

Minutes: LAUC Executive Board Conference Call

Thursday, May 8, 2014 (**ACCESS: ReadyTalk; toll-free 866-740-1260 / Access code 9181033#**)

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

LAUC President Nick Robinson called the meeting to order at 1:02 pm.

1. Roll Call (A. Boyd)

Present: Nick Robinson (President 2013-14), Matt Conner (Vice President/President-Elect 2013-14), Keri Botello (Past President 2013-14), Angela Boyd (Secretary 2013-14), Lynn Jones (LAUC-B), Matt Conner (LAUC-D), Brian Williams (LAUC-I), David Cappoli (LAUC-LA), Susan Mikkelsen (LAUC-M), Michele Potter (LAUC-R), Roger Smith (LAUC-SD), Sarah McClung (LAUC-SF), Angela Boyd (LAUC-SB), Christy Caldwell (LAUC-SC), Angela Riggio (SAG3), Dana Peterman (CPG)

Absent: Polina Ilieva (LAUC-SF), Dean Rowan (Parliamentarian), Cynthia Johnson (SLASIAC), Lisa Rowlison de Ortiz (SAG1), Susan Perry (SAG2)

2. Announcements (N. Robinson)

1. Nick announced that Matt Conner has a new book out, The New University Library: Four Case Studies.

3. Approval of 04/10/2014 minutes (A. Boyd): Approved

1. **ACTION ITEM:** A. Boyd will send the 4/10/14 minutes to the webmaster to upload.
2. **ACTION ITEM:** A. Boyd will delete the 4/10/14 meeting recording on readytalk.

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

1. **ACTION ITEM:** A. Boyd will send the 3/13/14 minutes to the webmaster to upload. (DONE)
2. **ACTION ITEM:** A. Boyd will delete the 3/13/14 meeting recording on readytalk. (DONE)
3. **ACTION ITEM:** M. Conner will have the official (RPD) report ready for the Assembly. (DONE)
4. **ACTION ITEM:** N. Robinson will make arrangements to distribute the (CPG) report and schedule a virtual assembly. (in progress)
5. **ACTION ITEM:** N. Robinson will check with Karleen Darr about uploading presentation materials from the Assembly to the LAUC-D Assembly website. (in progress)

5. Systemwide Committees/Appointments

1. Committee on Professional Governance (N. Robinson, D. Peterman)

Comments by LAUC-EXBD are due to Dana by May 17th. If all goes well, final revisions will come to the Exec on June 12th where Nick will call for a vote to approve. Then the revisions will be sent to the Assembly for approval.

Dana and CPG received input from Dean and Nick, especially regarding the different advisory structure of the UC Libraries. This was an effort to clean up the document to be in line with current practices. Dana reviewed the proposed changes:

Article III

Section IV mentions general meetings. They removed the language "general meetings of" to make it clear that Article III Section 4 is related to another part of the document.

There are places in the document where minimum of two-thirds simple majority of the Executive Board is mentioned. CPG thought more than a simple majority is an unnecessarily high bar for a routine change of appointment. You don't really need any language about simple majorities, LAUC could go with the standard parliamentary procedure where the rule of thumb is a simple majority. CPG thought it was important to keep the language because we are talking about LAUC Officers.

Article IV

Section 11 - Reference to Sturgis is removed since the publication changed its name to Standard Code of Parliamentary Procedure.

Section 11b – CPG was not clear about what constitutes a quorum in the event of a petition for removal for cause so CPG put in language that clarifies this.

Section 11c - It is not necessary to specify "less the officer" in question.

Section 11d – members of CPG felt it was necessary to specify an actual date.

Article V

Section 1 - This update reflects the organizational structure of the new UC Libraries Advisory Structure (UCLAS) and are equivalent to past LAUC representation.

Section 4 – CPG recommends a 30-day reporting deadline.

Article VII

Section 3c – CPG recommends a specific two-week deadline, rather than the vague language of "sufficiently."

