

**Librarian Association of the University of California  
Executive Board Conference Call  
Thursday, October 1, 2015 1-3pm**

ReadyTalk [Please use the toll-free number 866-740-1260 and the access code  
9181033#]

Called to order at 1:02.

A. Roll Call (L. Spagnolo) – Members present unless otherwise indicated.

President:	Diane Mizrahi
Vice-President/President-Elect:	Dana Peterman
Past Chair:	Matt Conner
Secretary:	Lisa Spagnolo
Parliamentarian:	Dean Rowan – not able to attend
SLASIAC representative:	Susan Koskinen
SAG 2 representative:	Susan Perry
SAG 3 representative:	Angela Riggio
Web Manager:	Julie Lefevre

Committee chairs:

Diversity	Lia Friedman
R&PD/Research & Professional Development	Dana Peterman
CPG/Committee on Professional Governance	Deanna Johnson

Division chairs:

LAUC-B:	I-Wei Wang
LAUC-D:	Cory Craig
LAUC-I:	Cynthia Johnson
LAUC-LA:	Lynda Tolly
LAUC-M:	Jerrold Shiroma
LAUC-R:	Carla Arbagey
LAUC-SD:	Heather Smedberg
LAUC-SF:	Sarah McClung
LAUC-SB:	Chrissy Rissmeyer
LAUC-SC:	Frank Gravier

B. Announcements (D. Mizrahi)

1. Agenda adjustments: Diane is adding a couple of items to Ongoing Business. 1) Matt will be added to discuss bylaws and the CDL search. 2) A topic on Zoom sign-ups will be added.
2. Diane received the invitation to attend the UCOLASC/University Committee on Library and Scholarly Communication meetings. There are three meetings this academic year:

October 23<sup>rd</sup>, another Friday in February, and in May. Diane is going to be in Europe on October 23<sup>rd</sup>, so will be coordinating with Dana so that he could attend either physically or by phone. Matt confirmed that there was an ongoing UCOLASC item from last year regarding the suggestion to create a systemwide committee to review the role of the humanities, in response to the UC Press decision to stop publishing books in the humanities. This would incorporate the humanities overall, aspects of open access, etc. **ACTION:** Matt will follow up with Dana with more information.

There was short discussion about the composition of the systemwide UCOLASC group (more information here: <http://senate.universityofcalifornia.edu/committees/ucolasc/>), noting that the systemwide representative may not necessarily be the division-level chair. There is ex officio representation by CoUL, with Lorelei Tanji serving in this capacity, as well as LAUC representation in a consultant capacity.

**ACTION:** Diane to clarify this question of representation at the systemwide UCOLASC group.

C. Approval of minutes September 10, 2015 (L. Spagnolo): Revisions were received via email. Minutes were approved as amended.

D. Review of action items from September minutes (D. Mizrachi)

1. Diane to contact Brian Schottlaender regarding the APM. **DONE** (Update below.)
2. Diane to check with Joanne Miller regarding CoUL availability on March 21, 2016 for the Spring Assembly. **DONE**. No conflicts. Invitations to ULs can go out for that date.
3. Diane to work with Julie Lefevre to reinstate the LAUC Wikipedia article. **IN PROGRESS**. Diane contacted Phoebe Ayers, now at MIT, who provided good advice. Diane and Julie will work on the entry, and will update later.
4. Diane to contact Kathi Neal, LAUC Archivist, regarding her thoughts on the needs of LAUC archiving activities. **DONE**. Reply received 10/1.
5. Diane to send out times for practice sessions with Zoom. Zoom does offer screen sharing when video is enabled. **DONE**. The Doodle poll is out, and many have signed up.
6. Diane to finalize LAUC Travel Reimbursements Policies and Procedures. **DONE**. Message sent to LAUC Exec Board.

