

LAUC Executive Board Meeting Minutes
Monday, August 14, 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 (Parliamentarian); Jesse Silva, UCB (Chair); Michelle Polchow, UCD (Chair); Stacy Brinkman, UCI (Chair); David Cappoli, UCLA (Chair); Jim Dooley, UCM (Chair); Jessica Kruppa, UCR (Chair-Elect); Xi Chen, UCSD (Chair); Anneliese Taylor, UCSF (Chair); Chizu Morihara, UCSB (Chair); Martha Stuit, UCSC (Chair); Sylvia Page, UCLA (Co-Webmaster, Communication); Reid Otsuji, UCSD (Co-Webmaster); Sarah Buck Kachaluba, UCSD (CPG); Catherine Busselen, UCSB (SLFB)

Absent: Xaviera Flores, UCLA (Diversity); Cynthia Johnson, UCI (DOC); Vacant (SLASIAC); Lisa Spagnolo, UCD (SCLG)

Guests: Caitlin Hunter (UCLA); Katherine Kapsidelis (UCLA); Lia Friedman (UCSD)

1. Called to order by M. Moore at 10:02 am
2. Roll Call (M. Christensen)
3. Secretary's Report (M. Christensen)
 - A. July 10, 2023 minutes were approved.
4. Old/Continuing Business
 - A. Election Results and Liaison Selections
 - i. VP/P-Elect: Jennifer Nelson (B)
 - ii. Secretary: Catherine Busselen (SB)
 - iii. SLASIAC: Michelle Polchow (D)
 - iv. SLFB: Teresa Mora (SC)
 - v. DOC: still pending
 - B. Task Force on Academic Status Update (M. Moore)
 - i. The final report is in progress and will be presented at the transition meeting.
 - ii. A call for volunteers to join this group will be forthcoming.
 - C. LAUC's role in suggesting changes to the APM and the wider review process (M. Moore)
 - i. APM 210 response letter – suggestions were incorporated and the letter was sent.
 - ii. This subject may need more time to consider and could perhaps be charged to a group in the coming year as it ties in with some of the objectives of the Task Force on Academic Status. This topic will need to be watched especially in light of the current and upcoming UL vacancies.
 - D. Transition Meeting (D. Kane & M. Moore)
 - i. Transition meeting information: <https://guides.lib.uci.edu/lauc>
 - ii. Schedule - September 11, Langson Library, 5th floor
 - a. 8-10am (for breakfast)

- b. 10am-12pm (outgoing board)
- c. 1:30-3:30pm (incoming board)
- iii. Invitations to the new Executive Board members will be sent soon.

5. Committee Reports

- A. Committee on Research & Professional Development (D. Kane)
 - i. Final report is finished and has been uploaded to Box.
 - ii. Second to last Grants table was completed. Still waiting for a few more reports before the final update of the year.
- B. Committee on Professional Governance (S. Buck-Kachaluba)
 - i. Next meeting is scheduled for August 16 to plan and close out projects.
 - a. Guide to UC Libraries Governance – is written and doing final proof.
 - b. Google Doc comparing Academic Review Procedures on each campus is complete, except for Merced.
 - ii. Matt Connor is the incoming chair for 2023-24.
- C. Committee on Diversity, Equity, and Inclusion (X. Flores – absent)
 - i. No report.
- D. Nominating (R. Green)
 - i. Thanks to all those who ran in the election.
- E. Communications Committee (S. Page)
 - i. Web Manager – Looking for a Co-Web Manager.
 - ii. Social Media Coordinator – Lia Friedman will continue in this role for another year. Angela Chikowero stepped down. Looking for someone to join Lia.
 - iii. FivePaths – Haven't heard anything from them yet about next steps to upgrade the system and website. The Web Managers will follow up with FivePaths.
 - iv. Lia put out a call for news, events, achievements, initiatives from each of the divisions to include in the social media feed.

6. Reports from Committee Representatives

- A. SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (TBD)
 - i. Allegra finished her term at the end of June.
 - ii. Michelle Polchow will be the incoming representative.
- B. UCOLASC - University Committee on Library and Scholarly Communication (M. Moore)
 - i. The group hasn't met since May and no updates have been shared.
- C. SCLG – Shared Content Leadership Group (L. Spagnolo)
 - i. SCLG met three times on July 14th and 28th, and August 11th.
 - ii. Official minutes from SCLG meetings through May 26th posted on the SCLG Meetings page (note that some are not yet posted).
 - a. Items of note from May minutes include discussions of the RLFs as they pertain to shared collections, WEST, and planning for year-end expenditures.

- iii. Highlights from recent meetings include:
 - a. Discussions about strategies for augmentation funds for 2023-24, for planning between SCLG and PTWG (the Project Transform Working Group).
 - b. A campus demo of the Unsub tool – for analyzing big deals with publishers.
 - c. A presentation by the Scholarly Transformation Advice & Review (STAR) Team on potential resources.
 - d. JSC is beginning a re-assessment of the cost share structure for transformative agreements.
 - e. CDL updates on negotiations, work on transfer title lists.

