

**Librarian Association of the University of California
Executive Board Conference Call
Thursday, March 3, 2016 1-3pm
ZOOM: <https://ucla.zoom.us/j/3358687463>**

Minutes

A. Roll Call (L. Spagnolo)

President:	Diane Mizrachi
Vice-President/President-Elect:	Dana Peterman - not attending
Past Chair:	Matt Conner
Secretary:	Lisa Spagnolo
Parliamentarian:	Dean Rowan
SLASIAC representative:	Susan Koskinen
Web Manager:	Julie Lefevre
RLF representative:	Kristine Ferry – not attending – report below
SCLG representative:	Becky Imamoto – not attending – report below

Committee chairs:

Diversity	Lia Friedman
R&PD/Research & Professional Development	Dana Peterman - not attending
CPG/Committee on Professional Governance	Deanna Johnson

Division chairs:

LAUC-B:	I-Wei Wang
LAUC-D:	Cory Craig - not attending
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. Mizrachi)

In the agenda there are two Item “G”s before New Business. That will be corrected in the draft minutes. The agenda will be adjusted to address Ongoing Business after reviewing action items due to some people needing to leave early. Emerging issues from this week will be addressed.

We clarified with Dean that the Executive Board can act on behalf of the Assembly in between Assemblies, and so will be approving the minutes from March 21. Lisa will aim to complete those for the May meeting.

C. Approval of minutes February 4, 2016 (L. Spagnolo) – approved as amended.

D. Review of action items from February 4 minutes (D. Mizrachi)

ACTIONS - Diane

1. Diane to ask Kathi Neal if there are pictures in the archives for LAUC's 50th anniversary preparations. Diane asked Kathi, who replied that there weren't any. **DONE**

NEW ACTION: Division chairs: think about how to address at the division level, whether charging an existing committee or an ad hoc group to help prepare for the 50th anniversary year. Members may be able to find photographs, etc., and emeriti members may be able to contribute.

2. Diane to send reminders regarding poster sessions due 2/10 and DOC rep nominations due 2/19. **DONE**

3. Diane to ask Dan Russell if he will need any accommodations. **DONE**

ACTIONS - Others

1. Cory to send pic to Julie for LAUC site. **Outstanding**

2. Sue and Matt will outline some ideas on how LAUC can establish a regular meeting with Günter Waibel, CDL's new Executive Director, to include which roles might be best suited for that (a statewide rep, LAUC President, Executive Officers?) – **Deferred discussion to April.**

3. Division Chairs, please send reminders regarding deadlines for poster sessions at Assembly (2/10) and DOC rep nominations (2/19). **DONE**

4. Jerrold will make 4 suggested revisions for assembly registration interface. **DONE**

5. Division Chairs: investigate who from your campus will be attending (confirming delegates and additional attendees). Carpools are encouraged. Heard from a few people. **DONE**

6. Julie and Cody: continue to refine roles and mechanisms (e.g., term structure) for web management. **IN PROGRESS**

E. Systemwide Committee Reports

Reminder: please prepare mid-year reports **by March 7** so we can upload and distribute them before the Assembly. These should be sent to Diane by Monday. Diane clarified that these were for committees and not for division chairs.

1. Research and Professional Development (D. Peterman) – Nothing to report at this time.
2. Web Master (J. Lefevre) - Julie has been uploading the committee reports referenced by Diane. The past few sets of minutes from Executive Board meetings from November through January have been uploaded. Diane mentioned changes needed to reflect current representatives, and also announced the new DOC representative: Catherine Nelson from UC Santa Barbara.

ACTION: Julie to remove outgoing representatives from the previous UCLAS structure (i.e., the SAG representatives) and add placeholders for new representatives, including Becky Imamoto for SCLG; Kristine Ferry for SLFB; and Catherine Nelson for DOC.

3. Diversity (L. Friedman) – Nothing to report at this time.
4. Committee on Professional Governance (D. Johnson) – A report was sent in for CPG. The feedback from divisions was to retire position papers 1 and 3, and replace 2 and 4, which are put forth as recommendations in the report. CPG also received revised bylaws from UCSF and has started to review those. Diane noted that the Assembly's business section includes an item to discuss and vote on CPG's recommendations regarding the position papers.
5. UCOLASC/University Committee on Library and Scholarly Communication- 2/19 meeting report (D. Mizrahi) – Diane attended the 5.5 hour meeting via phone. Highlights include:

Eric Bakovic, UCOLASC Chair and professor of linguistics at UCSD, and reported on the new OA journal *Glossa*.