E. Systemwide Committee Reports

1. Research and Professional Development (R&PD) (D. Peterman)

The committee had a ReadyTalk call on October 28<sup>th</sup> with 6 members attending. Some could not join at the last minute. The calendar of deadlines was reviewed. It was recommended that divisional committees provide applicants feedback locally after receiving applications on October 16<sup>th</sup>. Continuing members provided recommendations for the year, including the ever-important not waiting until the last minute. The committee discussed awarding better applications more of the money up to the limit, which may or may not be implemented. It was clarified that there are two funding accounts for represented and non-represented librarians, which must not be mixed. An applicant must indicate on the form whether or not he or she is represented by the union, and this would determine which fund would be used. Dana asked whether there was the case of the smaller non-represented pool running out. Matt indicated

that the proportion of represented to non-represented applications tended to match the total funding. The next call is November 9<sup>th</sup> in the afternoon; this is after the next LAUC Exec Board meeting, so not much new information is anticipated for 11/1. It was also confirmed that all divisions have sent out the call for applications.

## 2. Web Master (J. Lefevre)

Julie Lefevre shared the recent updates to the website. There is a new featured story on the Russian Politics Web Archive, featuring Margarita Nafpaktitis at UCLA. Diane highlighted this as the type of story that would be good to feature in this section, noting the broader scope of projects of interest as well as publications or awards. This project in particular is notable in its recognition of librarian activism, applying subject expertise and information management knowledge to preserve web content from a politically turbulent situation. Diane noted that she was aware of the project and had asked Margarita to write a short summary to use as a prototype. In the future the Web Content Committee will work with this content for integrating with the site. The blurbs will stay on the homepage for a time period to be determined by the Web Content Committee, with a page within the website for past featured items, so they will be archived.

**ACTION:** ALL – are encouraged to revisit this feature after reviewing as a group during the call.

The page on the website for reimbursements is updated with that new information. On the committee rosters page, there is a glitch with how those are working right now. People should be listed according to terms, so a facet for a person on a particular committee. Standing committees terms are October through October every two years. The ending date on the site is currently reading as October 31<sup>st</sup>, but it should be September 30<sup>th</sup>, with outgoing members rotating off. Currently outgoing members are still displaying along with existing members.

**ACTION:** Julie to follow up on this issue with developers in the next week.

Question: For adding events, for example, when items are due for Research and Professional Development, would this go to Julie? Yes, Julie can take this on while the Web Content Committee is being formed. Diane will put out the call for members for the Web Content Committee after this call.

## 3. Diversity (L. Friedman)

The committee has not yet met, waiting for the roster to be filled. That is almost completed, and a call will be scheduled in the next few weeks. Diane mentioned getting an all-staff email at UCLA regarding the National Diversity in Libraries Conference (<http://ndlc.info/>). Lia confirmed that that conference is coming up soon, and they are looking for people to help with committee work. Lia will send the information to Diversity Committee members as well. Corliss Lee at Berkeley also received the email message. The official call is coming out soon.

## 4. Committee on Professional Governance (D. Johnson)

The committee has received its charge, but members have not yet been contacted for the first meeting, waiting for the official October 1 start date. The charge includes reviewing bylaws for revisions. Diane indicated that Matt would be addressing the bylaws topic later in the call.

5. Nominating Committee (M. Conner)

Matt notes that no responses have been received from the last call for members for the committee, with a September 30<sup>th</sup> deadline. One representative from the northern campuses and one from southern campuses are needed.

**ACTION:** Division Chairs to provide names of potential members for the committee by October 8<sup>th</sup> at 5pm. Matt will contact the individuals.

6. APM Task Force (M. Conner, D. Mizrachi)

Matt reported that Diane sent out the final product from the task force. The overarching feedback of removing the text related to other professionals was incorporated into the revisions. The text related to management was not added; CoUL did not interpret that as a service, which was the principle of that section. In addition, the text “including but not limited to” was not incorporated. Other revisions reviewed were regarding technology, which was not included; and “creation” of knowledge, which was added. Some suggestions from CoUL were not added either. Areas where the two groups differed were left for the wider review period. Now the document is going through UCOP, to be followed by a review period where the text can be addressed by stakeholders. If anyone wants to make a concerted appeal, the feedback would go directly to UCOP and not filtered in any way.

