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Librarians Association of the University of California

Executive Board Conference Call

Thursday, September 1, 2016 1-3pm

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DRAFT MINUTES

Call to Order

The monthly meeting of the LAUC Executive Board was called to order at 1:02pm, on September 1, 2016, via Zoom by President Dana Peterman. A quorum was present.

A. Roll Call (A. Horne)

Excused: Susan Koskinen, Kristine Ferry, Becky Imamoto, Catherine Nelson, Corliss Lee, Jared Campbell, Kate Trasker, Adam Sigel, and David Schmitt.

B. Announcements/Housekeeping

- Box filenames and documents for LAUC Executive Board. LAUC uses the UCLA instance of the Box application and its folders are located at <https://ucla.Box.com/s/kzho90vf15p2s8bs2835vtfvuruymk3n>. Other campuses using Box may have difficulty accessing the folders.
 - Use specific naming convention of LAUCExBDYearMonthDay+first words of the document for LAUC Executive Board related material. Example:
LAUCExBd160901minutes.docx
 - **ACTION ITEM:**
 - Let Dana know if you have a problem with Box, including if you can't access it and need to be added as an editor or co-owner.
- Subject lines of emails to the LAUCExBd e-mail list should contain LAUC if possible.
- Keeping current systemwide roster for committees in Box.
 - **ACTION ITEM:**
 - Committee chairs to upload rosters to Box.
- Giving feedback to systemwide representatives.
 - Read materials given to us and ask pointed questions of our reps. Be prepared to discuss at monthly Zoom calls.
- Due to Zoom issues during this call, we will setup a Zoom test for participants. This will allow everyone to login at their leisure to test video/audio/overall access.
 - **ACTION ITEMS:**
 - Dana will set up this test and distribute the URL based on directions from Angela.
 - All participants on these monthly calls will check their settings prior to the October call.

C. Approval of minutes, 2016 (deferred until October 6).

○ **ACTION ITEM:**

- Angela will upload the minutes to Box when received from Lisa.

D. Review of action items from August Transition meeting (D. Peterman)

- Board roster – All were to send Lisa/Angela any updates.
- Census updates as of 9/1/16 – Send to Lisa/Angela.
- Dana to send to Executive Board invitation to Box. (Done for LAUC ExBd members and for known CPG members.)
- Diane to update who is on the Exec Board e-mail list. (Done.)
- Dana to establish the Zoom invites for monthly board calls. (Sept. and October done.) He'll continue to do this as time goes on, for other months.
- Send recommendations to Dana for members of the 50th anniversary planning task force. See this Agenda.
- Carla – will manage guidelines revisions for R&PD. Charge is in process.
- Cristela – See if she can record and share the UCSD panel debrief of the recent NDLC at UCLADM

E. Systemwide Reports (some not yet convened)

1. Research and Professional Development (D. Peterman/C. Arbagey)
 - a. Dana has received some reports, is working on his own.
 - i. **ACTION ITEMS:**
 1. Dana to place final R&PD report in Box folder and distribute per charge.
 - b. Carla sent out first call for proposals to the LAUC Executive Board e-list for distribution to the membership. She has particularly requested proposals concerning the 50th anniversary, such as LAUC history, what LAUC means to you, oral histories, etc.
2. Web Manager (J. Shiroma)
 - a. He has requested headshots from everyone. Is engaged in website housecleaning and carryover work. Requests Committee chairs share updated rosters.
 - i. **ACTION ITEMS:**
 1. All to send headshots to Jerrold.
 2. Committee chairs to update rosters.
 - ii.
3. Diversity (C. Lee)
 - a. Corliss could not attend, so no update at this time.
4. Committee on Professional Governance (M. Yonezawa)
 - a. Michael is working on updating committee membership.
 - i. **ACTION ITEM:**
 1. Michael to confirm membership and report its membership to Jerrold for updating on the website.
5. Nominating Committee (D. Mizrachi)

- a. Diane is creating her committee of 3-4 members. Irvine's Christina Woo has joined so far.

- i. ACTION ITEM:**

1. Diane to recruit the full committee and report its membership to Jerrold for updating on the website.
 2. Dana will appoint the members per the Bylaws

F. Advisory Groups

1. Systemwide Library and Scholarly Information Advisory Committee/SLASIAC (S. Koskinen)
 - a. Group is not meeting again until November.
2. Shared Libraries Facilities Board/SLFB (K. Ferry) – no meetings since last report on March 3, 2016. No meeting scheduled at this time.
 - a. No meetings since March, none scheduled. Lot of their work is back and forth consultation between CoUL and the two RLFs.
 - i. ACTION ITEM:**
 1. Board members are encouraged to ask questions of SLFB.
3. Shared Content Leadership Group/SCLG (B. Imamoto) – see email of August 20, 2016 or Box file names LAUCExBd160901SCLG Meeting Notes 08.26.16, LAUCExBd160901Shared print monographs experiments v3 (003) PROSPECTUS, and LAUCExBd160901UC Shared Print Strategy and Operations Team 2016 Q1 and Q2 status report. The folder is LAUC > LAUC Exec Board 2016-17 > Agendas
 - a. No questions were asked about the SCLG work.

