

LAUC Executive Board Meeting Minutes
Monday, September 11, 2023
1:30 PM – 3:30 PM

Attendees: Danielle Kane (President); Jennifer Nelson (President-Elect; incoming R&PD Chair); Mary-Michelle Moore (Past President); Catherine Busselen (Secretary); Amy Roberts (Parliamentarian); Rachel Green (Parliamentarian); Marlayna Christensen (Records Coordinator); José Adrián Barragán-Álvarez (UCB Chair); Megan Van Noord (UCD Chair); Hector Perez-Gilbe (UCI Chair); Renee Romero (UCLA Chair); Elizabeth McMunn-Tetangco (UCM Chair); Stephanie Labou (UCSD Chair); Marti Kallal (UCSB Chair); Annette Marines (UCSC Chair); Reid Otsuji (Co-Web Manager; Communication Chair); Matt Conner (incoming CPG Chair); Becky Imamoto (DOC); Michelle Polchow (SLASIAC); Teresa Mora (SLFB); Lisa Spagnolo (SCLG)

Absent: Jessica Kruppa (UCR Chair); Edith Escobedo (UCSF Chair); TBD (Co-Web Manager); TBD (Diversity Chair)

Meeting resumed at 1:35pm

- 1) Brief welcome to new board from Council of University Librarians (COUL), Chris Shaffer
 - a) C. Shaffer offered congratulations and a thank you to the board for participating in this governance structure.
 - b) COUL is comprised of the 10 University Librarians plus Günter Waibel at CDL and Danielle Watters Westbrook, Systemwide Library Planning Director. COUL meets every other month including three in-person 1.5-day meetings per year and participate in active discussions on their listserv, as well. They are committed to the organization and care about the work they are doing. They are moving towards thinking of the UC libraries as one library, one collection. COUL's focus is on action items, not just information sharing. They work very closely with the Direction and Oversight Committee (DOC), currently chaired by Alan Grosenheider. COUL provides strategy, guidance and direction. They rely on the UC Libraries Advisory Structure (UCLAS) organization to get their work done. COUL is self-charged, there is no formal requirement that they participate. They rely heavily on each other. COUL publishes their work on their website, though they are a bit behind due to staffing. They facilitate the work that we all do; making sure we have the tools necessary to meet our mission.
- 2) Recording Reminder (D. Kane)
 - a) Meetings are recorded to assist the secretary with taking minutes only. The recordings will be deleted following the approval of the minutes.
- 3) Roll Call (C. Busselen)
- 4) New Division Chairs' Orientation and Procedures (D. Kane)

- a) Basics: Parliamentary Procedure, Travel Procedures, Zoom
 - i) Parliamentary procedures are derived from our bylaws and standing rules. Our co-parliamentarians Rachel Green and Amy Roberts consult the American Institute of Parliamentarians, the standard code of parliamentary procedure.
 - ii) Everyone should follow their local campus travel procedure for approval of travel. Receipts are submitted at the division level, and then they will be sent to the UCI business office contact for reimbursement.
 - iii) The transition meeting and assembly are usually held in person and may be hybrid though this one is an exception held only virtually. The executive board meetings are always held on Zoom, with meeting times to be determined later in this meeting.

b) Communication

- i) Use Box for working documents. The executive board should now have access to the 2023-24 folder in Box. Agendas and minutes will always be held there. If you sign in and you do not have access to that folder, just please let Danielle know.
 - ii) The executive board email list is limited strictly for LAUC exec business.
 - iii) Use Slack for more general announcements.
 - iv) The LAUC listserv is used by the board to send out emails to the whole membership.
 - v) The executive board should all have been added to the executive board email lists.
- c) Conference calls will be held the second Monday of the month from 10am-12pm. There were no objections voiced regarding this schedule.

ACTION: D. Kane will send out invitations to these meetings.

d) Election calendar, consult on election date (C. Busselen)

- i) The proposed election calendar for 2023-2024 was shared on screen <https://ucla.box.com/s/du3i2up1q33v4b67fpir3krImpfbsbf8>
- ii) Final election to conclude on Friday, June 28, 2024; all other dates worked back and avoid sending out announcements or calls on Mondays and Fridays. Divisions should review the calendar to determine if there are any problems with the dates. The calendar will be sent via email to the executive board with a goal of approving at the next meeting.
- iii) Past-President Mary-Michelle Moore was appointed the Nominating Committee Chair

5) Issues / Ongoing Work / New work

a) Appointments; establishing/renewing ad hoc committees

- i) D. Kane appointed Parliamentarians, Rachel Green and Amy Roberts
- ii) D. Kane appointed Records Coordinator, Marlayna Christensen
- iii) D. Kane reappointed the Communications Committee
 - (1) D. Kane appointed Reid Otsuji as Chair and Co Web Manager
 - (2) A call will be going out for an additional Co-Web Manager

(3) D. Kane reappointed Leah Friedman as News and Social Media Coordinator

(4) A call will be going out for an additional News and Social Media Coordinator

ACTION: D. Kane will send out a call for volunteers.

iv) D. Kane reappointed the ad hoc Task Force on Academic Status.