There was a question about whether the document could be shared with members at this time. Diane and Matt indicated that it could be shared, but it was not open for commentary, which would open when UCOP distributed it. A suggestion regarding sharing with membership now would be for an update on the process, indicating what the recommendations of the task force were. This would provide transparency for the process.

Matt conveyed that task force Chair Brian Schottlaender will ask Susan Carlson, the Vice Provost for Academic Personnel, about the specifics of who at UCOP will be involved the in review, and when it is going to take place. It will follow the process from last spring when comments were solicited regarding the bylaws revision. When it is ready to go out, we can discuss that and if there need to be any changes. Matt also indicated that LAUC could send in proposals for changes to send directly to UCOP.

**ACTION:** Diane to draft text, consulting with Matt, that division chairs can forward a consistent message to membership at campuses.

F. Advisory Groups

1. SLASIAC (S. Koskinen)

The group has not had much activity, and is meeting November 5 at an all-day meeting in Oakland.

2. SAG 2 (S. Perry)

SAG2 had its final meeting last week. We received a report from the ILL CKG on their user survey along with a final a report from the Cedilla Demonstrator Project, which explored the feasibility of creating a different front end for UC-eLinks. We're passing two active projects on

to the Direction and Oversight committee: First is a resource sharing project team and the second is a project team to provide feedback and assessment for the UC Libraries Digital Collection (UCLDC) service after its launch this fall.

3. SAG 3 (A. Riggio)

SAG 3 will have its final meeting on October 14. Most of the work has been completed. Projects being passed on were mentioned in last month's report.

G. Ongoing Business

1. Spring Assembly updates (J. Shiroma)

Dan Russell has confirmed as guest speaker. Venue details are being worked out, using a room on campus that likely has the best set-up for A/V needs. It is not at the library, and closer to the parking lot. There is a kitchen attached to the room with a partition that can manage catering. Diane suggested that we may want to view our Zoom experiment with the assembly in mind for people who want to attend virtually. Jerrold mentioned that the room is set up with the same system that the Regents used for broadcasting their meeting, and will investigate that more. It handles streaming very well. Jerrold indicated that there was no topic specified for the talk at this point, but it is something that can be discussed in a follow-up contact. Diane expressed this as an opportunity for the Exec Board to shape the programming to have the talk coincide with interactive elements.

**ACTION:** All board members: explore Dan Russell's CV and select recent presentations by October 27th (see his site here: <https://sites.google.com/site/dmrussell/>) to brainstorm what topics the membership would be interested in hearing about to help shape his talk. His talk from the Library of the Future series at ALA Annual 2015 can be found here: <http://www.ala.org/transforminglibraries/future/events>.

**ACTION:** Diane will poll the Exec Board the week of October 28<sup>th</sup> for topic ideas that the membership would be most interested in.

Question: how long will the speaker have? The speaker program would likely have two hours similar to at San Diego, envisioning the talk from 45-60 minutes with the remainder of time for discussion. It was mentioned that breakout discussions were helpful. Matt also suggested including time for the ULs, whether meeting new ULs or discussing the new advisory structure. Diane is envisioning 2-2.5 hours in the morning, lunch break, 2-2.5 hours in the afternoon.

**ACTION:** Diane to inform CoUL of the progress for the spring assembly, and ask for input for contributions, with an open invitation to attend.

2. All standing committee charges complete, chairs notified.

Charges are filed in Box. Committee chairs can invite committee members to access Box to share and download documents. Dana had started to use Box for R&PD. There are two committee positions still being filled, a) Davis representative to Diversity and b) Santa Cruz representative to Committee on Professional Governance. .

**ACTION:** Cory/Davis to keep Diane/Lia apprised of Diversity representative.

**ACTION:** Frank/Santa Cruz to keep Diane/Deanna apprised of CPG representative

3. Shared Library Facilities Committee Representative – Kristine Ferry, UCI (D. Mizrachi)  
Diane noted that there were six candidates from which CoUL selected Kristine Ferry from Irvine to serve as the LAUC representative. Matt asked if Kristine should be invited to participate in LAUC Exec Board calls since this role is on a par with the systemwide advisory groups.

