; looking forward to hosting the Spring Assembly at UCSC in 2023.

10. New/Continuing Business

a. UC Merced – shortage of librarians, adjustments needed to CPG

Won't have a representative on CPG for the moment, until more people are hired.

Motion was discussed via email in two parts:

- 1) How to handle Merced vacancy specifically
- 2) How to handle similar circumstances in general

CPG reviewed standing rules and made recommendations. J. Dooley proposed a review of the recommendations proposed by CPG during the last year.

MOTION 1: allow Merced to propose a representative to CPG when they have more staffing. Board approved.

MOTION 2: review staffing impact issue in two years to see if permanent changes need to be made in standing rules or bylaws. Board approved.

ACTION: Division Chairs: discuss locally if we need to adjust the bylaws to handle as needed.

11. Announcement:

September 28th Membership Town Hall style discussion zoom meeting to discuss issues and questions regarding PI status, and DEI being added to the APM. The meeting will not be recorded to allow for a candid discussion. If unable to attend, members can submit questions and comments to M. Moore.

Motion to adjourn. Seconded. Adjourned at 3:42pm