LAUC Executive Board Meeting Minutes
Monday, February 13, 2023
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); Dean Rowan, UCB (Parliamentarian); Amy Roberts, UCR (Parliamentarian); 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); Sylvia Page, UCLA (Co-Webmaster, Communication); Sarah Buck Kachaluba, UCSD (CPG); Cynthia Johnson, UCI (DOC); Allegra Swift, UCSD (SLASIAC); Catherine Busselen, UCSB (SLFB); Lisa Spagnolo, UCD (SCLG)

Absent: Chizu Morihara, UCSB (Chair); Martha Stuit, UCSC (Chair); Reid Otsuji, UCSD (Co-Webmaster); Xaviera Flores, UCLA (Diversity)

Guests: Caitlin Hunter (LA); Katherine Kapsidelis (LA)

Called to order by M. Moore at 10:03 am

1. Roll Call (M. Christensen)

2. Secretary's Report (M. Christensen)

    i. December 12, 2022 minutes are approved.

3. Old/Continuing Business

    A. Call for volunteers

        i. Welcome Amy Roberts, UCR (Parliamentarian)

        ii. Still looking for a Social Media Coordinator

    B. [Election Calendar](#)

        i. Reviewed and confirmed

    C. Task Force on Academic Status Update (M. Moore)

        i. M. Moore sent an email to Debbie Motton, Exec. Director Research Policy Analysis and Coordination and redirected to Lourdes Demattos, Director Research Policy Analysis and Coordination at UCOP. M. Moore had a phone conversation on December 19th about questions regarding the Contract and Grant Manual. Since it has not been updated since 1985, UCOP views it as how things are done rather than policy and recommended that LAUC present the issue to the Academic Senate to move forward. The Task Force is investigating how to do this. R. Green's May 2022 presentation to UCOLASC relied on [language in this manual](#), specifically the assertion that "It is contrary to University policy, and is viewed with extreme disfavor by sponsoring agencies, to list as head of a project the name of an individual, however prestigious that person may be, who will contribute only a minimum or nominal portion of their own time and effort to the furtherance of the work." The task force is moving forward on its charge and gathering data from comparable institutions.

D. Assembly Planning (M. Moore for M. Stuit)

    i. Assembly is scheduled for Monday, April 17, 2023. The meeting will be hybrid and all LAUC members are invited to participate.

    ii. Rough agenda: the Executive Board meeting will be held in the morning and the afternoon will be a showcase of the LAUC Statewide Committees.

    iii. Assembly Attendance Chart: Divisions can refer to the Assembly Attendance Chart to confirm the number of attendees allowed (paid travel and accommodations) from each division.

    ACTION: M. Moore will confirm who can attend LAUC Assembly, the possibility of travel grants for new members, and the meeting room capacity allowance.

4. Committee Reports

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

    i. Fall call – four research grants were awarded for a total of $13,750; one mini grant for $500, and four travel grants for $2,400 (total $16,650).

    ii. Spring call / remaining budget – R&PD has $7,650 remaining for represented and & $7,100 for unrepresented, plus some extra money.

    iii. Spring call went out and grant applications are due to divisional committees on February 17 and to Danielle on March 3. Awards will go out March 24. Please send reminders to your divisions— R&PD has a good chance of funding everything.

    iv. Danielle will be working on another update for the grants table and some of my other action items and will have more to report at our next meeting.

    v. New – travel grants form has a new section. We are asking for past grant awards. This more closely matches the other forms and is useful information for the R&PD committee.

    vi. Extensions for funded awards may be requested by directly asking the R&PD chair. The chair is the only one authorized to extend award deadlines.

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

    i. CPG has been focusing on the guide to the UC Libraries' governance structure and the groups within. The group is working on an organization chart to represent their findings as one doesn't currently exist. There are two issues arising: the tension created by campus autonomy and LAUC is not included in the governance organization. They are trying to understand LAUC's role in the new structure and CoUL's governance prerogatives. The language in the APM and MOU is limited and vague. The committee expects to present summary of findings, including additional questions that arise.