**ACTION:** Diane will extend invitation to her to report on activities.

4. Bylaws and CDL Search: (M. Conner)

Matt noted that there was a two-day meeting of the CDL Executive Director search committee. There were remote attendees as well, with no technical difficulties. Investment of effort in this search is very high. The topics discussed are familiar to LAUC, including scholarly communication, and integrating libraries and information with our constituents, with CDL displaying global leadership in this area.

Bylaws: Matt sent a message to UCOP to follow up after a summer break in the process. Janet Lockwood replied indicating a discrepancy between LAUC's version of the bylaws and UCOP's version. One discrepancy involves LAUC's version of the bylaws and the documents that were submitted, which is an internal correction. The other discrepancy is between LAUC's version and UCOP's version. Neither is material in terms of the proposed revisions, but the issues need to be resolved. Janet is following up with Susan Carlson regarding how to proceed for this. Revisions will be proofed, and then this will go to Susan Carlson and her team to revise. The timeline is unknown, especially since Susan Carlson is also involved in the CDL search. The approval of new affiliate members has been established, and LAUC worked through these issues in the course of the census for this year. Divisions have largely worked out how they are working with affiliate members. The APM revisions should come out first to help with the review process, then the bylaws revisions.

Question: which LAUC group should rectify the internal discrepancy in documents? Matt indicates that this could likely be Dean Rowan as parliamentarian with the officers. CPG can be consulted if needed.

**ACTION:** Matt to follow up with LAUC officers and Dean Rowan regarding the documents.

Question: for divisions wanting to revise local bylaws, should last year's vote be assumed as final? Can that be acted on yet? Matt indicates that the current bylaws in effect interpret titles to mean title codes. Divisions are advised to wait until revisions are finalized by UCOP before embarking on local bylaws revision projects.

5. LAUC Budget – Forecast to UCOP, Extra money

Diane alluded to the request to provide a forecast of the budget. A person from the UCLA budget office worked with Diane to prepare that. Knowing that most of the budget is for the

transition meeting and the spring assembly made this work easier. It was confirmed that what was wanted was estimates for each quarter's expenses, acknowledging that actual expenses may differ.

**ACTION:** Diane to share budget forecast document with LAUC Exec Board.

Diane learned of a budget issue from Padona Yeung during the in-person meeting with CoUL. Padona mentioned a leftover amount of \$4,824 from UCLA, asking whether this should return to UCOP or go to the LAUC President's fund. Initially Diane thought this might be from Keri Botello's presidential year. As noted, the balances in past president's accounts go to incoming vice president's fund. However, this was from an unspent presentation grant for a person at UCLA. This was brought to Padona's attention on September 17, and she is out until October 16. Whereas this was promising, it is possible that these funds need to revert to UCOP.

Question: could it go for grants this year? Diane indicates that this could be a follow up question. There was also the question of whether it would go into represented or non-represented accounts. The other option is to have it go into the president's fund, to fund additional grants if needed.

Question: clarifying that grant recipients have two years to use the funds? Yes, and if not used those funds should go back to UCOP. There were also questions of any other unused grant funds. The conclusion was that it is not common, vs. extensions which are more the case. More should be known by the end of October.

#### 6. Travel Reimbursements Policies & Procedures

Diane has continued communications with the UCLA Business Office. We are concluding that the proposal of the new policy will work, and that is now posted on the LAUC website (<https://lauc.ucop.edu/travel-reimbursement>). The policy has also been emailed to the LAUC Exec Board.

**ACTION:** Affected LAUC Exec Board members should gather up receipts, making sure copies are kept. Local campus forms for reimbursement should be completed to manage paperwork locally. Inform your local business offices to contact Katie Beth Jackson [kejackson@library.ucla.edu](mailto:kejackson@library.ucla.edu) at UCLA Library Business Office. It was recommended to remind one's local business office that this should be coming from the statewide LAUC account and not from the local division accounts.

