

Minutes: LAUC Executive Board Transition Meeting

Monday, August 6, 2012 (UCLA)

10 a.m. to 2:30 p.m.

LAUC President Mitchell Brown called the meeting to order at 10:08 am.

Present: Mitchell Brown (Past President 2012-13), Keri Botello (President 2012-13), Nick Robinson (Vice President/President-Elect 2012-13), Kymberly Goodson (Secretary 2012-13), Lillian Castillo-Speed (Secretary 2011-12), Susan Edwards (LAUC-B), Karleen Darr (LAUC-D), Kristin Andrews (LAUC-I), Kay Deeney (LAUC-LA), Patricia Smith-Hunt (LAUC-R), Dave Schmitt (LAUC-SD), Anneliese Taylor (LAUC-SF), Anna DeVore (LAUC-SB), Lucia Orlando (LAUC-SC), Dean Rowan (Parliamentarian)

Absent: Emily Lin (LAUC-M)

Agenda review: Keri/Mitchell reviewed meeting agenda.

1. Call to order, welcome, introductions, announcements (M. Brown)

- a. M. Brown (LAUC President 2011-12) & K. Botello (LAUC President 2012-13) welcomed all.
- b. Attendees introduced themselves and described their roles on their campuses.
- c. M. Brown asked that chairs encourage divisional members to participate in LAUC-Systemwide.
- d. M. Brown announced his hope to end the meeting by 2 pm.
- e. L. Castillo-Speed (Secretary 2011-12) read the roll call.

2. Agenda Review (M. Brown): Item 8 was added (*Update on Standing Committee Appointments*).

3. Secretary's Report (L. Castillo-Speed)

- a. July 5, 2012 Executive Board conference call minutes were declared approved, having been previously distributed to the Executive Board listserv for review and comment. No corrections received.
 - Pending **ACTION** item: **A. Marines** to write proposal to make UC MSAP training available to LAUC leadership; will send proposal to Executive Board. **SEPT FOLLOW-UP: Still pending.**
- b. K. Goodson (Secretary 2012-13) distributed the draft 2012/2013 Executive Board roster & requested corrections.
 - **ACTION:** At K. Botello's request, **Divisional Chairs** should send names of incoming Divisional Vice-Chairs to her for inclusion on email distribution list. Vice-Chairs should follow Board activity & discussion in case they must sit in for Divisional Chairs. **SEPT FOLLOW-UP: Completed.**
 - **ACTION:** **K. Botello** will add incoming Divisional Vice-Chairs to email distribution list. **SEPT FOLLOW-UP: Completed.**
- c. K. Goodson presented and requested Board approval of draft election calendar. No objections were raised.
 - M. Brown explained that Election Day is the last day ballots for Systemwide elections are accepted. While it may be most convenient to do so, divisions need not follow each of the dates prior to Election Day for divisional elections (divisions may have specified an election calendar in their bylaws or standing rules).
 - Divisions can decide the date on which to send the ballot to their memberships and can choose the voting method (electronic or paper).

4. Old Business (M. Brown)

- a. M. Brown reviewed highlights of his "LAUC President's Report, Spring 2012."
 - He re-stated his Presidency's principal vision/focus – the future of UC librarians – which began with Michael Yonezawa's Presidency in 2010-11.
 - Some librarian characteristics and other issues mentioned in Next Generation Technical Services discussions were addressed in 2011-12. Examples include electronic reference service and campus restructuring questions.
 - Influence from SLASIAC planning documents was also evident during the year.