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

    i. No report.

D. Nominating (R. Green)

    i. The committee has one candidate for secretary, but still looking for a candidate for Vice-President. Candidates for secretary are eligible from all campuses except San Diego and Irvine. For Vice-President, candidates are welcome from all campus except Santa Barbara and Irvine.

E. Communications Committee (S. Page)

    i. Still looking for a news/social media coordinator. No further update.

5. Reports from Committee Representatives

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

        i. No report since the last meeting. Next meeting is upcoming on February 24, 2023.

    B. UCOLASC - University Committee on Library and Scholarly Communication (M. Moore)

        i. Next meeting will be on Wednesday, February 15, 2023.

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

        i. Official minutes from SCLG meetings have now been updated through January 27 (missing January 13) and posted on the [SCLG Meetings](#) page. A regular process has been established for keeping these updated.

        ii. Since the last update, SCLG met on December 16, January 13, 27, and February 10.

        iii. The Open Access (OA) membership subgroup has been reviewing resources to support, with presentations to the group.

        iv. The Joint Steering Committee (JSC) Annual Survey was distributed on January 23, with a deadline of Friday, February 10.

        v. Augmentation Fund Updates – SCLG voted to confirm moving forward with 3 ebook packages based on the eBooks Strategy Team's priorities.

        vi. DEI Subgroup Update – Work is continuing on draft evaluation criteria for resources. The subgroup will be working on getting feedback from outside SCLG and select a vendor to test run the criteria.

        vii. Licensing updates include a decision to support Journal of Medical Internet Research (JMIR) being approved by CoUL. A "bridge contract" was discussed for a journal publisher under renewal, with further actions by CDL.

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

        i. Following an RLF visioning exercise and SOAR (Strengths, Opportunities, Aspirations, Results) analysis that was done by CoUL, RLF Directors and Shared Print Manager in November 2022, the SLFB reviewed topics/themes gathered during the exercise; reviewed and recommended changes to the proposed high-level RLFs mission/vision paragraph to inform the provost's recently charged project on the facilities, which includes non-library members; and supported a proposal to better outline and document the role of the RLFs in broader shared services and core activities.

        ii. Reviewed and discussed Heads of Special Collections (HOSC) feedback on Special Collections storage projections at the RLFs. It was noted that alternatives storage beyond the RLFs should be considered for items that do not require 24- to 48-hour access. UCLA/SRLF is exploring Iron Mountain for 1-2 large collections, their findings will be shared soon. The RLF directors will consider how the existing facilities might better support special collections and how these expanding deposit needs intersect with broader RLF staffing and capacity questions.

iii. Endorsed 2023 Fee Schedule for RLF Services proposed on December 16, 2022 to replace the 2008 Fee Schedule. The new schedule includes increased fees for remote borrowing, remote copying/scan, onsite borrowing and accession/UC exceptional deposit.

iv. On February 10, 2023, Provost Brown endorsed the SLFB decision memo and proposed charge regarding the Project to Analyze RLF Operations Funding.

v. Because there is significant and time-sensitive work being done at this time, an ad hoc meeting has been added in March 2023 for SLFB.

ACTION: Catherine will reach out to Danielle Watters Westbrook to find out if/when public meeting minutes and documents will be added to the public SLFB page. It appears that the site has not been updated since 2020.

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

    i. January 17, 2023 DOC meeting

        1. UC Palace Project Budget Request

- The UC Palace Project team request funding to renew the app that is being used for this project. DOC had a lot of conversation around this topic:
- Can DOC's discretionary funds be used for this project or must they be used for training, which is how the funds are identified? This question will be considered by the DOC/CoUL Joint Steering Committee.

    ii. February 7, 2023 DOC meeting

        1. DOC joint meeting with CoUL.

- The discussion in the DOC meeting that afternoon regarding the meeting with CoUL focused on communication between the two groups.
- Specifically, what kind of information would DOC like to hear from the CoUL liaison to DOC. DOC was tasked by CoUL to draft best practices for CoUL liaison and DOC liaisons to outline and clarify roles and expectations.
- DOC is charging a small task force.