Chair of the Academic Senate, Dan Hare (UCR) gave a report. Space is a recurring concern expressed throughout meeting by various representatives, along with overcrowding of the UCs, now under pressure to accept an additional 10,000 students. There are concerns with how to address the implications with the Regents. Diane noted that this issue affects libraries as well.

Round Robin Campus Reports: Berkeley discussed facilities as well, including the NRLF capacity and the Moffitt Library's needing repairs. UCLA and UCR also discussed space. UCSB noted the new library and having already received 20 wedding requests. Merced is facing space issues due to not having a student union, so the library is an important space for students. With Diane in attendance, the question was raised why one's library does not buy what faculty may request. This gave Diane the opportunity to discuss stretched library budgets, as well as library liaisons dealing with multiple departments and staying abreast of new courses, developments and research. Diane encouraged faculty to reach out to their library liaisons to build relationships. UCSF reported on a makerspace and a new coffee shop. UCSC indicated that faculty want more shared governance, and concern that not being an ARL institution is sometimes seen as a hindrance.

Ivy updated from CDL on licensing negotiations. Peter Krapp (UCI) provided an update on the California Open Educational Resources Council, regarding funding to identify textbooks that could be used across community colleges, CSUs and the UC system for core classes to keep prices of textbooks down.

The subcommittee on the humanities is focused on scholarly communication in the humanities, including participation in open access initiatives.

CoUL joined at lunch, with a report from Jeffery MacKie-Mason and Ginny Steel regarding library facilities. A summary of CoUL's February 12 meeting with Janet Napolitano was presented, including the issue of RLF space as a serious problem. Ivy Anderson and MacKenzie Smith reported on the Pay-It-Forward grant project presenting a model for open access in which article processing charges for gold OA journals would potentially be supported by subsidies from subscription savings or budget provisions from grants. A discussion of the presidential OA policy followed.

Diane will be attending the May UCOLASC meeting in person, noting that attending by phone, while logistically necessary, was not optimal.

F. Advisory Groups

1. SLASIAC (Sue Koskinen)

Many of the same topics were covered in SLASIAC as at the UCOLASC meeting. There was an in-person all-day meeting in Oakland. Ivy presented on the Pay-It-Forward project here too. SLASIAC is revitalizing its budget subcommittee, and there was some discussion regarding who should be on this group. The final roster will be posted soon. Angus MacDonald is working on the copyright policy update, and a draft report should be done by May for approval by SLASIAC for posting before next fall. Angus also discussed the electronic theses and dissertations proposal, which is still in rough draft form. Currently there is no UC-wide policy or procedure regarding ETDs; each campus handles these a little differently. Jeffrey MacKie-Mason from Berkeley gave an RLF update, similar to that at UCOLASC. Alison Mudditt gave an update on UC Press including developments regarding Luminos and Collabra. The last item was a cyberinfrastructure report given by Tom Andriola, CIO for UCOP. The mid-year report will be submitted by Sue by Monday, March 7th.

Diane noted that she is not planning on reading reports at the Assembly, which is why they are being called for now. This should give enough time to post and distribute.

2. Shared Library Facilities Group (Kristine Ferry)

Diane indicated there were no updates for today's meeting. The mid-year report has been submitted and can be found here: <https://lauc.ucop.edu/sites/default/files/attached-files/slfb-mid-year-report-2015-16.pdf>.

3. Shared Content Leadership Group (Becky Imamoto)

There were two meetings in February; notes for those meetings are included below as Appendices A and B. SCLG is determining what would be in the Springer ebooks collection. CIC wants to know if we would be interested in a digital backfile of Publishers Weekly, especially in a data-mining capacity. CDL is working with JSC to analyze costs. There is a question for the new DOC regarding future webspace for CKGs that are from the former bibliographer groups, and whether Stanford would be included as they participated in some of those conversations. There is a working group for the Cambridge University Press project and the details of the 2 shared print copies to be located at UCI and NRLF. CDL will review the MIT Press transfer titles; this will be on the agenda for the March in-person meeting.

4. LAUC Rep on DOC

Three names were forwarded to Todd Grappone, chair of the Direction and Oversight Committee. On February 19th, we received word that Catherine Nelson, Head of Acquisitions and Resource Management from UC Santa Barbara, had been selected. She has been invited to come to the Assembly, but it is unknown at this time whether she can attend.

G. Task Forces Updates

1. Updates from WCC (Cody Hennessy)

Diane reported that the group is discussing best practices for the LAUC Twitter account and LinkedIn group. Those will coalesce into recommendations. Refined web content and social media roles will be reflected in the final report. The committee has refined ideas for updating the people pages to be more in line with the original charge. More will be developed in the next few months.