G. Ongoing Business

1. Spring Assembly updates (D. Peterman)
 - a. Dana shared that Julia Gelfand at Irvine is making good progress on the logistics, such as identifying appropriate spaces. He noted that we will have two rooms, one for the meeting and one for food. Also, UCI is surprisingly expensive for events like this. He proposes Thursday, April 27th for the Spring Assembly (corrected to April 20th). The 27th is a challenge for UCSD as many librarians there will be attending the University of San Diego 2017 *Digital Initiatives Symposium* that week (see <http://digital.sandiego.edu/symposium/>). There is desire to coordinate the two events, if possible, so that they do not conflict; however, Dana acknowledged that there will likely be conflicts for any date we choose for the Assembly. For the program, Dana will be seeking "lightning stories". These will be short talks by good storytellers who have interesting stories to share about their experiences with LAUC. There was general enthusiasm for this approach.
2. Standing committee charges to be filed in Box.
 - a. There were many on the call who have experienced varied problems accessing Box. We are using UCLA's Box account, so the problems for non-UCLA people may need troubleshooting at the campus level.
 - i. ACTION ITEMS:**
 1. Dana will add the standing committee charges to Box. Until we fix the Box problems, he'll also distribute via the Board e-list.

2. Those with Box access issues are requested to share these with Dana. It may be necessary to contact Box directly for support.
3. Travel Reimbursements Policies & Procedures
 - a. All travel arrangements for official LAUC business should be made by the individual LAUC member using the regular practices of their local business offices. Divisional business offices will request recharge from the business office of the current LAUC President during the time of the event (UCLA, 2015-16; UC Irvine, 2016-17; UCR 2017-18).
 - b. Before making travel arrangements, LAUC members will need to fill out a local expense report form and provide documentation authorizing their participation, such as an email invite from the LAUC President or presiding officer. Each traveler should follow their local campus policies for requesting release time for business related travel.
4. Position Papers Task Force: DM will send new revisions to Executive Board for comments and feedback as discussed at Transition meeting.
 - a. Diane commented that she has the first revisions of 2 & 4, and has collected feedback from outgoing Executive Board. She will send these drafts to the new board. She requests feedback from us (not the broader membership) within the next week (by Sept. 12). Then she'll send to Adam who is the chair.
 - b. Diane also noted that last year, CPG organized discussion sessions at each campus. This time, because there are just two papers being revised, and the revisions are succinct, she isn't expecting deep discussions. It will be up to each division chair and CPG to decide the processes at the individual campus level.
 - c. The final additions will need to be voted upon, which can occur at Spring Assembly. There could also be a special online vote, if we choose.

i. ACTION ITEMS:

1. Diane to share the revisions and feedback with the new Board. (Done).
2. All are requested to send Diane feedback by September 12.
3. Diane will send all feedback to the chair, Adam.

H. New Business

1. Systemwide appointments needed for at least:
 - a. Committee on Professional Governance: UCSC (Frank xx was added after the charge went out), UCI, UCD, UCB (Debbie Jan is confirmed), UCLA, UCM
 - b. Diversity: UCR, UCSD, UCSF (Ariel Dierdorf), UCSB, UCSC
 - c. Dana – Need to verify memberships for each.
 - d. There was some confusion about the Chair for Diversity. We confirmed during the meeting that it is Corliss Lee. Diane mentioned that there is a rotation of chairs so that we know which campus covers which committee. This was created originally by Matt Conner due to the difficulty in finding chairs.

i. ACTION ITEMS:

1. These committees will verify their memberships and report to Dana.
2. Diane will share the rotation list with the Board. (Done.)

2. New ad hoc– 50 Year Anniversary Committee
 - a. It should contain at least one person with project management skills. Colby Riggs volunteered as she is credentialed as a PMP. Four others are required.
 - b. A top goal is to organize content for the LAUC website about the anniversary. This will be archival material. The content needs to be on the website a month prior to Spring Assembly. Jerrold will coordinate and consult with the 50th Anniversary Committee as per best practices identified by LAUC's archives at UCB.

i. ACTION ITEMS:

1. Dana wants volunteers ASAP, particularly people who get things done due to the time-sensitive nature of this work.
2. After the Labor Day holiday, Dana will craft a volunteer recruitment message that each Division can forward to its members.

I. Round Robin of Divisions

Dana requests monthly updates from each Division of these categories of information:

1. Librarian personnel changes, including retirements, hires, and new positions. This might also include such information as whether there's something unusual about that hire.;
2. Facilities changes (new buildings, re-configurations);
3. Your LAUC's plans/theme for this academic year (by the way, when is your next meeting?);
4. General changes, if any, for this year in how librarians will be conducting their business/new trends;
5. Plans for librarian professional development (This would include programs via your divisional LAUC. In addition, however, any non-LAUC professional development that arises as a function of your library priorities and strategic directions. I don't know that you have any planned right now);
6. What is your library's main set of interests this year?