        2. UC Palace Project Budget Request

- The Joint Steering Committee confirmed that DOC does not have a discretionary spending allocation for anything except training.
- DOC now needs to decide if it recommends this funding request up to CoUL and ask CoUL to fund it? Or does DOC not recommend funding the request?
- A vote will occur over email.
- It was also noted DOC needs to more formally onboard this project into its work structure by appointing a DOC liaison and adding it to DOC's spreadsheet for projects and teams which report to DOC.

        3. UC Riverside update by Tiffany Moxham

- The Library is receiving lottery funding, which allows them to fund four "new" positions.

        ○ The Library also received lottery funding for one-time collections purchases, and for space modifications, including new high-density shelving and improving study rooms.

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

    i. No update. K. Antelman will be reaching out to set quarterly meeting with LAUC President.

6. New Business (M. Moore)

    i. None.

7. Round Robin: Highlights and issues from the campuses

    A. UCB (J. Silva)

        i. Working on the charge for a small working group to look at the aspirational values of an academic librarian.

        ii. They have started our $850K serials reduction project, with the aim of sharing with the campus in April for feedback.

        iii. Long term space plan has been accepted by the Executive Vice Chancellor and Provost, which means some branch libraries will probably close in the next few years. Collections and staffing would be absorbed by the library. There is some campus pushback on this.

    B. UCD (M. Polchow)

        i. Held 1st quarter membership meeting December 14.

        ii. AUL candidate interviews are underway.

        iii. Working with UL to document current favorable status for librarians to hold PI status.

        iv. Received permission to migrate LAUC-D site to LibGuides (but Digital Strategies want to 'hide' pages).

        v. Planning LAUC-D DEI program for March 23.

        vi. UL Search: disappointed, no librarian on RAC but held listening tour with LAUC-D and offered this avenue of input:

            ○ *https://survey.alchemer.com/s3/7173920/University-of-California-Davis-University-Librarian-VP-of-Digital-Scholarship-Survey*

            ○ *https://leadership.ucdavis.edu/executive-recruitments/university-librarian-vice-provost-digital-scholarship*

    C. UCI (S. Brinkman)

        i. UCI is concluding a recruitment for a Research Librarian for Digital Humanities, and we just launched a recruitment for a Research Librarian for Biological Sciences and a Research Librarian for Health Sciences. The date of first consideration for the Biological Sciences and Health Sciences positions is March 6.

        ii. A vacancy opened on January 13 for the LAUC-I Vice Chair position, and we have a new Vice Chair Pro Tem, and also a Member-At-Large Pro Tem (as our former Member-At-Large moved into the VC Pro Tem position).

D. UCLA (D. Cappoli)

   i. Twelve recruitments underway (courtesy of UCLA Library Human Resources)

      1. Finalizing interview schedules (late Feb-early March)
         - Curator of Rare Books and Global Print Culture
         - Business Services Librarian
         - Arts Library Collections Coordinator
         - Clinical and Research Support Librarian

      2. Conducting preliminary interviews
         - Humanities and Social Sciences Librarian
         - Medical Education Librarian

      3. Reviewing applications
         - Manager, Information Studies Library and Media Preservation Lab
      4. Offer stage
         - Latina Futures Librarian/Archivist
      5. Prepared to be posted
         - University Archivist
         - Document Delivery Services Librarian
         - Bunche Center Digital Archivist

   ii. Discussing how the Research & Professional Development Committee can stage the Research Forum.

   iii. Working to send a survey to gather librarians' research activity.

   iv. UL has requested that LAUC-LA stage focus groups and survey those who have been through the peer review documentation process for feedback.

   v. Mentoring committee has been active in reaching out to new librarians and scheduling programs. The committee has restarted the meetings between UL and new librarians though this will be turned over to Library Human Resources to be a part of the onboarding process for new librarians.

   vi. Looking at possible dates for a spring membership meeting.