2. Updates from LAUC Journal Task Force (Laura Smart)

Diane reported that task force member Dave Schmitt will be attending the Assembly to present results of the survey of LAUC members on open access and publishing behaviors. The report has already been uploaded to the website (<https://lauc.ucop.edu/sites/default/files/attached-files/journal-task-force-interim-report-2016-02-29.pdf>).

3. LAUC Archives Task Force (Kate Tasker)

Diane reported that the task force has compiled findings and recommendations in their report (https://lauc.ucop.edu/sites/default/files/attached-files/2016_lauchivistaskforce_finalreport.pdf). They identified a need for new procedures for managing and preserving electronic files. Data from the LAUC President's laptop and other laptops should be captured. Kate may be attending the Assembly.

G. Ongoing Business

1. Revised LAUC Bylaws approval by UCOP

Diane learned that the bylaws have been approved. It is anticipated that they will be issued shortly. Matt noted that the bylaws require that all campus bylaws be consistent with statewide bylaws, which could entail a substantial review. This could start at the campus level to ensure compliance with the new state bylaws. These bylaw changes had to do with definition of membership in LAUC. LAUC statewide bylaws do allow campuses to form

division affiliates. It may take time for campus divisions to address this issue. In addition, there is a concern about CPG getting inundated with revised divisional bylaws. The changes may open up the discussion of membership. It was also noted that revisions do not need to necessarily reflect verbatim consistency. Divisions are free to develop their own bylaws; they just cannot conflict with statewide bylaws. The area most likely to be in conflict at the moment is the section related to membership qualifications.

Questions/Discussion

Q: What about conforming changes to title code classification? Dean recommends including language that is almost verbatim from the approved language from UCOP to address the titles that had become problematic. In the particular section related to membership it is helpful to use the exact language.

Q: What is the best local procedure? Local CPG suggests revisions to the division, should those be run by statewide before the election? Or should a local vote on bylaws take place before submitting to statewide CPG? Dean notes that there is not a firm procedure, and that CPG statewide could consult with divisions, or local divisions could route to CPG statewide after approving revisions at the division level.

ACTION: Matt will create an FAQ/Executive Summary document to guide divisions through this process. It will include a brief description of the approved changes and how divisions should provide. Matt will consult with Diane and Dean and then send to the Executive Board for distribution.

Deanna noted that CPG will wait to get divisions' bylaws. LAUC-SF recently submitted their revisions, so CPG will review those. It may be a time-consuming process that could continue into the next LAUC year under Michael Yonezawa's chairship.

Q: Regarding the timeline, our division is working on other updates to be able to vote on the changes during the June election. When would we get approval by statewide? Do they have to be approved at the division level or is this just consulting? Matt notes that the division would vote and then submit to state. CPG cannot approve bylaws that have not been approved at the local level. This does not preclude a consultation phase.

2. APM 360-4 systemwide review. How should LAUC respond? (Diane)

This is another substantial item. As you recall, revised wording was created by a Joint LAUC and CoUL Task Force, and was supported by membership last fall. It is up for review now, but rather than being confined to just APM 360-4, it is all of 360. Initially it was thought that individuals could send feedback to UCOP without filtering or intermediaries. With this new scope of response, new thoughts on how to approach this are being proposed, with LAUC sending in consolidated responses. It would have more weight and would be easier for UCOP to process. There is also a 90-day period in which to gather the feedback and submit it to UCOP.

The consensus after discussion was that a consolidated and organized response would be more efficient, and that ensuring that all sentiments are included in the LAUC response would provide for broad representation of input. Recurring opinions would be grouped together and given a weight. Outlying opinions would also be included.

Q: If we say in introductory comments that all input will be forwarded to UCOP, then that precludes Matt's suggestion that LAUC has unifying position? Diane/Matt: Yes. Common themes will be expressed together, and include quotes where appropriate. For the outlying comments, it is important to include those unique sentiments as well. LAUC will submit all points of view to UCOP.

Q: The attachments of the email introduce some confusing regarding applicability to the librarian series. The letter indicates that there are the same provisions for non-represented and represented librarians. Matt notes that the APM applies to all librarians, whereas the MOU applies to represented librarians. Diane notes that 210-4 is included for review as well. The model communication that is included in the instructions can be construed as applying only to non-represented librarians. Diane confirmed that the model communication could be confusing and that both non-represented and represented librarians should be providing input on 360 and 210-4 for the LAUC response. Matt noted that where the MOU makes distinctions, that language would supersede as a contract, but the APM applies to everyone.