Section 3d.2 – Changed language to "affiliate member" makes it clear that this refers specifically to LAUC members as defined in membership under Article III, Section 4.

Section 6 - Removed of the language "mail" to allow for electronic and other forms of voting.

Article VIII

Section 1d – can be disregarded. May be a substitution provided later.

Section 1e - 2a - This brings the Bylaws in line with practices of funding procedures of LAUC grants.

Article X

Reference to Sturgis is removed since the publication changed its name to Standard Code of Parliamentary Procedure.

Removed of the language "mail" to allow for electronic and other forms of voting.

Article XII

Section 4 - Removed of the language "mail" to allow for electronic and other forms of voting.

Article XIII

Section 3 – Specifies that preservation be handled by the unit that handles the LAUC archives.

Nick thanked Dana and CPG for all of the work they have done.

ACTION ITEM: The Executive Board will look at the revisions and reference the complete Bylaws to see the full context where the changes are being proposed. The Bylaws are at <http://lauc.ucop.edu/about/bylaws/Bylaws-03-09.pdf>. Send Dana comments by Thursday, May 15. Dana will also be happy to share a google doc with the notes of CPG work.

2. Ad Hoc Website Redesign Committee (N. Robinson, M. Conner)

Nick would like to formally charge this committee on May 27. Launch date will be December 2014. Nick will be selecting members, approximately 5 total. Please send suggestions. Julie Lefevre will be chairing this committee.

ACTION ITEM: LAUC EXBD should look at the draft charge and send Nick comments quickly. Also, send any suggestions on the formation of the committee.

6. Advisory Groups

1. **SLASIAC (C. Johnson)**
2. **SAG1 (L. Rowilson de Ortiz)**
3. **SAG 2 (Susan Perry)**

SAG2 has had two conference calls since the LAUC executive board last met. Here are few highlights from our discussions: Members of the UC e-Links/Request Operations Teams met with SAG2 to discuss their current projects and a plan for how they'll communicate with us. The Digital Reference Operations Team charge has been finalized and will be posted to the UCLAS website. Metadata Policy Project Team considered launching a survey about attitudes and concerns about metadata sharing but will instead draft a policy and seek feedback. The ILL courier bids are being reviewed. We discussed a draft of the SAG3 proposed task force for audiovisual preservation, as well as SAG3 proposed structure for the bibliographer/collection librarian groups.

4. **SAG3 (A. Riggio)**

Met on April 23rd. Notes are up on the public website.

<http://libraries.universityofcalifornia.edu/groups/files/sag3/minutes/UCLSAG3-20140423-minutes.pdf>

Highlights:

- SAG 3 will hold their second in-person meeting on September 10 (location TBD).
- SHARED ILS/RMS Task Force: a questionnaire was sent to campuses to gauge current status and needs. Were due back on May 6. The consultant will use these to inform his investigation.
- Bibliographers Groups Proposal: letter calling for comment on the proposal was sent to SAG chairs and Coordinating Committee (as soon as they get comments back internally, this will be shared with LAUC ExBd).
- CCDD (Collaborative Digitization): work continues, currently investigating campus collections. Project proposal to SAG 3 by the end of June.
- AV Preservation Group: draft charge sent to SAG 2 for comment.
- Shared Print Strategy Team: SAG 3 is reviewing their proposed "Road Map" for further discussion (as soon as they get comments back internally, this will be shared with LAUC ExBd).

7. Continuing Business

1. **Assembly Review (N. Robinson, M. Conner)**

ACTION ITEM: Please submit for reimbursements ASAP if not already done.

Minutes have been drafted but have not been distributed to anyone yet.

Evaluation survey is still open. Preliminary results have been distributed to Exec Board. Good response rate of 50. 42 were from in-person attendees. Favourable response except for time allotted for presentations.

Next year's Exec Board will consider revising the evaluation survey.

