

Minutes: LAUC Executive Board Conference Call

Thursday, October 10, 2013 (**ACCESS: ReadyTalk; toll-free** 866-740-1260 / **Access code** 2069396#)

1:00 p.m. to 3:00 p.m.

LAUC President Nick Robinson called the meeting to order at 1:06 pm.

1. Roll Call (A. Boyd)

Present: Nick Robinson (President 2013-14), Keri Botello (Past President 2013-14), Matt Conner (Vice President/President-Elect 2013-14), Angela Boyd (Secretary 2013-14), Lynn Jones (LAUC-B), Matthew Conner (LAUC-D), Brian Williams (LAUC-I), David Cappoli (LAUC-LA), Robin Milford (LAUC-M), Roger Smith (LAUC-SD), Polina Ilieva (LAUC-SF), Angela Boyd (LAUC-SB), Christy Caldwell/Debbie Murphy (LAUC-SC), Dean Rowan (Parliamentarian), Cynthia Johnson (SLASIAC), Lisa Rowlison de Ortiz (SAG1), Susan Perry (SAG2).

Absent: Susan Mikkelsen (LAUC-M), Michele Potter (LAUC-R), Angela Riggio (SAG3)

2. Announcements (N. Robinson, K. Botello)

- a. We will be recording the phone conference to help with the minutes. No objections.
- b. LAUC-SF chair is leaving UCSF employment so we are welcoming Polina Ilieva, the new chair. The new vice-chair/chair-elect is Evan.
- c. Agenda will be modified – move Advisory Groups up to be discussed before Systemwide Committees/Appointments. No objections.
- d. Nov 14 meeting – we will have a significant amount of time devoted to the SAG Reps roles and responsibilities.

3. Approval of 9/12/2013 minutes (A. Boyd): Approved

- a. **ACTION ITEM:** Angela will send the 9/12/13 minutes to the webmaster to upload.

4. Review of Action Items from August Minutes (A. Boyd)

- a. **A. Boyd** will make corrections to the Executive Board roster because of LAUC-SF's latest changes. She will alert the webmaster to load it online. **DONE**
- b. **A. Boyd** will alert the webmaster to upload the Election Calendar online. **DONE**
- c. **A. Boyd** will make corrections to the census due to LAUC-SF changes. **DONE**
- d. **N. Robinson** will send corrected census to CoUL with comments highlighting decline in LAUC membership and potential impact on workforce for systemwide work. **Still forthcoming. Will also report to CoUL on our plans to enhance website with an area to showcase some members. Establish a more regular communication with the CoUL. Will also report to CoUL on our advisory group representative reporting procedures.**
- e. **N. Robinson** will charge committees in September once fully formed. Charges will include what is stated in the bylaws, as well as any Board additions. **Still in process and will be discussed later in this meeting.**
- f. **K. Botello** will draft a message to all divisional chairs to send membership to send in names. Completed shortly after last board meeting in September. **DONE**
- g. **N. Robinson** will schedule future agenda item to discuss Assembly planning. **Some discussion later in this meeting.**

5. Advisory Groups

We have had questions as to when we should distribute advisory group representative reports to general membership. We currently have established a practice of soliciting reports from our representatives before each exec board meetings. Nick's proposal is to withhold confidential parts from the written reports but we distribute the reports to all members when the final agenda is published. This gets info to our members quicker and gives them a chance to raise concerns and offer feedback. These concerns can then be brought back to our exec board meetings.

We will also provide an opportunity for the representatives to add to their brief reports.

No objections from the executive board.

ACTION ITEM: N. Robinson will write up a statement of the communication procedures and say that the executive board is supportive of these. Will incorporate this statement in a message to the CoUL with other

updates. Hopefully, the coordinating committee will be fine with this. We may need to address any concerns, if they have any.

Nick wants more discussion on roles as LAUC Reps in our discussion meetings. At our transition meeting e said we would revisit this in 3 months, which coincides with our November 14 meeting.

- a. **SLASIAC (C. Johnson)**
Will meet on Oct 24. SLASIAC only meets 3 times a year.
- b. **SAG1 (L. Rowlison de Ortiz)**
SAG1 (Scholarly Research & Communication) had its first in-person meeting on Friday, September 27th in Oakland. All SAG 1 members were in attendance. The primary topic of the meeting was the SLASIAC proposal to create an Office of Scholarly Communication at the CDL and how that might dovetail with the Scholarly Communications responsibilities of SAG1. The primary topic of the meeting was the proposal to create an Office of Scholarly Communication at the CDL, which had previously been discussed by SLASIAC. To assist with this discussion, Laine Farley from CDL was a guest attendee. Additional topics covered that day were the pros/cons of appointing additional members to the SAG in an ex officio capacity, introduction of members and a discussion of each member's interests pertaining to the SAG. The SAG also met by conference call on Friday October 4, however, as I was in RDA training, I was unable to attend. Topics for that meeting included performing a campus environmental scan to see who has video storage/streaming services, data storage, its own repository, host Omeka sites, or other services of interest to SAG1. The next conference call will be held October 18th.
- c. **SAG 2 (S. Perry)**
SAG2 (Discovery and Access) met last week (Oct. 3) for our first face-to-face meeting. We spent much of the day reviewing our portfolio of services and activities, and began prioritizing them. We drew from the activities on the "UCL Advisory Structure Services & Projects Master List " as well as the CoUL Plans and Priorities document in identifying our priorities. Acting on a request from CoUL and the coordinating committee, we are establishing a selection committee for the Ask a Librarian Service Manager. The coordinating committee is still finishing work on a process for the formation of Common Knowledge Groups. SAG2 has also asked them to address models for cross-SAG collaboration and communication when multiple SAGs have areas of overlapping assignments. We have one current project team reporting to us, the UC Libraries Digital Collections (UCLDC) implementation. They have completed metadata modeling and prototyping the public interface. They've also finalized membership of a Product Stakeholders Group. They are now loading content from different campuses into the staging environment.