(1) Crystal Goldman reappointed as Chair of Academic Freedom Task Force.

(2) A call will go out for additional task force members, particularly interested in getting someone from UCR.

(3) Task force members will be confirmed and appointed/reappointed at the October meeting.

v) D. Kane shared a list of statewide vacancies for different committees

(<https://ucsb.app.box.com/file/1042386835447?s=mwnaacz6udnbo5o9yrgoq7w42msnrvf5>).

ACTION: Divisional chairs should review and update any of the missing information for their campus representatives by the end of September.

vi) Spring Assembly at Los Angeles - Planning

(1) Thank you to everyone at Santa Cruz who hosted last year's assembly.

(2) UCLA is next in line to host the 2024 Assembly.

(3) D. Kane will determine the budget following the transition meeting.

6) Update from our Archivist (D. Kane in lieu of K. Neal)

a) LAUC Archives Guidelines are available here: <https://lauc.ucop.edu/lauc-archives>

b) The guidelines were developed by prior committees and a condensed version is available on the LAUC website.

c) Recommendations on the types of records that relate to the general operations and work of various committees and task forces are included. The guidelines also provide information about what should not be included in the archives, and procedures for transferring digital records.

d) Box is our preferred method of transferring digitally. To transfer analog records, you can contact Kathy directly.

e) The guidelines recommend the use of consistent meaningful file names and structures.

f) The guidelines also provide information to help divisions with the management of their local archives.

g) The retention schedule is a five year period, which applies to analog materials, digital materials should be transferred annually.

h) Kathy Neal is the primary contact for transferring records.

7) Standing Committees: reports and/or ideas for charges (to be completed in Sep. for Oct. 1 charges)

a) Committee on Research & Professional Development (J. Nelson)

i) The three charges for R&PD are:

(1) A continuation of last year, in consultation with LAUC Secretary and Web Manager, determine and document the best practices for updating and maintaining the grants recipient's table. This

was not able to happen last year due to outdated software. J. Nelson hopes to incorporate that into this year's charge.

- (2) To host at least one statewide R&PD event for all campuses on a topic about the research process or grant process. This event can be it can take place in conjunction with the Spring Assembly which is the current plan. A possible topic to explore for this year is the Institutional Review Board (IRB) process, which is to ensure the protection and rights and welfare of "human subjects."
- (3) To explore ways to facilitate and highlight research, for those who are interested in doing it, including identifying and disseminating resources for writing successful grant applications, and then also exploring ways to workshop and progress research on a statewide basis. For example, Berkeley has a library researchers working group that meets monthly to practice talks with each other or to meet and brainstorm ideas for a talk in progress or posters that will be given. R&PD may look into if that can be expanded to a statewide group. Talk with the Web Managers to see if there is any interest and if it is possible to add a research interest area to the meet our members profile.

b) Committee on Professional Governance (M. Conner)

- i) CPG spent most of last year reviewing the organizational and advisory structure of the libraries.
- ii) Secondly, they were investigating review procedures at each of the divisional campuses with a view towards fairness and consistency among the different campuses. That work is in a more preliminary stage, so they are waiting to learn from the Executive Board about whether they will continue that work and in what form.
- iii) CPG has a few vacancies so hope to get those filled.

c) Committee on Diversity, Equity, and Inclusion (TBD)

- i) No report.

d) Nominating (M.-M. Moore)

- i) There will be several calls for volunteers coming, including a statement about what the nominating committee is.
- ii) If anyone knows of anyone who would be interested in joining the Nominating Committee make sure they see the call.
- iii) The committee will need at least three members.

e) Communications Committee (R. Otsuji)

- i) The Committee will be working with Five Path, which is the web hosting provider, to get the current website up to date. This includes some security aspects that they have to do and updating the Drupal back end to the current version.
- ii) Depending on how well and how quickly that goes, there could also be some overhaul on the site itself, looking at some UI, UX, and some accessibility updates.

