

**Librarian Association of the University of California
Executive Board Conference Call
Thursday May 5, 2016 1-3pm
ZOOM: <https://zoom.us/j/3358687463>**

Minutes

A. Roll Call (L. Spagnolo)

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

Committee chairs:

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

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:	Rick Caldwell for Chrissy Rissmeyer
LAUC-SC:	Frank Gravier

Task Force Representatives:

Kate Tasker, Archives: not attending
Cody Hennesy, Web Content Committee: not attending, provided report via Diane
Dave Schmitt (Journals now E-Venue): not attending, meeting Friday, May 6
Adam Siegel, Position Paper Task Force: not attending, provided report via Diane

B. Announcements (D. Mizrachi)

NONE.

C. Approval of minutes April 7, 2016 (L. Spagnolo) – Approved as amended.

D. Review of action items from April 7, minutes (D. Mizrachi)

Continuing

ACTION: Division Chairs: work on the division level to formulate a local committee or other mechanism for preparing for the LAUC 50th anniversary year. **IN PROGRESS** – ongoing for next year.

New from 4/7

ACTIONS: Diane

DM to let Cody know of Exec Board's preference for LAUC Twitter handle. Including link to LAUC pages recommended. **DONE**

DM to get back to Erik Mitchell and Cathy Martyniak regarding Exec Board feedback on webinar on the RLFs' WEST de-duplication project. Include recommendation to include library staff involved in this process as well. Diane sent response via Kristine Ferry. **DONE**

DM to send Janet Lockwood confirmation email regarding approved bylaws, whether can post on website, and confirming effective date. **DONE**

DM to get clarification from Axel Borg regarding AFT's inquiry into LAUC reports. A follow-up email was sent 4/28/16. Axel replied that the onus of forwarding reports was on UCOP rather than LAUC, with the example of last year's task force on APM wording. There was additional discussion, including the practice of LAUC's posting documents to the website, with the conclusion that AFT should be contacting UCOP regarding this. Wording indicates that the University should forward reports of this type to AFT. **DONE**

DM to discharge task forces and create new charges for implementation phases of task forces for Journals (becoming E-Venue) and Archives. Understood that task force members have option to continue or roll off. **DONE**

DM to formulate charge for ad hoc committee(s) to revise Position Papers 2 and 4. Could be same group or separate. DM to send call via Exec Board for chairs to distribute the call for members for this group. **DONE**

ACTIONS: OTHERS

Matt to resend his information about bylaws for divisions once confirmation from Janet comes in. **DONE**

Cory to send to Exec Board list the Davis document reflecting side-by-side changes and annotations to APM 360-4. **DONE**

Lynda to send report on LAUC-LA updates for minutes. **DONE**

Cory to send pic to Julie for LAUC site.

E. Systemwide Committee Reports:

1. Research and Professional Development (D. Peterman): One person withdrew the application, so that grant money was not spent. Funds were added to another grant recipient's allocation. As of now, R&PD is giving back \$3,975 for represented and \$5,900 non-represented back to UCOP. If there are pending applications for activities next year, they are encouraged to submit so as to minimize the balance at the end of the year. There was some discussion about the fluctuation in applications from last year to this year, perhaps related to the location of conferences that are held in different cities year to year (e.g., ACRL). Adopting a contingency plan of having leftover monies fund additional poster sessions at the Spring Assembly was also considered; there may be an issue with mixing funding categories, but this could also provide another avenue of expenditure. It was also stressed that R&PD should emphasize the broad interpretation of research expenses. Dana indicated that he had been working with Padona Yeung, and that for the close of the fiscal year there could be no adjustments to this year's processing. No applicant had asked for more than the maximum. R&PD did increase the amount for one recipient.

The Exec Board discussed resources that could assist LAUC members in formulating grant applications earlier in the process, and how statewide R&PD could coordinate with local efforts and timing. Past grant projects are also posted on the website and could be referenced (see <https://lauc.ucop.edu/grant-recipients-table>).

ACTION: Diane will develop a mechanism for having a statewide webinar, and will coordinate with Dana and Julie for any web support.

ACTION: Dana will work with R&PD to prepare a draft presentation to highlight examples of research and projects typically funded by R&PD.

ACTION: CHAIRS contact local R&PD/Research chairs regarding preparing an informational session or resources, as appropriate to the campus, in the next 6-8 weeks (by June 30) so members are ready when the call goes out September 1.

2. Web Master (J. Lefevre)
The committee pages have been updated on the website to reflect changes to Archives and Journal task forces. These have been moved to inactive committee pages. New pages have been created for the Archives Implementation and E-Venue task forces, with their charges and rosters.
ACTION: Julie to update website to reflect votes from Spring Assembly on Position Papers 1-4. Diane will give Julie information on the new Position Papers Task Force.
3. Diversity (L. Friedman) – nothing to report

4. Committee on Professional Governance (D. Johnson) – nothing to report
5. Updates from WCC (Cody Hennessy)
Diane shared the WCC's draft proposal for implementing updates to membership rosters on the LAUC site. They are requesting funding for gift certificates to LAUC members who participate.

