

**LAUC Executive Board Meeting Minutes  
Monday, October 10, 2022  
10:00 AM – 12:00 PM**

**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 (Chair); David Cappoli, UCLA (Chair); Jim Dooley, UCM (Chair); Rachel Starry, UCR (Chair); Xi Chen, UCSD (Chair); Anneliese Taylor, UCSF (Chair); Chizu Morihara, UCSB (Chair); Martha Stuit, UCSC (Chair); Sarah Buck Kachaluba, UCSD (CPG); Cynthia Johnson, UCI (DOC); Allegra Swift, UCSD (SLASIAC); Catherine Busselen, UCSB (SLFB); Lisa Spagnolo, UCB (SCLG); Dean Rowan, UCB (Parliamentarian)

**Absent:** Xaviera Flores, UCLA (DEI); Sylvia Page, UCLA (Webmaster)

**Guests:** Caitlin Hunter, LA; Katherine Kapsidelis, LA; Lia Friedman, SD

**Called to order by M. Moore at 10:02 am**

1. Roll Call (M. Christensen)
2. Acknowledgement of Indigenous People's Day (M. Moore)

M. Moore remarked on the importance of acknowledging Indigenous People's Day (October 12) and read a statement prepared by the Associated Students of UC Santa Barbara.
3. Secretary's Report (M. Christensen)
  - A. September 12, 2022 minutes are approved.
  - B. Call for division member count as of September 1, 2022 and contact information for division secretaries. *Note: for the division member count, ULs are LAUC members; AULs are LAUC members if their position classification is included in the LAUC Bylaws.*
4. Old/Continuing Business
  - A. Task Force on Academic Status Update

The PI (Principal Investigator) sub-group of the Task Force on Academic Status was convened in July 2022 and has been meeting twice a month. A call for volunteers for the other sub-groups will be forthcoming. M. Moore is developing the 2022-2023 charge for the task force. The chair hasn't been designated yet.

UC San Diego has shared their documentation for PI Exception Requests for Sponsored and Non-Sponsored Project review process.

**ACTION: M. Moore will create a folder in BOX for task force-related documents and make them available to Executive Board members.**

**ACTION: Division Chairs: send examples of local procedures to M. Moore to include in the BOX folder.**
  - B. LAUC PI & DEI Townhall Discussion

Both sessions were well attended (PI discussion, 75 attendees; DEI discussion 65 attendees). Sessions were not recorded.

*PI Discussion:* M. Moore shared an update on the current status of the PI work done over the past year. S. Buck-Kachaluba shared the details from the CPG PI Status survey report. Participants shared their interest and concerns in the topics in the group and in break-out rooms.

*DEI discussion:* Reviewed some of the work done by the DEI Committee and provided an overview of the relationship between APM and the MOU. X. Flores shared ideas for what the DEI Committee would work on this year.

M. Moore invited others to share ideas for future town hall meetings.

C. Call for additional volunteers

i. Additional Parliamentarian

M. Moore will issue a call for a volunteer to become the new parliamentarian or to shadow D. Rowan and serve as an alternate as needed.

ii. Co-Webmaster (2-year term)

M. Moore has received the names of a couple of volunteers and hopes to have someone identified soon.

iii. News and Social Media Coordinator (2-year term)

Still looking for an additional member for this role. M. Moore provided sample wording for a call for each of these positions (see endnote<sup>1</sup>).

5. Committee Reports

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

Finalizing charge to include working with LAUC Secretary and Webmasters to develop best practices for updating and maintaining the grant table; hosting at least one statewide R&PD event on the grant/research process; and developing a logo for grantees to use in publications and presentations.

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

Will review and compare LAUC bylaws, MOU, and APM for diversity and represented/non-represented issues and create a guide (acronyms, abbreviations, vocabulary) and index to aid in locations guiding documentation on various themes.

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

No report.

D. Nominating (R. Green)

The committee needs two additional members. It is a great way for new members to get involved with a light time commitment. Direct any questions to R. Green. Also looking for candidates for the secretary and president positions, especially from northern campuses.

**ACTION: M. Moore will send out a call for committee volunteers.**

E. Communications Committee (S. Page)

Thank you to the division chairs for passing along info about the Webmaster and News and Social Media Coordinator positions. We are talking to a couple of members interested in the Webmaster position. Reminder to division chairs to send news/social media items if they have any.