Attendees may be against breakout sessions and set presentations are more what people want. Attendees seemed to prefer LAUC members presenting.

The live-streaming component of the assembly was very popular, despite the technical issues on site, and the fact that streamed content also had some issues as well.

The recordings need to be worked on a little bit. For example, the UL session needs to be edited because of the dead time created by the transition.

Lessons were learned about live-streaming programs for the future. For example, one speaker moved a round a little too much and we were not able to record his presentation very well. The building changed the built-in speaker settings; unfortunately neither the Library IT nor the staff on site knew how to correct this.

2. Impact of new MOU on local review procedures (N. Robinson)

Berkeley – AFT is now creating a survey of the membership at Berkeley.

Davis – everyone is discussing the revisions made by the PEARLS Ad Hoc committee which will be voted on May 23 general membership meeting. Most of the revisions are highly technical. There is a fair amount of confusion over the conversion of salary points from ranks. CAPA will be trying to straighten that out. There is also discussion as to whether Directors (formerly AULs) are able to review packets. The local AF has come out with a document that states only those classified as an academic should participate in the peer review process. MacKenzie Smith will be discussing this with them.

8. Campus Round Robin:

UCB:	<p>We have posted 4 openings:</p> <p>The four positions are:</p> <ul style="list-style-type: none">- Head of Arts & Humanities Division- Head of Engineering & Physical Sciences Division- Head of Life Sciences & Health Sciences Division- Head of Social Sciences Division <p>All positions will be posted nationally and at http://www.lib.berkeley.edu/LHRD/librec.html. As always, internal candidates are encouraged to apply. The initial review of applications is July 1, 2014.</p> <p>The academic senate library committee is becoming more actively interested in NRLF and is in the process of composing a statement about the importance of NRLF and how the campus should be supporting it.</p>
UCD:	<p>Our big event in the past month was the state Assembly. That generally went well and according to plan except for some technical problems during the UL session due to problems with our facility that the support staff did not know how to correct. In addition to that, LAUCD has released revised PEARLS documentation to its members for discussion and a vote to be taken at the next general membership meeting on May 23. Most of the changes are technical. The only issue of any substance and controversy is whether the former AUL's, now called "Directors," will be allowed to review job packets since they are no longer in the academic classification.</p> <p>There will be 7 new positions opening up. 3 will be for a new department called Collections Strategies. They will deal with strategies and policies, while the subject specialists will still select the purchase items. The other 4 positions are replacing those who have retired.</p>
UCI:	<p>Carol Ann Hughes, AUL for Public Services, has announced her retirement effective June 2014.</p>
UCLA:	<p>Library openings: Head, Conservation Center (Museum Scientist)</p> <p>ULA Ginny Steel held her quarterly all staff meeting on April 16th during which she touched upon the flat budget for the upcoming year and announced that she would not be filling the open AUL position, which has been vacant since Kevin Mulroy's departure in summer 2013. Ginny did note that the portfolios of the current AULs and Deputy UL will be evaluated since they each took on responsibilities that had been Kevin's. She also mentioned that Cabinet and Management Council would be reviewing open positions in terms of assessing which positions are a priority for filling. Other discussions focused on major facilities issues, an upcoming faculty survey on their use of the library, and diversity in the library system in response to a UCLA report on discrimination and bias on campus released in fall 2013.</p>
UCM:	<p>We recently added two new librarians to our ranks. Letha Goger joined us as a Communications Librarian. She will assume responsibilities for all library outreach, including our website and social media. Jerrold Shiroma came in on a</p>