ACTION: Diane to let Cody know she has approved funding \$50 gift certificates for this.

The WCC proposed updates to the rosters on the website in September, when the census is completed, and in March. These would be completed by divisions and returned to the LAUC Web Manager. Ongoing updates may be submitted by any LAUC member. The Exec Board confirmed in its discussion that while changes to the roster may happen after September 1st, both in ongoing and the general update in spring, the census from September would remain static for determining delegates to the Spring Assembly. The month of May was seen as preferable to March for the second update, as divisions would be confirming their memberships for the election.

There was a question about the process and form management. Would divisions be getting filled-out templates? What would record-keeping look like at the division level? Julie indicated that there is a baseline roster with good data for most divisions. This would not be starting over, but would be for gathering supplemental data, including social media. Julie can export the spreadsheet for the division, which would be updated and returned. It was also recommended to have LAUC members include their ORCID information and include links to Twitter, LinkedIn, blog on the ORCID record. Cory at Davis referred to Mary Wood's record as an example: <http://orcid.org/0000-0001-9896-7364>. Diane also mentioned ResearchGate.

WCC would like to encourage divisions to cease maintaining their own membership lists and instead link to the full roster at the LAUC site. LAUC would be committed to keeping the membership roster up-to-date. There were questions about whether there was an obligation for the division secretary to keep membership lists, and how that was expressed in the by-laws, ideally allowing for a broad interpretation that would not conflict with a centrally-managed roster. It was also noted that managing an email list at the campuses were not the same thing as managing the roster of current LAUC members, as the list may include affiliates and retired members.

ACTION: CHAIRS to check local by-laws if there are any secretary duties related to maintaining a membership/roster list. It could be a standing rule or practice, which would be easier to change if there were conflicts.

ACTION: Diane to include on agenda to revisit next month, and to update Cody on feedback so far.

F. Advisory Groups

1. SLASIAC (S. Koskinen) – no report.

2. Shared Library Facilities Group (Kristine Ferry) - Report included as appendix below. The webinar regarding the WEST de-duplication project led by Erik Mitchell and Cathy Martyniak is tentatively scheduled for June 7th from 1-2pm. When it is confirmed an invitation will be sent out to LAUC Chairs to forward on to library staff.
3. Shared Content Leadership Group (Becky Imamoto) – Updates were shared from the March 30 meeting at the April call. The next meeting is May 13th. Nothing to report.
4. DOC (Catherine Nelson) – no report.

G. Ongoing Business

1. APM360-4 wording review.
Diane sent a reminder for comments to the membership on April 20 for the May 9 deadline. The document from Adam Siegel and Dan Goldstein from LAUC-D was also forwarded. Comments have been received from a couple of divisions.

ACTION: CHAIRS send APM comments by the May 9th deadline.

ACTION: Diane, Dean, and Matt to organize APM comments and forward to UCOP.

2. Budget Updates

On April 6th, Diane was informed by Emely Dominguez from UCSD Library's finance office that there was \$1,250 left from the 2015 assembly in San Diego. Diane asked Padona Yeung at UCOP what the options were, and as a result this balance will be applied to the travel reimbursements for LAUC-SD attendees for this year's assembly.

Diane authorized \$239 to be paid from the President's account to renew the Survey Monkey subscription.

3. Spring Assembly follow-ups (J. Shiroma & D. Mizrachi)

- a. Evaluations reports, other feedback, etc.
- b. Reminder - Receipts for reimbursement

ACTION: Jerrold to send summary of evaluations to Exec Board. Diane wants to send out spring newsletter and will include highlights from assembly.

4. New/Recharged Task Forces

Diane has dismissed the Archives and Journals task forces, and recast them for implementation phases.

- a. LAUC Journal Task Force is now the **LAUC E-Venue Task Force**.
Dave Schmitt is taking on the chair role. They have received and approved their charge on April 18th to begin work immediately following their previous report.
- b. LAUC Archives Task Force

The Archives Implementation Task Force is the same group, with Kate Tasker as chair. They have received and approved their charge on April 18, and will begin work immediately. Julie has posted the charge to the website. There was some discussion about adding oral histories to the archives for the 50th anniversary.

ACTION: Dana to send Diane message for Kate Tasker asking how feasible it would be to include oral histories.

c. Position Papers 2 and 4 Rewrite Task Force

There were six volunteers for this group. After last month's discussion about whether this should be one or two groups, it was concluded that there would be one task force. Adam Siegel of LAUC-D will be chairing the Task Force, with two teams created to review the position papers to ensure consistency. Adam reported that the task force convened virtually starting April 28th, and made decisions as to who would work on which paper. Revisions are being tracked in a Google Doc.

ACTION: Diane to send Julie information on this Task Force for the website.

5. Elections – Are there any remaining questions regarding the procedures and who is eligible to vote? No comments. Elections should proceed according to the calendar, with divisions posting ballots for statewide and division-level elections.

