

Minutes: LAUC Executive Board Transition Meeting

Monday, August 8, 2011 UC Irvine

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

LAUC President Michael Yonezawa called the meeting to order at 10:02.

Present: President 2010-11 Michael Yonezawa, 2010-11 Vice-President/President-Elect Mitchell Brown, 2011-12 Vice-President/President-Elect Keri Botello, 2010-11 Secretary Cynthia Moriconi, 2011-12 Secretary Lillian Castillo-Speed; Divisional Chairs 2011-12: LAUC-B Chair Nick Robinson, LAUC-D Chair Deanna Johnson, LAUC-I Chair Pauline Manaka, LAUC-LA Vice-Chair Kris Kasianovitz, LAUC-M Chair Sara Davidson, LAUC-R Chair Manuel Urrizola, LAUC-SD Chair Patrick McCarthy, LAUC-SF Chair Peggy Tahir, LAUC-SB Chair Chuck Huber, LAUC-SC Chair Annette Marines, Parliamentarian Dean Rowan, SOPAG Representative Bob Heyer-Gray, Barbara Schader 2010-11 SLASIAC Representative, Cynthia Johnson 2011-12 SLASIAC Representative, Lynda Tolly, 2011-12 Chair, Committee on Professional Governance, Heidi Hutchinson, 2010-11 Chair, Committee on Professional Governance. Michael Yonezawa, LAUC President 2010-11, welcomed everyone to the Transition Meeting. Cynthia Moriconi, Secretary, read the roll call. Those present introduced themselves and described their roles at their campuses.

1. Agenda review: Michael reviewed the agenda for the morning.
2. Secretary's Report:
 - a. LAUC Executive Board Conference Call minutes from June 2 have been approved by the outgoing Executive Board, and will be posted on the LAUC web site.
 - b. The minutes of the August 4 LAUC Executive Board Conference Call will be approved by the outgoing Executive Board via email.
 - c. Mitchell Brown, incoming President, has created the Executive Board roster for the coming year, and it was passed around for corrections and updates.
 - d. Election calendar: Lillian Castillo-Speed, incoming Secretary, presented the 2012 LAUC Election Calendar. Election Day will be June 1, 2012. The possibility of holding LAUC's election online was discussed. UCLA held their election online this year using free software called Ballot Bin, and response rate increased to 70%.
4. Old Business
 - a. Outgoing President's Report:
 - If you have feedback on the SLASIAC Report, please send it to both the outgoing and incoming representatives (Barbara Schader, Cynthia Johnson). SLASIAC is interested to learn if there are recommendations that are flawed or inefficient. Joanne Miller is the UCOP Analyst who is reviewing the SLASIAC report, and division comments should go to her.
 - New appointments have been made to HOPS, LTAG, and SLASIAC. We are looking for a way to encourage more involvement with the Shared Library Facilities Board.
 - It may be time to update LAUC Position Paper Five, in light of the new CPG Report. Also, there was discussion of creating a systemwide award to honor an outstanding librarian annually.
 - A "Future of LAUC Assemblies" committee was charged, and will be discussed later. They are reviewing ideas for a way to meet in addition to meetings in person, ways for LAUC division members not delegates to observe, and Mitchell (chair) hopes to have a report by December.
 - We'll also be creating a LAUC Memorial Page, to honor members who have died.
 - b. 2010-2011 Financial Report

Each year the LAUC's President's fund pays for travel awards, and the remaining LAUC funds pay for travel to the Transition Meeting, for LAUC reps to travel to committee meetings such as SLASIAC. We may be asked to take a 10% reduction in LAUC's budget for the coming year. UCOP has commented that LAUC has been very efficient. We'll continue to explore ways to minimize expenses while continuing to communicate as much as possible. Michael's two written reports this year contain additional information.