- Committee on Professional Governance was most active, contributing to questions related to the future of librarianship discussed at Assembly breakout sessions and furthering Next Gen LAUC Member discussions. These discussions will be on-going, though CPG will not be charged to produce further reports.
 - Dan Greenstein's departure may dampen or slow work on the UC Online Instruction Pilot Project.
 - Diversity Committee was unable to complete its charge of analyzing results of the survey conducted previously to get broad picture of UC librarianship, including librarian roles, skills, abilities, and expertise. LAUC membership may be re-surveyed in 2012-13.
 - M. Brown extended thanks to Nominating Committee members and again encouraged wide LAUC participation at both the division and systemwide levels. Among other benefits, LAUC provides one opportunity for librarians to work across subject areas.
 - To facilitate broad involvement with limited funding, remote methods of holding meetings/events will be explored as alternatives or enhancements to face-to-face meetings. Recording Assembly or other interactions is also beneficial for documenting and preserving what occurred.
 - Several LAUC members have been identified for the LAUC Outstanding Service Award Working Group. Names may be announced within a week. The group will further explore the possibility of such an award, rather than selecting a recipient(s) at this time.
 - Brown has identified a member, to be announced by September, who will re-write Position Paper #5.
- b. M. Brown reviewed highlights of the 2011-2012 Financial Report.
- Overall budget in 2011-12 was \$62,900, which includes \$24,300 for research and professional development grants to Represented Librarians, \$8,100 for such grants to Non-Represented Librarians, and \$30,500 for such costs as the LAUC Assembly, Transition Meeting, and travel costs for representatives to Systemwide groups. UCOP has reduced the latter amount in recent years.
 - Additionally, the LAUC President's Fund is \$14,000, the balance of which can be transferred to the next year's President's Fund. Some of these funds will be used toward the LAUC Outstanding Service Award.
 - Budget constraints are most acutely felt during Assembly planning, especially with travel expenses. Despite its value, it may be challenging to maintain an in-person Assembly experience under current circumstances.
 - M. Brown has submitted a proposed budget for 2012-13 for a total of \$62,400. Final word of acceptance has not been received yet.

5. Committee on Professional Governance (M. Brown)

- a. Chair Lynda Tolly was unable to attend meeting.
- b. CPG's report is posted on LAUC website, but the final report is yet to be received.

6. Committee on Diversity (M. Brown)

- a. Provided its report at Assembly in May 2012.
- b. No incoming chair yet identified.

7. Additional comments (M. Brown)

- a. M. Brown recommended reviewing documents presented at the Assembly, which are posted online.
- b. Phoebe Ayers (LAUC-D) continues as webmaster and will help us explore interactive software, wikis, etc.
- c. The challenge of UCOP's LAUC membership data differing from LAUC's membership data was raised, as it has been in the past. The two sets of data do not operate with common definitions of LAUC membership. LAUC recognizes that some individuals not in the Librarian Series perform librarian-level or librarian-aligned work and LAUC might like them to be considered as members, rather than excluded.

8. Update on Standing Committee Appointments (M. Brown)

- a. Nominations for LAUC representatives to SOPAG, CDC, HOTS, and LTAG were decided on July 5 call.
- b. Final decisions from the CoULs should be forthcoming, though we typically receive word in July.
- c. Some committees are not as active as they've been previously and may be absorbed or modified in the future.

7. Committee on Research and Professional Development (K. Botello)

- a. As Vice-President/President-Elect, K. Botello chaired R&PD Committee.
- b. One challenge was not receiving word from UCOP until August 1 regarding funding approval for grant proposals. UCOP agreed with LAUC recommendations.
- c. 19 total proposals were received among the 3 types of grants: research (no specified maximum); mini-grant (\$500 maximum); and presentation (\$500 maximum).
 - Five proposals were withdrawn during the year (including 2 which received divisional funding).
 - 4 research grants were funded totaling \$17,971.
 - 1 mini-grant was funded totaling \$500.
 - 9 presentation grants were funded totaling \$4,500.
 - The campus tally was: UCB (1); UCD (3); UCI (1); UCLA (4); UCR (1); UCSB (1); UCSC (2); and UCSD (1).
 - **ACTION:** K. Botello will alert awardees shortly. **SEPT FOLLOW-UP:** Completed.
 - Committee's final report will include brief descriptions of all funded projects.
- d. **ACTION:** Divisional Chairs should encourage members to apply for Systemwide grants, though divisions may also have funds available. **SEPT FOLLOW-UP:** Completed, though on-going.
- e. Discussion held on confusion and complication of presentation grant timing. Committee is working on clarifying and simplifying the process and seeking ways to distribute funds faster to awardees.