I. Round Robin of Divisions

Berkeley (I. Wang): LAUC-B had their spring assembly yesterday, which was mostly devoted to a strategic planning activity in developing a reaction document to library administration's proposal of the mission, vision, values and strategic initiatives covering five different sectors of activity. It was well attended and fostered a lot of dialogue. This was the first stakeholder engagement session in an effort working with Katherine Kott, who has worked on organizational planning initiatives with other libraries as well.

Several position recruitments have completed the interview stage, including the AUL for Scholarly Resources. There is also a temporary two-year position for a Project Librarian for Public Services at the Bancroft Library.

Davis (C. Craig): The library is in the middle of a lengthy space planning process, including reimagining how to support campus. A consultant has been hired for the first visioning phase. Phase 2 will entail developing a list of space requirements and moving to the design for Phase 3. A new ILS, Ex Libris's Alma, is being implemented later in summer, with Primo as the front end. There will also be new library web pages and a new VPN. It was also proposed to convert LibGuides content to WordPress. The Special Collections Instruction Librarian interviews have been completed, and there should be an announcement soon. The LAUC-D Professional Issues Committee is developing a mentoring program for librarians, in consultation with library administration. Cory attended a faculty profile researcher ID meeting at UC Berkeley on April 2- and is working on developing material for outreach to faculty to get ORCID IDs and improving

profiles for those who have them. She can make those available to other divisions once prepared.

Irvine (C. Johnson): Two positions have been filled with the Research Librarian for Health Sciences starting in August, and the Research Librarian for Science Teaching and Learning starting in July. Open positions include the Head of Education and Outreach, Outreach and Public Services Librarian for Special Collections & Archives, and a Cataloging and Metadata Librarian. The Program Committee has developed a workshop scheduled for August 19th entitled “EXPERI(M)ENT(I)AL: Developing Process-oriented, User-focused Methodologies in the Library,” featuring Char Booth as keynote speaker talking on “Instructional Design as Heuristic: Cultivating a Reflective Personal Pedagogy.” The announcement for this session will go out soon.

Los Angeles (L. Tolly): The positions mentioned last month are still underway for a Lead for Emerging Literacies, a Nursing Informationist, and a Data and Technology Services Coordinator. Interviews are starting for the AUL for Special Collections and International Studies. Team leaders for the implementation phase of the strategic plan have been assigned, with six goals identified. The teams will be formed soon. Yesterday at the spring membership meeting it was announced that Maria Jankowska is the recipient of the LAUC-LA Librarian of the Year award, recognized for her service to and support of sustainability at UCLA and furthering the role of academic libraries in sustainability initiatives nationwide through research and publications. She is also recognized for use of the Bruman Map Collection. Diane mentioned Maria’s use of the map collection in resolving a dispute between the Veterans Administration and campus, as the baseball field is on VA land. The map collection was useful in reaching a satisfactory resolution. This is a great example of how librarians serve the community as well as our campus constituents.

ACTION: Lynda to send something to Julie for the website on the LAUC-LA award.

Merced (J. Shiroma): There is a new instruction librarian starting on June 1.

Riverside (C. Arbagey): Interviews are taking place for two director positions, one for Teaching and Learning, and one for Research. The recruitments for the Geospatial Information Librarian and the Business Librarian are ongoing. A program was held using the library’s Kanopy streaming service to watch and discuss a film from Stanford’s Breakfast Briefings with Carol Dweck talking about growth mindsets and fixed mindsets.

San Diego (H. Smedberg): Nothing to report.

San Francisco (S. McClung): They have interviewed the last candidate for the UL position. There is a new LAUC-SF member, Jill Barr-Walker, who is a clinical librarian at San Francisco General Hospital.

Santa Barbara (R. Caldwell): There are four librarian positions being recruited: Temporary Reference Librarian, Latin American/Iberian Studies Librarian, Special Research Collections Cataloger/Metadata Librarian, and Assessment Coordinator. Our new Humanities Data Curator, Thomas Padilla began work on April 18. Our library staff appreciation brunch was held last week

on April 27. This annual event, held during UCSB's staff appreciation week, is hosted by LAUC-SB as a way to say thank you to our library staff and student workers for the wonderful work they do to provide excellent service to our campus community.

Santa Cruz (F. Gravier): Nothing to report.

J. Adjournment

Motion to adjourn: I-Wei Wang.

Seconded: Lynda Tolly.

Meeting adjourned at 2:32pm.

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Appendix A. SLFB Report from Kristine Ferry

TO: Diane Mizrachi – LAUC President

FROM: Kristine Ferry - LAUC Representative, Shared Library Facilities Board (SLFB)

RE: SLFB Report May 2016

DATE: May 2, 2016

There is no update on SLFB activities since my report in April. However the webinar for interested LAUC members and library staff about the WEST de-duplication project by Erik Mitchell (Associate University Librarian, Director of Digital Initiatives and Collaborative Services at UC Berkeley) and Cathy Martyniak (Director, Southern Regional Library Facility and Collaborative Shared Print Programs) is tentatively scheduled for **June 7th from 1pm-2pm**. When this is confirmed I will send out a formal invitation that LAUC chairs can forward to their libraries along with some background information prepared by Erik and Cathy.

If you have further questions, please don't hesitate to contact me.