5. Committee on Professional Governance Report

Heidi Hutchinson, outgoing chair, said that information has been collected over the last two years for this report, which includes a cover letter, bibliography and report. It focuses on what the librarian of the future might look like, and what characteristics should be sought out during recruitments. Its four chapters include collection development, reference/instruction, technical services, and professional governance/organizational structure. As of now, only the LAUC Executive Board has seen the report. Mitchell commented that it compliments the implementation of the SLASIAC Report. Heidi noted that we current librarians will have to adjust in our roles, as well as consider the report's recommendations as new people are hired. Mitchell noted that the report emphasizes that it's possible to re-purpose existing staff, and that the ULs are very interested in this concept. Lillian Castillo-Speed noted the SLASIAC report is from the point of view of an oversight level, but talks about librarians between the lines, between ULs and "library staff." Michael recommends that LAUC chairs and vice-chairs read the report carefully, and then discuss it with their ULs before it is widely distributed. It's a good opportunity to have a discussion with your UL. It's also an excellent opportunity to discuss LAUC and UC librarianship with newly hired LAUC members. There is increasing interest in project management skills. Everyone will need to agree on the skills needed for positions that will be hired to fill systemwide roles, and this document can help identify skills for those positions. UCSF has held required project management training for all their librarians; they've been using those skills for several years and found them extremely helpful. They use Excel spreadsheet templates, rather than expensive software, and it works well. Mitchell and Keri will meet with the ULs September 8th, and plan to discuss the report with them. Keri and Mitchell will introduce the topics there, and we expect the conversation to be ongoing throughout the next year. It would be helpful to distribute talking points and questions, so that all division chairs cover the same ground in their discussions with ULs.

6. Committee on Diversity – Update

Because the committee chairs were unable to attend, Michael gave an update. As of today 260 LAUC members (of about 440) have responded to the committee's survey of librarian demographic information. He asked division chairs to remind their members to take the survey, and said that the ULs are interested in getting a clearer picture of their workforce. The survey closes on the 19th of August.

7. Transfer of LAUC Presidency to Mitchell Brown, from Michael Yonezawa.

Michael presented Mitchell with the LAUC President's gavel, and Mitchell gave Michael a thank you gift in recognition of the hard work and excellent job he's done.

Noon: Lunch

8. New Division Chairs Orientation (Mitchell Brown).
[Cynthia Johnson was not present in the afternoon.]

- a. Welcome & review of LAUC mission

Mitchell welcomed the new board and shared his commitment to encouraging conversation between the divisions and within the board. It is a member-driven organization where opinions are valued. LAUC's mission is based on its charge, stated in the bylaws, which emphasizes its advisory role to the President and to the Library Administration. LAUC does not advise on issues covered by the MOU. It is legitimate to raise borderline issues within the board but they may have to be referred elsewhere. We shape what it means to be a UC Librarian.

- b. LAUC Executive Board Procedures

- i. Sturgis as parliamentary authority (Dean Rowan)

This is the standard code of parliamentary procedures, complementing our by-laws. The code is not strict; motions are often approved by general consent, unless someone speaks up. Dean's job is to advise the LAUC President. He himself may speak up as a LAUC member, but he always makes the distinction between roles clear. He is available to answer questions at any time and is also available to the divisions.

- ii. LAUC communication (labeling emails, web site submissions, etc.)

Mitchell will add the Vice-Chairs to the roster and send it out as a board tool. We will use that same contact information for the roster on the website. Send Mitchell updates. By Sept. 1 we will need to identify the delegates for the 2012 Assembly. Make sure the email addresses of the delegates are up to date. Be aware of using REPLY ALL. He encourages free exchange of comments on the list. He appreciates hearing different perspectives.

- c. Scheduling 2010/11 Executive Board meetings/conference calls

Tentative dates for conference call meetings: Sept. 1, Oct. 6, Nov. 3, Dec. 1, Jan. 5, Feb. 2, March 1, April 5, May 3, June 7, July 5, Aug. 5. (all from 2 to 4 p.m.) Send comments if any dates are not feasible. If you are not able to attend, email both the President and the Secretary and let them know who will sit in for you, usually the Vice-Chair. Mitchell is exploring other products for phone-based or web-based meetings.

- d. Travel procedures & policies, including reimbursements

Travel can be arranged either UCOP (Connexus), UCLA Travel or independently with reimbursement. Contact Gloria Alfaro directly if you have questions, since she is very helpful. For today's meeting, go through your campus library business office or send the request to Gloria. As the Assembly date approaches, Mitchell will ask again for the names of the delegates to get a cost estimate for travel and to get approval by UCOP.

9. New Business (Mitchell Brown)

- a. LAUC Issues for 2011-2012

Theme: how do we move forward into the future as librarians? With new planning, librarians are at the implementation level, e.g. with SLASIAC report. Several important questions arise, e.g., what do we do with the end result of that report? How do we stay involved with the process? With the implementation of "Power of Three," how do we know what's going on? As Collections and Technical Services intersect, what is LAUC's role? Training is another important issue: as librarians assume new roles they need new skills. When is the right time to change from one set of skills to a new set of skills? LAUC can help. Recruitment & Retention at UC: Distinguished Status is an open question; with many high-level retirements, how do we replace the talent, develop internal talent, recruit outside talent? How do we do what we need to do with the number of people we have? Mitchell welcomes feedback on these and other issues as they arise.