8. Transfer of LAUC Presidency to Keri Botello (M. Brown)

- a. LAUC gavel officially transferred to K. Botello.
- b. K. Botello presented M. Brown with a gift to mark the occasion and thanked him for his guidance, leadership, and resiliency during his presidency. Hearty applause from the group followed.

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9. New Division Chairs Orientation (K. Botello)

- a. K. Botello briefly described the LAUC mission, advisory role, and duties as outlined in bylaws & position papers.
- b. She encouraged chairs to read the distributed 'Tips for New LAUC Executive Board Members' document and to consult each one's local bylaws and standing rules.
- c. D. Rowan summarized the Board's use of the latest version of Sturgis as its parliamentary authority, which is intended to ensure fairness and a formal procedure for LAUC members to raise concerns.
- d. K. Botello explained that subject line or body of emails to the Broad listserv will include specific instructions for actions (i.e. for distribution, for board review, respond by, etc.).
- e. **ACTION:** Divisional Chairs should use the version of the travel reimbursement guidelines K. Botello distributed, and should complete the process within 30 days of the meeting. **SEPT FOLLOW-UP:** Completed.

10. Executive Board meetings 2012-13

- a. Conference calls will be held from 1-3 pm on 1st Wednesday of each month (with the exception of January 2013).

• September 5, 2012	• January 9, 2013	• May 1, 2013
• October 3, 2012	• February 6, 2013	• June 5, 2013
• November 7, 2012	• March 6, 2013	• July 3, 2013
• December 5, 2012	• April 3, 2013	• August 7, 2013
- b. **ACTION:** K. Goodson will send appointments for all meetings. **SEPT FOLLOW-UP:** Completed.
- c. K. Botello requests that round robin information & agenda items be sent to her about 7 days in advance of calls.
- d. Round robin information generally includes hires, departures, interviewing, issues from divisional executive board or memberships requested for elevation to the systemwide board, and other items of interest.
- e. If chairs cannot attend a meeting, vice-chairs should take their place. Alert K. Goodson in advance if chairs will miss a meeting and a replacement will attend.

11. New Business (K. Botello)

- a. The board discussed issues of interest that can help to shape the theme of Botello's presidency. The following ideas were raised:
 - Who are the UC librarians? How do we define them? What should retention & recruitment involve?
 - Role of the MLS in librarian roles and LAUC membership. Data curation and other technology-focused positions were among those identified where incumbents perform work important to librarians or librarian-level

work, but are not eligible for LAUC membership.

- Exploring/negotiating new skill sets for librarians & how they will impact definition of profession and LAUC.
 - As librarians leave, their work is distributed to those remaining, resulting in growing workloads.
 - Controversy/concern over people being hired into the librarian series who do not hold an MLS.
 - Exploration of what is a library (physical place, community, etc.).
 - Role of online education.
 - Reorganizing, restructuring, redesigning, reimagining, re-envisioning, reinvigorating of libraries.
 - Succession management and how to develop the next generation of library leadership. What is the career path for librarians.
- b. **ACTION:** Board & Divisional Chairs should reflect on list above for further discussion on September 5 call. **SEPT FOLLOW-UP:** Completed.
- c. **ACTION:** Divisional Chairs should work with their outgoing Chairs and send the names of their representatives to Systemwide committees to K. Botello as soon as they're known. **SEPT FOLLOW-UP:** In process.
- d. **ACTION:** K. Botello is working on drafting charges for the Systemwide committees. **SEPT FOLLOW-UP:** In progress.
- e. CPG: Updates bylaws revisions, though no significant edits are needed at this time.
- f. Diversity: Should finish analysis of its survey results and produce a report for action. Explore recruitment and retention issues and develop guidance and/or recommendations for CoULs.
- g. **ACTION:** It was requested that M. Brown release at least some of the Diversity survey raw data for wider review. **SEPT FOLLOW-UP:** M. Brown working with incoming/outgoing Diversity chairs yet.
- h. The 2013 Assembly is expected to take place at UCLA in the spring, though virtual possibilities will be explored. All logistics remain up for discussion at this point. Program planning committee will be established as event planning gets underway.