ACTION: Diane will write a uniform introduction to the APM input period and what feedback should be sent in by membership. Diane will review with Matt and Dean, and then send to the Executive Board for chairs to forward to membership. Comments may be gathered by the Division Chair or an appointed designate and forwarded Diane/Matt/Dean by May 2nd. Input will be coded and organized, with themes drawn out. The document will include all points of view submitted by the membership.

3. Budget as of Feb 1.

Diane communicated with Padona Yeung and Allison Imamura at UCOP regarding the LAUC budget balance, which is around \$14,000. The travel reimbursements from the transaction meeting were taken out already. At last count there are about 34 officers and delegates traveling to UC Merced for the Spring Assembly. If all officers and delegates spend an average of \$300 that equals \$10,200, and leaves approximately \$4,000 for local expenditures and anything else to cover from Jerrold's perspective. Support can come from the president's fund as well. There was an early question regarding reimbursing the task force chairs. Typically only the delegates' travel is funded. Kate Tasker is attending and Dave Schmitt is presenting on the results from the journal survey. At first Diane could not guarantee reimbursement, but with this balance they are able to be reimbursed. The operating balance in the president's fund is approximately \$10,000. A portion of those funds are going toward Drupal, Survey Monkey, refreshments for the transition meeting, as well as funding travel for 5 new librarians doing poster sessions at the Assembly.

We have spent \$1,400 of our communications allowance, which is \$2,250; this was used to cover ReadyTalk. Using Zoom has been effective, and the December bill was only \$7.00.

Padona has agreed to transfer the rest of that balance to the president's fund. Some committee chairs have used ReadyTalk for committee meetings, and that is fine. The main issue is recording conference calls and paying for storage. There were also funds remaining from Matt's presidential year, and those were transferred to Dana's year per the practice. That amount is \$6,000 coming from 19900 and 69085 funds.

4. Spring Assembly updates (J. Shiroma)
 - a. <https://lauc.ucop.edu/2016-assembly-registration>
 - b. Car pools/ride sharing (Divisional chairs)
 - c. DM discussed topic & questions with Dan Russell - updates
 - d. DM Lunch-time poster sessions updates.

Jerrold reported on final arrangements for the Assembly. Catering and parking are being finalized. All the supplies are in place for the poster session. We have 38 registered. Live-streaming is being arranged with Campus IT.

Carpooling was discussed for attendees from the Bay Area. Those from Southern California are arriving the day before. One attendee had issues with Monday flights; Diane will assess whether she can cover a second night's lodging.

There was discussion regarding the Sunday night dinner, and a question about whether this would be covered for reimbursements. Giving the restaurant advance notice for separate receipts is recommended. The understanding is that if the trip is at least 24 hours that meal expenses are reimbursable. Some have put in for per diem.

ACTION: Diane to assess which delegates needing dinner beforehand to accommodate in budget. She will confirm this by end of next week. Registration closes on Monday. Diane will follow up with Jerrold for arrangements.

ACTION: Jerrold will follow up with the restaurant regarding separate receipts.

Dan Russell is coming out Monday morning, and arrangements have been made for him to stay overnight Monday. All of the poster session presenters submitted good quality abstracts and have been at the UC for less than a year.

5. LAUC Officers' laptop retirements

Diane consulted with Kate Tasker regarding retiring of the LAUC Officers' laptops. The Task Force is discussing how best to proceed.

H. New Business

1. LAUC Representative on ASAG/Administrative Services Advisory Group.
This is an administrative group with the scope of human resources and space planning. Given the Executive Board's list of priorities for CoUL's meeting with Napolitano, the role of ASAG came up in the discussion, and whether there should be a LAUC representative here. Lorelei Tanji provided a response to the inquiry. Historically this group has focused human

resources and personnel, so it was viewed as not appropriate to have a LAUC representative on the group. This was in the context of the expansion of the RLFs. Since there is a representative on the Shared Library Facilities Board, that was seen as sufficient. ASAG reports directly to CoUL and within UCLAS sits off to the side with ULSC/UL's Steering Committee (see http://libraries.universityofcalifornia.edu/groups/files/about/docs/UCLAS_org_chart.pdf for the UCLAS organizational chart). It is not part of the advisory structure as such. Frank noted that this had come up in context of a local CPG discussion, so he can convey this information to them.

ACTION: Diane to forward Lorelei's message to the Executive Board.

2. LAUC meet with CDL head (Diane, Matt Conner & Sue Koskinen)

Matt wrote out several detailed ideas regarding how LAUC might engage with new CDL Executive Director Günter Waibel. This discussion will be postponed to the April meeting.