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

- i. Nothing to report.

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

i. July 18, 2023

- a. New DOC members: Kristin Antelman (UCSB CoUL liaison); Nicole Capdarest-Arest (UCD) and Dani Cook (UCSD).
- b. Revised DPLG (Digital Preservation Leadership Group) charge, which DOC endorsed, has been shared with CoUL.
- c. Dani Cook (UCSD) volunteered to become the DOC Liaison to the Palace Project.
- d. Sara Troy (UCSC) will remain the DOC Liaison to the SILS Leadership Group.

ii. August 1, 2023

- a. A large part of the meeting was spent discussing the CDL Users Council, which has existed since the early 2000's. It still exists and there is interest in revitalizing it and expanding its communication reach beyond CDL-related news to other UC Libraries' news. Kristin Chua from CDL and Danielle Watters Westbrook (CDL) were guests.

F. CoUL (M. Moore)

- i. Quarterly meeting between LAUC President and Vice-President and the Chair of CoUL will continue in the coming year.
- ii. No updates from CoUL.

7. New Business (M. Moore)

A. New LAUC Email Addresses (D. Kane, M. Moore)

- i. Gmail accounts were established to facilitate consistent communication with the LAUC officers.
 - a. Laucpres01@gmail.com (President)
 - b. Laucvp@gmail.com (Vice President)
 - c. laucpastpresident@gmail.com (Past President)
 - d. laucsecretary@gmail.com (Secretary)

B. [Records Coordinator](#) Position as part of Communication Committee (M. Christensen, M. Moore)

- i. Executive Board members should keep (or move) documents in Box. If they have been stored elsewhere, be sure to move them to Box before the end of your term. Digital files will be archived annually.
- ii. Background – the Archives Implementation Task Force, back in 2016, proposed that a Records Coordinator position (description follows minutes) be established. Marlayna volunteered to serve in this role for the initial term to help get the records organized and transferred to the

LAUC Archives (managed by the University Archivist at Berkeley), and implement the procedures outlined by the Task Force.

- iii. The coordinator will be a part of the Communications Committee.
- iv. More information is available in the LAUC Archives section (<https://lauc.ucop.edu/lauc-archives>) of the website. Contact Marlayna with questions.

ACTION (Executive Board Members): Before the end of your term, move any documents to Box from your term and any from prior groups.

C. [Upcoming LAUC Vacancies](#) (M. Christensen)

- i. The prepared document (linked above) highlights the committee positions that need to be filled by each campus for the coming year and any open positions that are appointed by the LAUC President.

ACTION (Division Chairs): Identify local members to fill vacant positions.

8. Round Robin: Highlights and issues from the campuses

A. UCB (J. Silva)

- i. UL search is underway. Jesse along with 4-5 other library members have added to the search committee.
- ii. Held transition meeting last week.
- iii. Budget cuts: A report from the Library Faculty Senate Committee was issued in 2013 outlining a direction for the library following major budget cuts of the time. The Committee prepared an update to that report that was released last week (<https://evcp.berkeley.edu/initiatives/joint-academic-and-administrative-work-group-university-library>). It covers spaces, staffing, and collections.

B. UCD (M. Polchow)

- i. Bill Garrity continues as Interim University Librarian, but no additional information on position recruitment.
- ii. Rebeccah Eternal has a temporary appointment as STEM Librarian for Research Services through August 20, 2024.
- iii. Nicole Capdarest-Arest received academic appointment as of July 1, as Associate University Librarian for Research and Learning.
- iv. Rice Majors was reappointed as Associate University Librarian for Scholarly Resources.
- v. LAUC-D has a new website (<https://guides.library.ucdavis.edu/LAUC-D>) as of July 2023.
- vi. Transition meeting for LAUC-D will be August 18 and will welcome new chair, Megan Van Noord (stepping in without benefit of Vice Chair term which was vacant 2022-23), and new vice chair, Erik Fausak.

C. UCI (S. Brinkman)

- i. Southeast Asian Archive Curator recruitment – still in process, but should be wrapping up soon.
- ii. Rare Books and Special Collections Librarian recruitment just opened.
- iii. Question was asked about whether any other campuses are requiring “proof of completion” for workshops, courses, webinars in the form of a certificate of completion or a transcript as a condition for reimbursement.
 - a. Quotes from HR letter regarding the campus policy:
“Effective immediately, regardless of the duration or location (online or in-person) of the

class, employees will only be reimbursed upon completion of the course and upon providing proof of successful completion, such as a certificate of completion or a copy of a transcript showing passing grades.”

The above policy is being interpreted for anything that can be construed as “tuition” or “registration” for education (including professional development). It does not seem to apply to conference attendance. It does seem to apply to any coursework, certificates, workshops, and webinars.

- b. No one was aware of any such policy on their campus.