- iii) There will also be supporting the work that the other committees are doing that need their help.
- 8) Introductions/previews from Committee Representatives
- a) SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (M. Polchow)
 - i) Upcoming meetings, 10:00am-3:00pm are scheduled for December 1, 2023, March 8, 2024, and May 8, 2024.
 - ii) M. Polchow is serving a two-year term, 2023-2025.
 - b) UCOLASC - University Committee on Library and Scholarly Communication (D. Kane)
 - i) Next meeting is in November.
 - c) SCLG – Shared Content Leadership Group (L. Spagnolo)
 - i) L. Spagnolo is starting the second of a three-year term.
 - ii) Updates on current work can be found in morning meeting notes.
 - iii) [SCLG \(Shared Content Leadership Group\)](#) is composed of campus Collection Development Officers and key CDL members. It works with CDL on [Tier 1](#) renewals including cost shares; transformative agreements; deliberation on augmentation funds for strategic investment, etc. Also coordinates with [Project Transform Working Group](#) and the [Joint Steering Committee](#) on Shared Collections. Other groups that provide input are the [STAR Team](#) (Scholarly Transformation Advice & Review) and the Ebook Strategies Team. Meetings are twice monthly and frequently deal with ongoing negotiations - so there are working group minutes and redacted minutes on the public page. Negotiations are held to be confidential, so if any of the updates to LAUC EB are vague - it is not to purposely withhold, but to abide by that practice.
 - d) SLFB – Shared Library Facilities Board (T. Mora)
 - i) First meeting will be held September 12, 2023.
 - e) DOC – Direction and Oversight Committee (B. Imamoto)
 - i) No report.
 - f) CoUL (D. Kane)
 - i) D. Kane and J. Nelson will be attending the COUL meeting on September 12, 2023 at 10am.
 - ii) They will share an update on the Task Force on Academic Status, goals for LAUC for the upcoming year and sort out plans for committee charges.
- 9) Round Robin: please take about 2 min. to share your goals at your division for the year
- a) UCB (J. Barragán-Álvarez)
 - i) Will continue the work of the previous year on the Academic Librarian Values Statement, which will be workshopped in the Fall assembly, and recapped in the Spring assembly.
 - b) UCD (M. Van Noord)
 - i) Looking at how they store documents.

- ii) Reviewing their bylaws since they have not been revised since 2016.
 - c) UCI (H. Perez-Gilbe)
 - i) Will be looking at activities and events to support professional development.
 - ii) Will be looking at trends, such as Artificial Intelligence (AI) and other current topics, that are affecting librarians and the library.
 - d) UCLA (R. Romero):
 - i) Goals: Statewide Assembly Planning. Continue conversations around PI Status, Peer Review Process, etc. Keep reviewing Bylaws and Standing Rules, and how we store documents. Anything that comes up with new UL and AULs.
 - e) UCM (E. McMunn-Tetangco)
 - i) Continuing conversations around PI status.
 - ii) Discussion bylaws versus standing rules.
 - iii) Looking at how they store documents.
 - f) UCR (J. Kruppa)
 - i) No report.
 - g) UCSD (S. Labou)
 - i) Reviewing their bylaws.
 - ii) Carrying over from last year, looking at the evolution of the Librarian role at UCSD, how the jobs have changed and the workload.
 - iii) Creating test cases for Librarians as PI using new defined workflow.
 - iv) Continuing R&PD slate of guest lectures & presentations.
 - h) UCSF (E. Escobedo)
 - i) No report.
 - i) UCSB (M. Kallal)
 - i) Continuing involvement in UCSB Library Strategic Plan 2023-2026.
 - ii) Evaluating local LAUC web presence and local record keeping mechanisms.
 - iii) Updating documentation for UCSB's Committee on Appointments, Assignments, and Reassignments (CAAR).
 - iv) Reviewing LAUC-SB's role in candidate visits.
 - j) UCSC (A. Marines)
 - i) Continuing Research and Professional Development Program in October and CAPA pilot to offer 4 meetings in October to support librarians going up for review.
 - ii) In prep for 2023-24, led focus groups in the summer to understand how to support librarians and create community via LAUC-SC.
- 10) New/Continuing Business
- a) Updating of local LAUC websites with current executive board and membership

ACTION: Divisional chairs should make sure that their local websites are being updated with their current executive board roster and membership rosters.

11) Meeting adjourned at 2:57pm.