

Minutes: LAUC Executive Board Conference Call (Special Focus on Assembly Planning)

Wednesday, May 14, 2013

1:00-3:00 p.m.

ACCESS: ReadyTalk; toll-free 866-740-1260; at prompt, enter access code 2069396#

LAUC President Keri Botello called meeting to order at 1:02 pm.

1. Roll Call (K. Goodson)

Present: Keri Botello (President 2012-13), Nick Robinson (Vice President/President-Elect 2012-13), Kymberly Goodson (Secretary 2012-13), Susan Edwards (LAUC-B), Karleen Darr (LAUC-D), Kay Deeney (LAUC-LA), Anneliese Taylor (LAUC-SF), Jim Dooley (LAUC-M), Patricia Smith-Hunt (LAUC-R), Dave Schmitt, *1st half only* (LAUC-SD), Anna DeVore; *2nd half only* (LAUC-SB), Lucia Orlando (LAUC-SC), Dean Rowan (Parliamentarian), Yolanda Blue, *joined at 1:30* (CPG), Jenny Reiswig (LTAG), Lisa Rowlison de Ortiz (SOPAG)

Absent: Mitchell Brown (Past President 2012-13), Brian Williams (LAUC-I), Cynthia Johnson (SLASIAC), Lynn Jones (HOPS), Louise Ratliff (HOTS), Michael Oppenheim (CDC), Matt Conner (Diversity)

2. Announcements/Reminders (K. Botello)

- 70 assembly registrants thus far.
- Light refreshments available before assembly.
- ACTION: Committee chairs/Systemwide reps** should submit their annual reports to K. Botello ASAP for loading to Assembly webpage.

3. Assembly Planning, summary of pending items from May 3 Conference call yet to be accomplished:

- Status of assembly topic summaries (All):** Possible issues and strategies for addressing topics at assembly were discussed.
 - ACTION: Board** should mark calendars in case May 14 (1-3 pm) call is needed. Also plan on meeting Tuesday, May 21 (2-4 pm).
 - Agreed that some fuller document of membership feedback should be available for voluntary review by registrants prior to event. Caution expressed about possibly diluting the feedback if not presented in its fullness, or alienating those who provided feedback.
 - ACTION: Board** must decide which document(s) to load to website prior to event for registrant review: Original feedback arranged by division, original feedback arranged by category, abbreviated feedback arranged by category other?
 - Agreed to focus on desired outcome/deliverable from assembly breakout sessions. Agreed that specific guidance to groups at assembly is needed in order to enable the desired outcome.
 - ACTION: Board** must decide on specific instructions to breakout sessions (i.e. session leader or note-taker should submit concise write-up of ½ - 1 page [decide on bulleted or paragraph-style] specifically addressing the identified questions for assembly group discussion to K. Goodson (kgoodson@ucsd.edu) by noon on Friday, May 24.)
 - Discussed whether to further abbreviate/consolidate latest feedback document in order to provide greater cohesion and consistency across the 4 categories. No action to be taken at this time.
 - ACTION: Board** may need to formulate a way to assign registrants to breakout session topics prior to assembly in order to ensure balance in numbers across the topics.
 - DECISION:** Agreed that divisional chairs should lead assembly breakout sessions, according to same assignments used for abbreviating feedback document. Delegates should also contribute to leading the sessions, though a division's multiple delegates may serve in different groups, if desired. Facilitation roles include lead facilitator(s), note-taker(s), and person to write on flipcharts/whiteboards during session.

ASSIGNMENTS

Susan Edwards (B), Karleen Darr (D), Brian Williams (I)	Category 1: Staffing, Library Workforce, Professional Development
Kay Deeney (LA), Jim Dooley (M)	Category 2: Collections & Technical Services
Patricia Smith-Hunt (R), Dave Schmitt (SD), Anna DeVore (SB)	Category 3: Leadership, Administration, and Funding
Lucia Orlando (SC), Anneliese Taylor (SF)	Category 4: Public Services, Technology, and Space

- Agreed to focus on:**
 - Being forward-thinking, positive, and productive to help squelch negativity and complaining.
 - Considering issues/questions such as: How do we move forward and engage in these priorities? What can/will LAUC do to contribute to/support/enable/facilitate CoUL's priorities? What does LAUC and its members need in order to enable/support these actions? What is the role of LAUC collectively moving forward?