- b. Statewide Committee Appointments

By October 1, we need to have division reps on these committees: Research & Professional Development (RPD); Professional Governance (CPG); Diversity.

c. Statewide Committee Charges

CPG: Mitchell wants CPG to continue with the recent document and perhaps handle the secondary comments, along with the divisions. CPG will look at the by-laws and adjust them to fit in with virtual memberships and voting.

RPD: Keri Botello will chair. Mitchell appreciated methods used by Lucia Diamond and Michael Yonazawa, e.g. BSpace, wiki, interactivity, document sharing and feedback. Mitchell reported that 6 applications were received for project funding and 4 were funded; 27 applications for presentation grants were received and all were funded (except for one withdrawal). This was three times as many applications as in the previous year. We were close to spending all the allotted funds. There is a noticeable difference between applications edited by local RPD committees and those that are not. Even if the topic is highly interesting, funding cannot be granted if there are structural omissions. There is the possibility that UCOP will not have to sign off on presentation grants, which would make approvals easier and timelier. The current timing is awkward and may discourage applicants, since they need to know ahead of time that they will receive funding so that they can plan to present at a conference.

d. Assembly Planning (Annette Marines)

Date depends on availability, perhaps May or June. No speakers set yet. Michael Yonazawa mentioned that we can assume a budget of \$10,000. Mitchell will put Annette in contact with Elaine McCracken of UCSB for planning documents. San Jose Airport is 45 minutes away. Should there be a meeting the evening before, then one full day following? Mitchell will use UCOP Skype to bring in outside presenters. He would like to engage members in a virtual experience; members may want to engage while the Assembly is active, not just view a taping, e.g. Twitter, blogging.

e. Discussion on MLS's Working as Library Assistants

Pauline Manaka asked how many campuses have people with MLS's working as Library Assistants (LAs). There are many at UCI. There should be a LAUC conversation with the ULs. Discussion ensued as to possible ways to engage LAs in LAUC, perhaps in the same way LAUC retirees are allowed to engage in LAUC. Continued discussion may be strategic, since LAs will be needed even more in the future with changes brought by the SLASAC report. Perhaps they can be mentored once we identify them.

10. Campus Round Robin

UCB: Retirements: Isabel Sterling, Elizabeth Byrne, Allan Urbanic. Law School high level person left to direct another law library. Hiring half-time position in Business Library. Operation Excellence affects small libraries with layoffs, services being shared and charges being levied. As staff leave, others get extra responsibilities resulting in concerns that merit reviews are not adequately reflecting the affects of these changes. Conference "Fiat Flux": October 21, 2011.

UCSC: Retirements/departures. Last year students voted for fee to extend library hours. With re-opening of McHenry Library after renovation, re-organization taking place involving collections and reduction in reference hours; shared service point (circulation and reference). Recruiting for 2 librarians; difficult to recruit librarians to UCSC.

UCD: Lost four department heads in sciences; will recruit two replacements. In health sciences lost three line librarians and will recruit two replacements; whereas in Bio/Ag lost two librarians and will recruit one. No news on new UL. During furloughs LAUC-D made statement: that reviews should reflect time lost.

UCLA: Eight retirements; six departures. Lost positions in YRL, Metadata, Digital Collections. Sciences hit hard with only temporary librarian positions. At least 8 new appointments. YRL renovation winding down. Much discussion of SLASAC report. Send job listings to Keri Botello and she will send them to the library school jobs database.

UCM: UL R. Bruce Miller retired. Will recruit 1 librarian and 2 LAs. New Chancellor: Dorothy Leland.
UCSD: Three library facilities closed. Collections being re-located; installation of compact shelving. Scripps Library will close. Even with closures, layoffs avoided, but many senior librarians retiring in next few years. New chancellor in a couple of years.

UCSB: New UL: Denise Stephens. AUL for Tech Services left; another AUL retiring on Sept. 1. Will re-open search for Head of Cataloging. Preparation for building project beginning 2012: 3-story addition off north end of building. Will result in 20% less shelf space because of ADA standards.

UCSF: Archivist left; Metadata Librarian left. Recruiting for non-librarian Bio-Informationist position. Lost IT and Administrative Assistant staff. Beginning of 24/7 study space. Funding found for Mission Bay branch to open on Saturdays; may recruit for that location.

UCI: Library renovation. Lost the Business Librarian to a community college.

Chuck Huber moved and Deanna Johnson seconded a motion to adjourn. The motion passed and the meeting was adjourned at 3:16 p.m.

Next Executive Board Meeting (conference call): Sept. 1, 2-4 p.m.

Minutes submitted by Cynthia Moriconi and Lillian Castillo-Speed