	<p>temporary contract and is working as a Digital Assets Librarian. He will work primarily with our Supplementary Course Resources program and other upcoming digital initiatives.</p> <p>Our Digital Curation librarian, Susan Borda, recently moved over to the Office of Research where she will continue to focus on data management infrastructure and planning. Our Head of Access Services, Robin Milford relocated to New York and has taken a position at an academic library there. We are currently recruiting to fill the Access Services position.</p> <p>Four of our librarians were reviewed for advancement/promotion this spring. We brought in a librarian from UCSF to sit on the CAPAs for the two librarians who were seeking promotion to Librarian. This is the first time we've done this, but we felt it was important for these particular reviews. The process went well and we plan to do this for all future reviews for candidates moving from Associate Librarian to Librarian.</p>
UCR:	UCR is knee deep in the peer review process.
UCSB:	<p>We will be welcoming 3 new colleagues to the UCSB Library:</p> <p>Tom Brittnacher has been appointed the Geospatial Data Curator, starting May 14, 2014. He has been the GIS Librarian at University of British Columbia Library since 2009. He worked as Digital Spatial Data Librarian / Digital Collections Librarian at American Geographical Society Library, University of Wisconsin-Milwaukee from 2006 to 2009.</p> <p>Shari Laster is our new Government Data and Information Librarian in the Reference Services Department. Shari comes to us with six years of experience as the Government Documents/Reference Librarian at the University of Akron Library, where she managed government documents collections and coordinated technical services activities related to the depository library program. She has served as Chair of the Depository Library Council to the Public Printer of the United States, working on policy issues related to the Federal Depository Library Program. She is also an active member of the Government Documents Round Table of ALA. Shari earned her MSLS from the University of North Carolina at Chapel Hill. She will also work collaboratively with our Social Sciences Data Librarian to develop and strengthen our data discovery services to graduates and faculty.</p> <p>Catherine Busselen will be our new Performing Arts Cataloger / Metadata Librarian position, starting July 1, 2014. Catherine has been the Music Catalog / Metadata Librarian at Brown University since 2006. She worked as Music Librarian (focusing in cataloging) at Vanderbilt University from 2002 to 2006. She earned her MLS from Indiana University. She will be responsible for cataloging and metadata services for the Library's performing arts collections in all formats, and working with colleagues to support the discovery of and access to the Library's digital content through metadata creation, analysis, enrichment, and maintenance.</p> <p>We are still in the process of hiring for a Head of Special Research Collections.</p>
UCSC:	<p>We have recently concluded interviews for our University Librarian position. A final decision is expected by the end of this month. More information is here: http://cpevc.ucsc.edu/organization/leadership-searches/university-librarian/index.html</p> <p>The three candidates are:</p> <ul style="list-style-type: none"> • Elizabeth Cowell (interim University Librarian) • Paul Bracke, Purdue • Curtis Kendrick, City University of New York
UCSD:	<p>We are continuing the hiring process for a number of librarian positions.</p> <ul style="list-style-type: none"> • two metadata librarians (one career status and the other a 2 year temporary) supporting Research

	<p>Data Curation as well as Digital Collections. Announcement for the hires are coming shortly</p> <ul style="list-style-type: none"> • Director, Metadata Services Position, which is getting underway, deadline extended to May 12th. • a Latin American Studies, Spanish and Portuguese languages and Literature librarian, • a Biology Health Marine Sciences Collection Coordinator, • an Instruction Coordinator, • an Instructional Design Librarian (temp 2 year), • a Reference and Research Advisory Services Program Director, • a Data Services Librarian, • the University Archivist, • a Scripps Institute of Oceanography Project Archivist (temp 2 year) (announcement coming shortly), and • a Salk Archivist (temp one year). (announcement coming shortly) <p>UCSD is going to review their hiring procedures, both internal to the library and how they relate to campus. We want to process to go more smoothly and quickly.</p> <p>The LAUC SD Executive Board is asking our Library Council to review how telecommuting policies are administered in the Library with an eye toward equity between programs.</p>
UCSF:	

Meeting adjourned at 1:58 pm. Keri moved, Roger seconded.

Next Exec Board call	June 12, 2014 (1-3 pm)
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Minutes submitted by Angela Boyd, 05/9/14
Approved 06/12/14