**ACTION: Division chairs: If you haven't already, please send a photo to Sylvia for the LAUC Executive Board page.**

6. Reports from Committee Representatives

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

No report for SLASIAC. The next meeting is coming up on Nov. 2 from 10am-3pm. It will take place hybrid: in-person at the UCOP offices in Oakland and on Zoom.

- B. UCOLASC - University Committee on Library and Scholarly Communication (M. Moore)  
No update yet; the meeting is scheduled for the end of November.

**ACTION: M. Moore will send a message to UCOLASC Chair, John Hildebrand, to get added to the group.**

- C. SCLG – Shared Content Leadership Group (L. Spagnolo)

Official minutes from SCLG meetings are available at this [link](#). Lisa attended the meeting on September 9th to start her appointment and was not able to attend the September 23rd meeting. The minutes from these meetings are not yet posted.

Key topics from September 9<sup>th</sup> include a presentation from the Ebook Strategies Team representatives to assess the major Tier 1 ebook packages. Discussions continued regarding the augmentation fund and CDL's work with JSC (Joint Steering Committee on Shared Collections).

Please contact Lisa Spagnolo if you have any questions or issues to raise with SCLG.

- D. SLFB – Shared Library Facilities Board (C. Busselen)

Met on October 3<sup>rd</sup> and will meet quarterly.

NRLF hired 6 people for LAII positions for Davis's exceptional deposit processing. Also hired an internal candidate as the new head of deposits, leaving a vacant LAIV position, to be filled in early 2023. Will also be hiring three LAIII.

SRLF recruitment for four LAII positions has begun, and the Student Resource Coordinator position will remain open for now.

The board discussed making a proposal to engage Provost Brown via a decision memo and we looked at the draft as well to charge a multi-phase project to understand the total cost of RLF operations and develop potential funding models that will provide sustainable ongoing support. The board approved moving in this direction with some changes to the draft decision memo. The board endorsed the drafting of an SLFB charge to the UC Heads of Special Collections (HOSC) to gather and provide information about Special Collections and Archives RLF deposit and storage needs. And estimates are to include the needs of campus libraries, special collections, and archives as well as affiliated libraries as appropriate.

- E. DOC – Direction and Oversight Committee (C. Johnson)

September 6, 2022 meeting

1) Digital Reference

- a) Tiffany Moxham (DOC liaison to DigRef) provided an update on the Digital Reference Shared Service Group. The main question discussed is: what does it mean for a campus to leave a shared service? CoUL will be discussing this at an October meeting.

2) Bill Garrity provided a campus update about UC Davis:

- a) Davis has relaunched their Library Website. The campus wanted them to use the campus' platform, but the library will use its own platform but ensure that the library website mirrors campus expectations.
- b) The campus is returning to on-campus instruction and the library is gearing up for business as usual this fall.

September 20, 2022

1) Digital Reference Shared Service.

- a) Discussion focused on Digital Reference as a case study. Questions discussed:
    - i. How can a shared service be maintained as campuses withdraw?
    - ii. Can a shared service move to the equivalent of a Tier 2?
    - iii. Agreed that no campus would be forced to participate in a shared service.
    - iv. Need a common plan for sunseting shared services.
  - b) For DigRef specifically:
    - i. Is it viable to have the service as a Tier 2 (not all campuses participate)?
    - ii. Also important for DigRef, need to remember that there is a shared position and Springshare costs to consider.
    - iii. Next steps: Tiffany Moxham (DOC liaison to DigRef) will work with the group to determine what the next steps would be if the service can become a "Tier 2."
- 2) Statistics SILS LG New Task Force
- a) Draft charge from SILS Leadership Group will be coming to DOC for a task force that will look at gathering statistics using Alma Analytics. Interest is in annual statistics that need to be reported to certain groups and organizations. CoUL was interested in a similar topic and tasking a team.
- 3) John Renaud provided a campus update from UC Irvine:
- a) UCI Chancellor has proactively instated an across-the-board 3% budget cut, which is happening in year 2 of a 3-year plan, following last year's 2% cut. Libraries are addressing this by making use using salary savings from certain positions and examining supply and other operational budgets. The Libraries will continue with strategic recruitments.
  - b) Two new hires: a new Associate University Librarian for Public Services, Rikke Ogawa, and the new Head of Technical Services, Dr. Elizabeth Richey.

F. CoUL (M. Moore)

M. Moore and D. Kane joined the recent CoUL meeting and shared updates about what LAUC and the committees will focus on in the coming year.

A new pilot program was agreed on to have a periodic joint meeting of the LAUC President and Vice-President and the CoUL Chair and Vice-Chair. A review of the need/effectiveness of the meetings will be conducted.