Next conference call meeting is 10/10, at 3 pm.

Nick had a couple questions: Ask a Librarian service manager position – is this position open to librarians and staff working in affiliated libraries? He asked a Berkeley administrator and the answer was yes. Raised the question of how obvious this is to all librarians. All LAUC reps should be mindful to include affiliated librarians.

UC Libraries Digital Collections has a project team that reports to SAG2 and they finalized members of the product stakeholders group. Nick wondered how the members were selected and whether there were any affiliated librarians on the committee.

- d. **SAG 3 (A. Riggio)**
SAG 3 (Collection Building and Management): Have had conference calls every two weeks, spending time organizing the Wiki space and prioritizing activities. Discussions have included several of our portfolio assignments, and some teams have been formed to begin work. Meeting minutes have been posted through 9/25, I strongly suggest that members read these to stay up-to-date and to ask questions (<http://libraries.universityofcalifornia.edu/sag3/meetings>). Two subgroups have been formed for the investigation of a shared ILS: subgroup 1, Environmental Scan, and subgroup 2, Analysis (outlined in 9/6 minutes). Our upcoming meeting, on 10/9, will focus on a discussion of the POT 7 LT2 report ("Responding to the Changing Collection Development and Management Landscape in the UC Libraries: the Role of the Collections Librarian") and of The Shelf Ready Task Force report (from August).

6. Systemwide Committees / Appointments (N. Robinson)

- a. Research Program Ad Hoc Committee (N. Robinson)
 1. The proposal is still being reviewed by UCOP. Hope to have resolution soon.
- b. Research & Professional Development Committee (N. Robinson)
 1. **ACTION ITEM:** Nick will charge this year's RPD committee with the same charge as last year.
ACTION ITEM: Matt Connor will be issuing the call and calendar for research and presentation grants by end of this month.
 2. Nick has partially funded 6 extra presentation grants with presidential funds. All proposals submitted last year has some conclusion.

- c. Committee on Professional Governance (N. Robinson)
 - 1. Dana Peterman is the chair.
ACTION ITEM: Nick is working on drafting the charge with input from Dana Peterman and past chair, Yolanda Blue, and parliamentarian, Dean Rowan. They will be consulting with parliamentarian to propose changes to LAUC bylaws and standing rules to fit current practices and procedures. Things that have changed need to be reflected in our bylaws and rule changes.
- d. Committee on Diversity (N. Robinson)
 - 1. Marlayna Christensen is the chair.
ACTION ITEM: Nick is working on a charge with input from Marlayna and last year's chair, Matt Conner. The charge will include some role in relation to the proposed website that's intended to showcase UC librarians.
- e. Nominating committee (K. Botello)
 - 1. Nominating committee members have been selected. The members of the committee are Bob Heyer-Grey from UC Davis and Dana Jemison from UC Berkeley.
ACTION ITEM: Kerri will send out the letters of appointment to the Nominating Committee shortly.
- f. Web administrator (N. Robinson)
 - 1. Julie LeFevre has been appointed for 2 years, Oct 1, 2013 - September 30, 2015. Phoebe Ayers (our past web administrator) is working with Julie, who will take over within the next 3 months.

7. New Business (N. Robinson)

- a. Website (N. Robinson): discussion of using the LAUC website to showcase the range of skills and accomplishments among the LAUC membership.

Public facing website will tell the stories of our members, including emerging leaders, innovative practices, and diverse career paths. This could help with recruiting and retaining librarians within the UC system. CoUL is in support of playing a role in recruitment and retaining. Good for our morale as well and will present a positive face to those thinking of coming to work at UC.

Structure: It is an opportune time for us to assess the functionality of the whole website.

ACTION ITEM: Nick will charge an ad hoc team to investigate options for a website platform, hosting, and to assess the scale of a project to redesign the architecture of the whole website. It will possibly be a 3 person team lead by Julie LeFevre. We will solicit volunteers from the membership.

ACTION ITEM: Nick will send a call of volunteers (to work on the website) to the exec board, who would then forward the call on to membership. Nick wants a short turn around to create the team and will then give them 2-3 month timeline.

In addition to volunteers, the divisional chairs may want to offer suggestions and thoughts about this project.