I. Round Robin of Divisions

Berkeley (I. Wang): There is a travel curtailment in place, with professional development funding in a limbo state. No further conference or other travel is being approved for librarians until there is clarification of whether professional development is under that curtailment policy. There is current activity to clarify whether a subset of catalogers would be considered to be in the bargaining unit, which would also include them as LAUC members.

Davis (C. Craig): not able to attend.

Irvine (C. Johnson): Nothing to report.

Los Angeles (L. Tolly): A recruitment has been launched for a new Associate University Librarian for Library Special Collections and International Studies Programs, which is a new AUL role resulting from the strategic planning process. One other is in development from the strategic plan. Lisa Kemp Jones, currently in DIIT/Digital Initiatives and Information Technology department, is now assigned as a project manager to implement items from the strategic plan goals.

Merced (J. Shiroma): Most activity is revolving around assembly planning. We do have a new instruction librarian starting soon.

Riverside (C. Arbagey): Riverside has four new librarian positions open. The more traditional head of reference position in Rivera has been reshaped into a Director of Teaching and Learning position. There is a Director of Research Services position; both positions reflect a more functional model. Two other positions include a Business Librarian and a Geospatial Information Librarian.

San Diego (H. Smedberg): Not much to report. Similar to Berkeley, there is activity related to moving a position into the librarian series.

San Francisco (S. McClung): Most of the LAUC-SF website has been moved onto a wiki, so if anyone is looking for that information, it is now publicly available on the wiki (<https://wiki.library.ucsf.edu/display/LAUCSF/LAUC-SF+Home>). The bylaws are being revised as they had not been touched since 1989. They have been trimmed of a lot of language. The revisions have been submitted to CPG for review. The library is also moving forward with UL candidate presentations. LAUC-SF has been more involved than originally planned in the candidates' presentations, and the candidate is also having lunch with library staff. Sarah will be meeting with the candidate as LAUC-SF chair and as a member of the UCSF committee on library and scholarly communication.

Santa Barbara (C. Rissmeyer): Our search for a Humanities Data Curator was successful. Thomas Padilla will be starting in his new position on April 18, 2016.

Santa Cruz: (F. Gravier): Santa Cruz welcomed Teresa Mora as the new University Archivist this month. There are still two outstanding recruitments, which should have announcements soon.

J. Adjournment

Motion: I-Wei Wang

Second: Lynda Tolly

Adjourned at 3:06pm.

Submitted by Lisa Spagnolo, LAUC Secretary

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Appendix A

[SCLG \[Shared Content Leadership Group\] Meeting](#)

February 5, 2016

- I. CDL Updates
 - a. Springer ebook update from last meeting. We received some more information on what will be available and in what collection. A formal proposal will be sent to the campuses via the Proposals listserv.
 - b. The CIC wants to know if we are interested in the digital backfile of Publisher's Weekly. A few campuses are interested, especially in the data mining capabilities.
 - c. There was a review on how to nominate titles to the Transfer Titles list. Voting is finishing up this week.
- II. SCLG Housekeeping
 - a. Who is doing what, who is a liaison to what group
 - b. New wiki for SCLG should be ready by March
- III. Cost Share Models
 - a. CDL will work with JSC to analyze cost share models and a shared vision for UC-wide agreements.
- IV. DDA ebrary Task Force

- a. Task Force has concluded its work and will now focus on a pilot with JSTOR. The returning members will work on revising the charge.

Appendix B

[SCLG \[Shared Content Leadership Group\] Meeting](#)

February 26, 2016

- I. SCLG Housekeeping
 - a. New Ready Talk #
 - b. New Wiki page
- II. Planning in-person meeting on March 30th
 - a. The meeting will be 9:30-3pm in Oakland
 - b. The agenda has been set and people assigned to each item
- III. Question for DOC about CKGs
 - a. Discussion about future wiki space for former bib groups. How does this work if Stanford is included?
 - b. Sarah Troy will work with the CKGs on getting SF Confluence wikis
- IV. CDL Licensing Update
 - a. CUP
 - i. A working group will be appointed to work out the logistics of the 2 shared print copies of CUP books we will start getting. The two locations are UCI and NRLF.
 - b. Transfer Titles
 - i. CDL will review MIT Press
 - ii. The title transfer process will be on the March in-person meeting agenda. Is this strategy the best for us or is there better criteria
 - iii. Campus voting due March 11, 2016
- V. SCLG Strategic Agenda
 - a. Discussed the report Criteria for Investment in Scholarly Communications Initiative. The report proposes a new group to track new initiatives.
 - b. SCLG will appoint a project team for a 2 year appointment.