**ACTION:** Matt to write up information for divisions to assist with local accounting units for LAUC statewide reimbursement requests.

#### H. New Business

##### 1. Follow-up with Donald Barclay re- LAUC role in new Advisory Structure

Diane sent her letter to Donald Barclay on September 30. Diane is working to clarify some details regarding the Direction & Oversight Committee before following up on LAUC's communication to ensure that LAUC maintains an active role in the new structure.

##### 2. Kathi Neal (Archives)

Diane sent a message to Kathi Neal, who is maintaining the LAUC Archives at UC Berkeley. Kathi replied today regarding the proposed charge for an archives committee. She is willing to serve on the committee but not chair it.

**ACTION:** Diane will send out a call for two more members for the archives committee, which will review the state of the LAUC archives, online and physical at UC Berkeley.

There was a question whether this committee will have representation at the LAUC Exec Board meetings. There may not need to be presence at every meeting, but a representative will be invited to attend when there is something to report.

### 3. Web Content Committee – draft of charge

Diane finalized the committee's charge based on Julie's input. There were some procedural questions that were clarified to be able to move ahead on that for implementation by November 1st.

**ACTION:** Diane will send out a call for members this afternoon.

### 4. Charge for LAUC Journal Task force

Procedural questions were clarified for this committee as well.

**ACTION:** Diane will send out the call for this committee by end of business day tomorrow.

Question: when will the website rollout be announced? Julie indicated this could go forward.

**ACTION:** Diane will prepare the website announcement by end of business tomorrow.

### 5. Zoom

Diane has sent out the Doodle poll; there have been 12 responses. If you haven't had a chance, please pick at least one day to check it out. It is also a good idea for vice-chairs to consider for next year. Zoom includes screen sharing and recording options, and we want to play with all of that during the sessions. Reminders will be sent out. Diane will be away for two weeks in October, attending a European conference on information literacy in Estonia. She will be attending two of the dates at 9pm Estonian time, and that will provide an opportunity to test it internationally.

#### I. Round Robin of Divisions

**Berkeley – (I. Wang):** Berkeley's new UL, Jeff MacKie-Mason officially started today. Last week, he gave a very interesting talk at Berkeley's School of Information, asking "Can We Afford Privacy from Surveillance? Do We Want To?"

(<http://www.ischool.berkeley.edu/newsandevents/events/20150923-jeffrey-mackie-mason>).

Today, he sent an opening message to Berkeley's librarians and library staff via email, which he has also posted here - <https://madlibbingblog.wordpress.com/>. In the coming weeks, we are interviewing candidates for a Science Data & Engineering Librarian position, and expect to schedule candidates soon for a Business & Data Librarian and Curator for Latin Americana; we are in still accepting applications for a Chemistry Librarian and a Native American Studies Librarian. The biennial LAUC-B conference, on Friday October 16, is entitled "OPEN

ACCESS: RECLAIMING SCHOLARSHIP FOR THE ACADEMY." Registration is still open (<http://guides.lib.berkeley.edu/lauc-b-conference-2015/registration>).

**Davis – (C. Craig):** The current strategic plan extends through 2016; there is now a space planning effort for how to best use library spaces. There are seven open positions: a head of Blaisdell Medical Library that should be closing with an announcement soon; several subject librarians in Research Support Services (four engineering/physical sciences and two biological/agricultural sciences positions); the Collection Strategist Librarian position is at the interviewing stage in the next few weeks. New programs planned in the reorganization will be building staffing in the near future as well, including University Archives and Institutional Assets; Data Management; Scholarly Communication; Communications; and Personnel and Organizational Development.

**Irvine – (C. Johnson):** The two positions mentioned in the last call are still open: a Research Librarian for the Health Sciences and an Electronic Resources and Serials Cataloging/Metadata Librarian. The first membership meeting will be held in mid-October. The second Executive Board meeting is being held next week, which the AUL for Administrative Services and the University Librarian will be attending. The campus strategic plan should be coming out this October, after which the library will write its strategic plan. This is an opportunity to discuss LAUC-I's role in that process as well as general communication between LAUC-I and UCI Library Administration.