D. UCLA (D. Cappoli)

- i. Mentoring committee is hosting a meet-and-greet for new librarians and library leadership on August 22 (Mentoring is chaired by UCLA statewide rep, Katherine Kapsidelis).
- ii. UL looking to fill one of three vacant AUL positions before her retirement (scheduled for December 31).
- iii. Planning to spend remaining LAUC-LA budget, before end of fiscal year on August 31, on swag for members. Will be purchasing LAUC-LA branded lunch bags (effort led by Rachel Green).
- iv. The Ad Hoc Committee to review the Peer Review Process—that was appointed this year in response to feedback given to the UL about peer review—will soon share its report and short-term and long-term recommendations. It is hopeful that some recommendations can be implemented by the next review cycle.
- v. Openings:
 - a. [Description & Discovery, Lead](#) - Special Collections
 - b. [Center for Primary Research and Training, Lead](#) - Special Collections
 - c. [Special Collections Digital Access Librarian](#) - Special Collections
 - d. [Open Science and Collections Librarian](#) - Biomedical Library

E. UCM (J. Dooley)

- i. Elizabeth McMunn-Tetangco will serve as the incoming LAUC-M Chair and Jerrold Shiroma will be her Vice-Chair.

F. UCR (J. Kruppa for R. Starry)

- i. Darren Furey joined UCR Library as the Director of Metadata and Technical Services on August 14, 2023.
- ii. Along with the special election for Vice-Chair/Chair-Elect, they will be electing members to fill two openings in the CAPA/Peer Review committee.

G. UCSD (X. Chen)

- i. Open recruitments (finished interviewing):
 - a. [Engineering Librarian](#)
 - b. [Music/Media Liaison Librarian](#)
 - c. [Head of Music/Media Metadata Librarian](#)
- ii. LAUC-SD Exec transition meeting was held on August 3. Incoming and outgoing officers met and will work on committee transition.
- iii. LAUC-SD research initiative on job portfolio changes over the past 10-15 years survey is ongoing. Survey will go out to librarians soon. Feedback/Results will be shared with library administration.
- iv. LAUC-SD is starting a UCSD-Fudan Librarian Virtual Exchange Program in mid-October.

- H. UCSF (A. Taylor)
 - i. Preparing for position rotations. As a campus with 11 serving librarians, all UCSF LAUC-service positions rotate annually – local elections are not conducted. One position remains vacant.
 - ii. Open Positions
 - a. [University Records Archivist](#)
 - b. [Digital Archivist](#)
 - iii. News
 - a. Newly digitized papers from [women physicians in behavioral and developmental pediatrics](#).
 - b. Opioid Industry Documents Archive received the [2023 Archival Innovator Award from the SAA](#).
 - c. COVID Tracking Project archive released an [open source data journalism Course-in-a-Box](#).
- I. UCSB (C. Morihara)
 - i. Open positions:
 - a. Collection Strategist Librarian (reviewing applications)
 - b. Teaching and Learning Librarian (2 positions – reviewing applications)
 - ii. Implementation team of their Strategic planning process is ongoing.
 - iii. [Santa Barbara Community Archives Showcase](#) is happening Aug. 19th.
- J. UCSC (M. Stuit)
 - i. New Digital Scholarship Librarian, Steph Layton, began this month.
 - ii. LAUC-SC sent a letter with feedback on the proposed APM 210-4 change at the end of July.
 - iii. Local transition meeting is scheduled for September 13.

Adjourned at 11:18 am

LAUC Records Coordinator

DRAFT Position Description

LAUC Archives Implementation Task Force, December 2016

The Librarians Association of the University of California (LAUC) is seeking a volunteer Records Coordinator to assist with the management of LAUC's digital archives and to ensure their safe transfer to the LAUC Statewide Archives at UC Berkeley. The Records Coordinator serves a two-year term and works with the the LAUC Web Manager, the LAUC Archivist, and the LAUC Executive Board.

Main Responsibilities

1. Collect all digital files with archival value and save them in a dedicated cloud storage space:
 - Consult the LAUC Archives Guidelines to evaluate digital materials
 - Work with the LAUC Web Manager to ensure that files with archival value that are uploaded to the website are also saved for archival storage
 - Work with the LAUC Executive Board to ensure that statewide records with archival value that are created digitally are collected and saved for archival storage
2. Organize and gather information about the collected digital archival files:
 - Create appropriate folders to organize the files of each Division, Committee, or Task Force
 - Create lists of the files in each folder
3. Transfer collected digital files to the LAUC Archivist on an annual basis
4. Serve as the contact person for LAUC members who need assistance with digital file management and submission.

Helpful Skills or Interests

1. Experience working with archives or records, in a traditional paper-based environment or in a digital environment
2. Experience with electronic file management
3. Familiarity and comfort with Windows Explorer (or Mac Finder)
4. Familiarity and comfort with online cloud storage spaces (such as Google Drive, Box, Dropbox, etc.)
5. Organized and detail-oriented
6. Interest in the history, activities, and governing structure of LAUC (or similar volunteer-run professional organizations)

Benefits

1. Gain experience as a digital records coordinator/archivist
2. Communicate and network with statewide LAUC members, including the Executive Board
3. Become knowledgeable about LAUC's functions and activities
4. Fulfill merit requirements for professional service
5. Contribute to your Librarians Association!