Exec board will create a scope statement for the content for this new area. Scope will include things such as the criteria for website content and criteria for diversity in the content we're showing about our members.

Divisional chairs will organize solicitation of content from their divisional members. Ask for volunteers for people to be profiled on the website.

The Diversity Committee will consult with the Exec Board in coming up with the scope statement but also in helping to select content for the website.

Web administrator will propose a web architecture and design and present those to the executive committee.

- b. Assembly Planning (**N. Robinson, M. Conner**)
 Nick and Matt have begun discussing logistics, meeting locations and program planning. A few ideas for us to consider:
 - Date – possibly May as that's when it's happened before. Please email any possible conflicts to avoid.
 - **ACTION ITEM:** Nick and Matt will work on the assembly location next.

8. Campus Round Robin:

UCB:	There was an explosion and fire in the campus electrical system late in the afternoon on September 30, which required an evacuation of all campus libraries. The outage affected our networks and servers overnight. Power was restored to most libraries Tuesday, and to Doe, Bancroft and Moffitt on Wednesday. Repairs are still being made, and lots of generators are still keeping buildings open.
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	<p>LAUC-B has surveyed its membership about how much of their professional development activities they pay for with their own funds, beyond what the Library and the contract provide. There were 49 responses [out of 99 librarians], and the median amount of personal funds spent was \$300 per person.</p> <p>We plan to request an increase to our PD allocation in our budget proposal to the vice chancellor, based on this data.</p>
UCD:	<p>UCD had a town hall with an update on the library's status and the rollout of the reorganization plan. MacKenzie reported that the library has received an increase to the base budget, compared to most other campus department budgets, which remain flat. The town hall reported a vast list of grants, projects, and achievements, too many to name along with details of the reorganization plan. Feedback was submitted through direct emails to a redesign steering committee of librarians and staff and at two feedback sessions, moderated by the steering committee. The response was generally suspicious and vaguely negative.</p> <p>People wanted more details about new units. The administration will be posting up answers to questions shortly. LAUCD is forming an ad hoc team to design and administer sessions to systematically study the plan and provide detailed proposals to the administration. Three to four sessions are planned between now and the end of the quarter.</p>
UCI:	<p>The UCI Libraries welcome Lydia Fletcher, Research Librarian for Math, Physics & Astronomy, and Classics, to the UCI Libraries on Monday, October 7th.</p>
UCLA:	<p>Three interviews conducted for Japanese Studies Librarian opening. Recruitment has been launched for a Research Informationist in the Biomed Library - https://recruit.apo.ucla.edu/apply/JPF00080. After discussions in Management Council, the Library's "all staff" email list has been opened so that all those subscribed to the list (librarians and other staff within the UCLA Library and affiliated units) can now post to the list. There are still questions to be resolved regarding ownership of the list and issues related to human resources postings and the inability for members of affiliated units to post to the list. Management Council is meeting twice per month until at least the end of the calendar year in order to define its purpose and goals.</p>
UCM:	<p>Recruitment for Communications Librarian opened last month. The Communications librarian will manage and direct the ongoing development and evaluation of the library's communications, including the web site, mobile site, social networking profiles, print publications, and digital signage The UC Merced enrollment has surpassed the 6,000 student mark. Enrollment grew by 7% last year. http://www.mercedsunstar.com/2013/10/01/3254622/uc-merced-enrollment-passes-the.html Increased enrollment without associated increases in budget for new librarian and staff positions is always a concern in our library</p>
UCR:	<p>UCR has received approval for two new librarian positions: a Bioengineering Librarian and a Medical Librarian. Recruitments should be underway soon. The AUL for Collections and Scholarly Communications recruitment is underway. We also just finished the first phase of our strategic planning process.</p>
UCSB:	<p>Nothing new to report.</p>
UCSC:	<p>UCSC has hired Kate Dundon in our Archivist recruitment. Applications are being reviewed for our MetaData Librarian position.</p>
UCSD:	<p>UCSD LAUC does not have many updates to submit for this call. Librarians are balancing providing services to users at the beginning of the fall quarter with the ongoing implementation of the Library wide reorganization. Many librarians are moving their office space between our two buildings (Geisel Library and the Biomedical Library Building). Our new Acquisitions Program Director, Peter Rolla, starts today. David Minor has been confirmed as our Research Data Curation Program Director. Recruitment continues for two metadata specialist positions and recruitment is planned shortly for a new University Archivist and Digital Archivist.</p>
UCSF:	<p>Nothing to report for UCSF.</p>

9. Action Items from 10/10/13 meeting

- a. **ACTION ITEM:** Angela will send the 9/12/13 minutes to the webmaster to upload.
- b. **N. Robinson** will send corrected census to CoUL with comments highlighting decline in LAUC membership and potential impact on workforce for systemwide work. **Still forthcoming. Will also report to CoUL on our plans**

to enhance website with an area to showcase some members. Establish a more regular communication with the CoUL. Will also report to CoUL on our advisory group representative reporting procedures.

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Meeting adjourned at 2:11 pm.

Next Exec Board call

November 14 (1-3 pm)

Minutes submitted by Angela Boyd, 11/5/13

Approved 11/14/13