**Los Angeles – (L. Tolly):** The LAUC-LA website has no content at the moment. The server hosting the site was decommissioned this summer. Content is being transferred to Drupal. The mirror site for LAUC-LA is not up to date. The new site should be up soon. It provides an opportunity to review content, to decide what needs to be public facing vs. using internal tools like Confluence, or archived, much like the systemwide LAUC project. There is also a need for better archiving policy and practices for division information. The recruitment status is much like last time: there is a scholarly communications librarian position open; an inquiry and instruction librarian for peer-to-peer services; archivist positions in Special Collections. Those are on the library HR website. A few new librarians have joined LAUC-LA: Shira Peltzman is the new Digital Archivist; Dawn Childress is the Digital Scholarship Librarian in the Digital Library Program; Douglas Johnson is new in Special Collections; Andy Rutkowski has a joint appointment in Collections, Research and Instructional Services (CRIS) and the Digital Library Program. The strategic planning process is coming to a milestone to complete the initial stage of planning process. Everyone is looking forward to moving ahead to the implementation stage. Diane Mizrachi is on one of the working groups.

**Merced – (J. Shiroma):** The library is starting a strategic planning process, with a task force starting on Monday. A new position for an Instruction Librarian has just been posted.

**Riverside – (C. Arbagey):** An updated version of the strategic plan was released this week, along with strategic initiatives. The next step is implementation of goals. The library held welcome events for new faculty; AULs and department heads attended the faculty orientation. Next week there is an orientation for new graduate students. A group of librarians were grant recipients of the LA500 Latino Americans: 500 Years of History grant co-funded by the American Library

Association and the National Endowment for the Humanities

(<https://apply.ala.org/latinoamericans> ). The overall grant project features a PBS show, LATINO AMERICANS, so there will be screenings of the shows, lectures and other programming around the grant. The Petko Collection on bookmaking, printmaking and other areas is leaving the library's Special Collections and going to another university.

**San Diego – (H. Smedberg):** The local R&PD/Research & Professional Development committee hosted a webinar on September 29<sup>th</sup> on the academic research process to encourage librarians to engage in research (The ACRL-Choice webinar Research Design and Librarianship: <http://acrllchoice.learningtimesevents.org/webinar-sep292015/>). LAUC-SD has also identified needs for updates in the local bylaws to acknowledge some work not currently accounted for. This review will coincide with the statement effort.

**San Francisco – (S. McClung):** The transition meeting is scheduled for October 7. A new temporary librarian has started September 1 as an NLM Associate Fellow: Ariel Deardorff, Assessment and Data Management Librarian. The position is included in LAUC during its one-year term.

**Santa Barbara – (C. Rissmeyer):** With her return LAUC-SB proceeded with transition activities, including a September 16 meeting. The regular board meeting will take place later this month. Charges are being issued as well. The target date for the new renovated library building is January 4, the beginning of the quarter. There is one open librarian position for a Humanities Data Curator, with an initial close date of October 16.

**Santa Cruz – (F. Gravier):** New quarter activities are underway, including a new faculty welcome with 35 new faculty at the Science and Engineering Library. Work is continuing on the rollout for the OA harvester, with an announcement to faculty for them to get familiar with it. Next week a brown bag will be held for LAUC-SC members to promote Research & Professional Development funding, including changes to that process.

J. Additional follow-up

1. **ACTION:** REMINDER: if anyone's picture is not represented on the LAUC website, feel free to send Julie a picture.
2. Diane was sharing about a UCLA collection of old Hollywood movie posters, which were used to help with an undergraduate paper. This is an example of a cool collection that might be highlighted on the website.

**ACTION:** Diane to develop a prototype of a "something cool in the collection" blurb.

K. Adjournment

Move – Lynda Tolly

Second – Dana Peterman

Adjourned at 2:45PM

**Next meeting: Thursday, November 5, 1-3pm**