12. Campus Round Robin

UCB:	Hit hard by hiring freeze. Lost 13 to retirement this year and 6 others. Recently hired 6. Big restructuring underway of main and branch libraries.
UCD:	Moving CAPA calendar back a few months to give more time to CAPA committee and Admin prior to deadline to campus. New UL in place (Mackenzie Smith) with digital mgmt. and technology background. Spent a long time treading water without a UL. Fast-paced strategic planning process will begin in September 2012, which is likely to mean a significant reorganization. Training emerged as a significant concern in a survey of librarians last year. Now pursuing training in various areas (project mgmt. and others). Automating of front-end procedures for professional travel is underway.
UCI:	Recently approved bylaws changes. Lost 3 librarians recently (1 to retirement). Responsibilities distributed to others, resulting in workload concerns & difficulties. Recently completed several searches. Metadata Librarian started in June and Business Librarian started in July. Medical/Health Sciences Librarian will start in August.
UCLA:	Gary Strong (UL) retires end of December 2012. No word yet to establish committee to seek replacement. LAUC-LA has requested inclusion of LAUC role in that process. Lots of temporary positions in place currently. Considering whether to replace them. HR Librarian retired recently; difficulty recruiting for that position. Minor bylaws updates made. Moved recently from having ad hoc committee on mentoring to a formal one.
UCM:	Currently reviewing candidates for Access Services Librarian. Added 2 new librarian positions in July 2012: Instruction librarian (contract position) & digital curation librarian. Has received no new funding for librarian positions over past few years; these positions being created with existing savings. Donald Barclay continues as Interim UL, although recruitment for permanent UL expected to begin in spring 2013, pending arrival of new provost and filling of other key campus administrative positions.
UCR:	Dr. Ruth Jackson, UL, announced her retirement effective January 31, 2012; search committee has been selected (includes 1 librarian & 1 staff representative). 5 librarians retired at end of June; library lost ~10 staff members during past fiscal year (due to retirement, lay-off, & other separations from UCR). 2 searches currently underway (Instr Coord/Ref Libn and Digital Initiatives & Tech Serv Libn for Water Resources Collections Archive (WRCA). Bylaws being reviewed & updated. Library continues work on defining its system-wide digital platform; currently 'testing' two scanners and identifying potential digitizing candidates.
UCSD:	Undergoing widespread reorganization. Discipline-based libraries being replaced by program-based library. Lots of staff uncertainty and unease. No external hiring in several years. Workload concerns. Bylaws need updating. Plans to streamline academic review process.
UCSF:	Hiring 2 librarians (Collection Development & Education Librarian for SoM). Assistant Archivist position being filled. Losing digital projects manager. Undergoing "operational excellence" process, resulting in centralization of services such as HR (being merged with Campus HR), with some administrative work then

	being distributed across the organization. Process has taken longer than expected. Financial services and IT may be next. Mission Bay campus is growing and will get a new hospital building in 2014.
UCSB:	Hoping to fill 3 data curation positions soon. AUL for Collection Services position to be posted soon. New AUL (also the Deputy UL) hired on August 1. Down from 3 HR staff to 1. Some work for recruitments delegated to LAUC committee. Working toward systematic digitization program. Hoping for a new Metadata Librarian. Filled some librarian positions recently that were vacant since 2008.
UCSC:	Hit hard by recent retirements of 3 key librarians, including Head of Tech Serv. Presently recruiting for Head of Tech Serv and Collection Development and Scholarly Communications Libn. Potential reorganization coming after July 2013. Substantial budget cut impacts have resulted in drastic collection budget reductions. Weeding projects underway.

ACTION: M. Brown to send the Board information on UCI's travel process automating. **SEPT FOLLOW-UP:** In process.

LAUC-SB moved to adjourn. LAUC-LA seconded. Meeting adjourned at 2:02 pm.

Next Exec Board call	1-3 pm on Wednesday, September 5, 2012
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*Minutes submitted by Kymberly Goodson/Lillian Castillo-Speed, 8/14/12
Approved 9/5/12*