E. UCM (J. Dooley)

   i. Currently doing preliminary interviews for Head of Research and Learning Services position.

   ii. Also, during the last division meeting, they held a discussion about their experience relative to PI status. No difficulties were reported and the UL stated that he will always grant an exception upon request, but this is not formalized or documented so it will continue on a regular basis.

F. UCR (R. Starry)

   i. Held their second division membership meeting on January 25, 2023 where they primarily discussed proposed amendments to our division bylaws, which will be summarized and sent out for systemwide review very soon. Most of the proposed changes relate to committee responsibilities and our local election procedures (adding language re: electronic ballots where current language only covers paper ballot procedures).

    ii. Also still discussing the purpose and format for our LAUC-R meetings with candidates during their on-campus interviews, exploring options for how they might make those sessions more equitable for all candidates within a search.

    iii. (As mentioned in DOC update,) UCR received lottery funding to create several new librarian series positions. The first of these has been posted, for an Instructional Design Librarian. They are also still searching for two director-level positions, for their Research Services and Metadata & Technical Services units. They still are trying to fill two AUL-level vacancies, and currently conducting the search for AUL for Research & Technology.

    iv. Looking ahead, they are also revisiting the overall LAUC-R committee organization—given the small division size. They want to consider whether they could potentially combine certain committees, redistribute the labor of certain committees, and/or revive certain committees that are no longer active.

G. UCSD (X. Chen)

    i. Librarian hiring is ongoing. Two positions are currently posted on the library's website

       o [Electronic Resources and Serials Librarian](#) – Apply by February 27, 2023
       o [World History and Cultures Librarian](#) – Apply by March 20, 2023

    ii. Phone interviews for the Arts and Humanities Strategist and Visual Arts Liaison position are underway. The life and Health Sciences Strategist/Liaison position is in the final stages of approval.

    iii. The Library is embarking on a library-wide strategic initiative - Inclusive Recruiting, Promotion, and Retention Practices. The LAUC-SD chair represents LAUC-SD on the steering committee. Library-wide EDI training is a big component of the initiative.

    iv. LAUC-SD's initiative on Identifying and documenting the evolution of Librarian positions in the past 10-15 years is approved. We have formed a working group for the task chaired by LAUC-SD chair-elect Stephanie Labou.

H. UCSF (E. Escobedo for A. Taylor)

    i. The Library launched the Digital Health Humanities Pilot, funded by the Academic Senate through the Chancellor's Fund. Objectives:

    ii. Tailored workshops, classes, and skill-building sessions

    iii. Use of archives collections as datasets

    iv. A spring 2023 Digital Health Humanities Symposium

    v. UCSF's annual tobacco symposium on January 26 featured LAUC-SF member Kate Tasker and UL Chris Shaffer, speaking about the 20th anniversary of the Tobacco Industry Documents Library and the Industry Documents Library.

    vi. We have an open position for University Records Archivist.

I. UCSB (C. Morihara) – absent

    i. No report.

J. UCSC (M. Stuit) – absent, but sent updates

     i. The LAUC Spring Assembly Planning Committee is underway with four members from the hosting campus UCSC and four members from other campuses. We are looking forward to welcoming attendees to Santa Cruz in April.

    ii. UCSC has three open recruitments currently: Digital Scholarship Librarian (first review February 23), Open Educational Resources (OER) Librarian (first review March 1), and Social Sciences Librarian (first review March 1). There will be two Zoom info sessions on both the OER and Social Sciences positions on February 21 and 22 (details and registration for the info sessions are in the postings).

   iii. A vacancy opened up in our CPG rep position on February 10. We will hold a special election to fill it within a month of the vacancy according to our bylaws.

   iv. The vote to update our bylaws regarding our local R&PD committee was passed unanimously. The bylaws now state that the local R&PD committee is a three (3) member committee composed of the LAUC Chair-Elect, R&PD rep, and a third member appointed by LAUC.

Adjourned at 11:35 am