They discussed the differences between the APM and the MOU. They liked the idea of Town Hall meetings and offered to have someone from UCOP present on the details of the issue of APM. M. Moore will arrange a Town Hall meeting once she has contact information for the UCOP person.

M. Moore asked for ideas to encourage non-represented LAUC members to take advantage of R&PD grant funds that are limited to non-represented librarians. These funds are typically not depleted, but CoUL quickly closed the topic by stating they don't make those distinctions.

7. New Business (M. Moore)

A. Task Force about Academic Status charge

As a long-term task, it was suggested that the Task Force would be guided by the Executive Board with the President and Past President as consultants to the Task Force and its subgroups.

Proposed options for task force charge (specific to PI Status subgroup)

1. Focus on systemwide change by adding librarians as a category group to the Contract and Grants Manual (automatic PI status)
2. Address individually at each campus
3. Spend the year doing research and surveys on the issue to be better prepared for next year

4. Continue to push for exceptions to be clearly defined on each campus

Members of the board supported the idea of pushing for systemwide change, especially focused on uniformity and succession planning.

Background information on PI status is available in minutes of past meetings, the R&PD survey, the CPG analysis of the R&PD survey, and R. Green's May 2022 UCOLASC presentation. Documents will be added to the Task Force's section of the LAUC website.

UCSD developed procedures for reviewing requests for PI status (supportive but lots of hoops to jump through)

**ACTION: M. Moore will share documents in a discoverable place for the Executive Board**

UCR – Another approach could be to introduce a tiered system for evaluating PI status based on the type of librarian research.

UCD – A representative for the Office of Research presented; library research typically isn't too difficult or loaded with rules.

UCM – supports the goal of a systemwide consistent procedure.

**ACTION: M. Moore – reshare UCOLASC presentation to Exec Board**

8. Round Robin: Highlights and issues from the campuses

A. UCB (J. Silva)

We have canceled our 2023 LAUC-B conference due to a lack of volunteers to coordinate. A small group is looking into possibilities for the 2025 conference.

Our fall assembly will focus on providing feedback on the Library's strategic plan. We are looking into options for gathering feedback on morale issues within the Library and may partner with our local staff group to do so.

B. UCD (M. Polchow)

Two new librarians just started in the last couple of weeks, Beth Tweedy (STEM Life Sciences) and Emily Atkinson (STEM Agriculture & Environment Sciences).

The First LAUC-D Executive Board meeting showed a great deal of concern for retention (buddy/mentor program) and the potential detriment of the housing situation. Eleven out of 38 librarians are up for review this year.

Also planning to retire old website, received UCR best practices draft documentation.

C. UCI (S. Brinkman)

We will be holding our fall divisional meeting later this month. One topic we will discuss is representation on UCI Academic Senate councils. Currently, we have LAUC-I non-voting representation on 11 councils, subcommittees, or boards. We are being asked to consider our representation. It would be interesting to hear from other campuses if LAUC divisional members are represented on their campus Academic Senate committees, and if so, in what capacity. Other updates are provided in the DOC report by John Renaud.

We will be launching several librarian searches soon.

**ACTION: Division chairs: send info regarding local Academic Senate involvement.**

D. UCLA (D. Cappoli)

The first LAUC-LA meeting will be held this Friday, and all of the local and statewide appointments have been made. There are a number of recruitments ongoing. A peer review documentation workshop will be held later this month to go over new documentation (yet to be released). David has been asked to give an overview to the local Committee on Library and Scholarly Communications about PI status as it pertains to UCLA librarians.

The library website is under redesign and consulting with the local LAUC web administrator about the next steps with plans to move the LAUC info into a LibGuide.

E. UCM (J. Dooley)

Have almost finished making edits to the librarian review procedures and plan to vote on them at the upcoming meeting. They have one position in recruitment and another one under discussion.

F. UCR (R. Starry)

Have been talking with library HR about sticking points in the local review process, such as updating the call and academic review documentation to include a personalized list of options available for each review candidate, and personalized requests for referee letters indicating the specific area to be addressed. Also continuing discussions about library procedures for memorializing library colleagues who have passed away, potentially all library workers, and following the discussions on the Task Force on Academic Status regarding the inconsistent local policies.

G. UCSD (X. Chen)

Finished local PI request and approval process documentation and will share with other campuses. Two new librarians started. Twelve librarians were recognized for reaching work milestones (5, 10, 15, etc. years at the library) and they were each given a gift card in place of holding a reception in their honor. This change was made in response to a survey conducted among the members.