4. Action items for today's call:

a. **Decide which document(s) to load to website prior to event for registrant review**

- **ACTION:** K. Botello should have **Local Arrangements Committee** load the following text & documents to the reports part of the Assembly webpage (<http://lauc2013assembly.weebly.com/assembly-documents.html>).

Preparation for Assembly Breakout Sessions

Preparation for the 2013 LAUC Assembly began with divisional discussions during March, 2013 of the Council of University Librarians' document entitled [University of California Libraries Systemwide Plan and Priorities, FY 2013-2016](#), [link document title to document] followed by a consolidation of all feedback from the divisions by the LAUC Executive Board. Assembly discussion on May 20th will be an all division consideration of the consolidated document. We ask that attendees review [this document](#) [link "this document" to document] prior to the Assembly discussion, which will be facilitated by divisional chairs and delegates. The feedback gathered during the Assembly will be synthesized into an advisory statement from LAUC and submitted to the Council of University Librarians for their meeting in June 2013. The full divisional feedback, arranged into the 5 documents below, is also available for review for those interested in the complete process. Review of these documents prior to the Assembly is optional and is intended for those interested in the further background.

1. What's missing from the document that LAUC feels is important to address/include? ([Q1 Document](#)) [link "Q1 Document" to document]
2. What does LAUC feel are the highest priorities among those outlined in the document? Include rationale for your selections. ([Q2 Document](#)) [link "Q2 Document" to document]
3. Drawing on LAUC members' operational experience and perspectives, which of the priorities listed in the document are feasible/practical with UC's existing resources/staffing/expertise? ([Q3 Document](#)) [link "Q3 Document" to document]
4. Which activities should the UC library stop performing in order to accommodate or achieve the stated priorities? ([Q4 Document](#)) [link "Q4 Document" to document]
5. What concrete next steps or action items related to the document and its contents should LAUC undertake following the Assembly or should LAUC recommend to CoUL? ([Q5 Document](#)) [link "Q5 Document" to document]

b. **Establishing specific instructions to breakout sessions** (see details below)

- **ACTION:** After 5/24/13, K. Goodson will compile all submissions in to single document for Board discussion at 6/5/13 call. Board will then decide how to synthesize document for final submission to CoULs by 6/15/13.

INSTRUCTIONS TO GROUPS:

- Leader welcomes group, gives general background, and shares prepared questions.
- Leader identifies notetaker and/or flipchart writer, if needed.
- Group discusses prepared questions for assigned category for approximately 1 hour.
- Beginning around 2 pm, group composes 3 bullets expressing the main points it wishes to make (*As your opportunity to make 3 main comments to CoUL, what is most important for the group to say?*)
- In final 10-15 minutes, Group summarizes its 3 bullets into 1-2 paragraphs totaling ½ page maximum. The paragraph **duplicates** the bulleted points, but offers them in an alternate format. Leader or notetaker can also do this after assembly, if needed.
- **Leader and/or notetaker sends 3 bullet points and paragraph to kgoodson@ucsd.edu no later than 5 pm on Friday, May 24.**

c. **Assigning registrants to breakout session topics prior to assembly in order to ensure balance in numbers across the topics**

- **ACTION:** K. Goodson will assign each registrant to one of the 7 breakout groups (named 1, 2a, 2b, 3a, 3b, 4a, 4b), except for the following individuals: All divisional chairs, K. Botello, M. Brown, K. Goodson, N. Robinson, Christy Caldwell, Angela Boyd, Robin Milford, Elizabeth Cowell, and Lisa Federer. Group assignments can be listed on Breakout Discussions document. [Completed, except for any last-minute registrants.](#)

d. **Questions to guide breakout session discussions**

- **ACTION:** **K. Goodson** will reformat Breakout Discussions document per decisions on today's call.
Completed.

1. Final Items

- a. **ACTION:** **Local Arrangements Committee** should be sure to make 7 sets of mobile whiteboards/markers and/or flipcharts/markers available for Assembly.
- b. **ACTION:** **K. Botello** should have **Local Arrangements Committee** load the 2012 Assembly Minutes to the reports part of the Assembly webpage (<http://lauc2013assembly.weebly.com/reports.html>).

Meeting adjourned at 2:32 pm.

Next Exec Board call

Tuesday, May 21 (2-4 pm) & Wednesday, June 5 (1-3 pm).

Minutes submitted by Kymberly Goodson, 5/14/13