One position is currently open and a second position is to be posted soon.

The Library finished strategic planning and started the implementation phase inviting library programs, committees, and LAUC-SD to submit short- and long-term initiative proposals. One topic of particular interest is the value of librarians, which came up during the strategic planning phase and while reviewing PI procedures in the library.

H. UCSF (A. Taylor)

Currently in the implementation phase of their strategic plan. A survey was conducted with participants in our divisional LAUC Buddy program, launched in 2021. The benefits mentioned were connecting with a librarian in another team, having time to connect socially, and learning about LAUC and UCSF culture.

We're holding our first divisional meeting later this week. Five of our 12 librarians are up for review this year. The library is under renovation in a number of areas.

I. UCSB (C. Morihara)

UCSB currently hiring for 4 librarian positions. The library has launched strategic planning efforts with implementation for February 2023. SB Chair and Vice-chair have scheduled quarterly meetings with our UL.

J. UCSC (M. Stuit)

We are scheduling a date for our fall membership meeting, particularly to share this year's review calendar and an overview of the process.

On September 15, we had a LAUC-SC sponsored brown bag about the IRB exemption process with tips and tricks from librarians who have gone through the process, plus time for questions, and open to anyone in the library to attend. Also, we held a discussion about recommendations for librarian reviews regarding a local effort on the topic, and we are also discussing how local R&PD allocations are distributed.

## **Adjourned at 11:44am**

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### **i LAUC Call for Volunteers**

#### **Parliamentarian**

LAUC Parliamentarian attends LAUC Executive Board meetings (once a month - 2nd Monday, 10-12) and serves as an expert in procedure, offering advice and guidance on how to run our meetings in accordance with our parliamentary procedures derived from the bylaws and our standing rules, or consulting with *American Institute of Parliamentarians: Standard Code of Parliamentary Procedure*. Dean Rowan (UCB) has served as our Parliamentarian for several years, and he has kindly invited others to shadow him, to help build redundancy and to make the prospect of volunteering to serve the role at a later date a bit easier. If you'd like to know more about the role please contact Dean at [drowan@law.berkeley.edu](mailto:drowan@law.berkeley.edu). If you would like to volunteer, please contact Mary-Michelle Moore, LAUC President, [marymichellemoore@ucsb.edu](mailto:marymichellemoore@ucsb.edu)

#### **Co-Webmaster (2-year term)**

The LAUC Co-Webmaster(s) report to the LAUC President and are responsible for publishing documents to the website, maintaining links, and alerting the appropriate individuals about problems related to any LAUC web pages. The Webmaster(s) also oversees the overall design, navigation and functionality of the site, and provides training and oversight to other designated contributors. We are seeking a Co-Webmaster to work with Communications Committee Chair, Sylvia Page (UCLA). This position is a two-year commitment, for the first year webmaster duties would be split between the two Co-Webmasters, and the second year this position would move to being the Communications Committee Chair. Time commitments for this position include a monthly Communications Committee Meeting (second Wednesday of the month), monthly LAUC board meetings (second Monday of the month) and a number of scheduled duties (posting board meeting minutes, updating the grants table) as well as some additional ones when needs arise (adding new LAUC member profiles, etc.) If you would like to learn more about the role, please contact Sylvia at [srpage@library.ucla.edu](mailto:srpage@library.ucla.edu). If you would like to volunteer, please contact Mary-Michelle Moore, LAUC President, [marymichellemoore@ucsb.edu](mailto:marymichellemoore@ucsb.edu)

#### **News and Social Media Coordinator (2-year term)**

The LAUC News and Social Media Coordinator reports to the Chair of the Communications Committee and coordinates with the Co-Webmasters to create and curate content for the LAUC website. The News and Social Media Coordinator writes and posts news items content to the [Featured Content](#) section by soliciting news items from LAUC members, Executive Board, monitoring campus library news sites, and other channels. This position manages the LAUC Social Media accounts (Twitter, Facebook, etc.), adding and sharing content as well as reviewing statistics and recommending appropriate social media tools. Time commitments for this position include a monthly Communications Committee Meeting (second Wednesday of the month), and time as needed to solicit, write, and post news and social media postings across appropriate channels. If you would like to learn more about the role, please contact Sylvia at [srpage@library.ucla.edu](mailto:srpage@library.ucla.edu). If you would like to volunteer, please contact Mary-Michelle Moore, LAUC President, [marymichellemoore@ucsb.edu](mailto:marymichellemoore@ucsb.edu)