Ideally, Divisional updates of the above items will be sent to Dana in advance of the meeting, so that they can be added to the agenda prior to the meeting, for review by all. This will allow everyone to be prepared to ask questions during the calls.

ACTION ITEM:

1. All Divisions to send updates of the above categories to Dana and Angela before he finalizes and distributes the monthly meeting agendas. Can also add directly to the Box agenda.
2. Speak with Dana if you would like him to visit your campuses during this 50th anniversary year. He's eager to travel.

1. UCSC –
 - a. Hired -- Alix Norton as Archivist for the Center for Archival Research and Training.
 - b. Open position -- Head of research support services.
 - c. Open position -- Project archivist, 2 year position, photography collection (Black Panther movement).
 - d. Facilities – weeding the Science and Engineering collection to make room for more study space. Creating an active learning classroom in that building.

Funded by grant, library and Physics/Biological sciences. Will serve as a flipped classroom.

- e. Had first Exec Board meeting this morning. Need special election for VC CAPA and VC of the local LAUC executive board . Still discussing plans for programming for year – maybe digital preservation with an outside speaker. Library is working on a strategic plan, which is re-done every year. Draft version will be reviewed at a September 22nd all-staff meeting. Local LAUC will then meet to discuss.
- 2. UCSB –
 - a. Not on call.
 - 3. UCSF –
 - a. Personnel
 - 1 We just hired a new Data Services and Assessment Librarian.
 - 2. We are still searching for a new University Librarian. The search committee has hired an executive recruitment firm to assist in the process.
 - 3. We are hiring a digital archivist (temp one year position; but hoping for permanent funding)
 - b. Facilities
 - 1. We added a maker’s lab last April.
 - 2. We are revamping the old reference office into a consulting space for the Education Librarians, our Bioinformatics Specialist, and our Scholarly Communications Librarian.
 - c. Next Meeting: Tuesday, Sept. 13. We will be discussing plans for the year at this meeting.
 - d. Librarians/Trends
 - 1. The Data/Assessment position will be a great complement to our Bioinformatics specialist for outreach to the basic sciences people.
 - 2. Several Education Librarians are conducting a research project on the # of systematic reviews published by UCSF authors in the last 10 years.
 - 3. We’re looking at how we support reference managers (probably adding Zotero and Mendeley into the mix).
 - 4. Development of a systematic review course and moving toward sets of courses around central topics.
 - 5. Website is completely being revamped; librarians and staff have been participating in this process.
 - e. Library Interests
 - i. Much will depend on who is hired as University Librarian and what their priorities will be.
 - f. Questions from the Board:
 - i. What’s in the Makers lab? Answer – Two 3D printers, knitting supplies, sewing machine, computers, large TV monitor, some specialty software, button making machine. Opened with a reception in April. Open three afternoons a week to help with equipment. The 3D printer has already been used to print DNA molecules as well as “little fibulas”.
 - ii. What might you do with the systematic review of UC authors? Answer -- will look at all the reviews first to determine if they are really systematic reviews. This is somewhat daunting as the research team has identified 2100 so far!

- 4. UCSD –
 - a. Personnel
 - i. Interviews taking place for GIS Librarian.
 - b. Facilities
 - i. The Library recently launched the [Geisel Library Revitalization Initiative](#) (GLRI) to “transform and revitalize the interior public spaces” of the Geisel Library. Three floors are presently included in the Initiative — the main (2nd), ground (1st), and top (8th) floors.
 - ii. Teaching + Learning Commons will open in our Library on October 17th.
 - c. Programming (Goals, Trends, Next meeting)
 - i. LAUC-SD Exec meeting – Sept 14
 - ii. LAUC-SD Membership meeting – Oct 25
 - iii. Refresh LAUC-SD website content
 - iv. Encourage submissions to eScholarship in order to build off of last year's theme of librarian achievement
 - v. Ongoing improvement of documentation in LAUC-SD intranet, in prep for LAUC Archive Task Force
 - vi. Look for ways to celebrate LAUC 50th locally (maybe start membership meetings with something from the past? Summer event TBD)
 - vii. Recent programming:
 - 1. NDLC Lunch n Learn sponsored by Diversity & Inclusion Committee
 - 2. Usability & Assessment Recap from those who took any of the three Library Juice Academy online courses (Service Design, Do-It-Yourself Usability Testing, Observational Assessment Techniques) sponsored by LAUC-SD R&PD
- 5. UCB –
 - a. UCB Executive Committee has formed the Task Force on Professional Status of Librarians at Berkeley, which is charged with investigating the status of professional librarianship at UC Berkeley in light of recent hiring practices in the Librarian series and work assignment practices. Report will be submitted before the Berkeley division's 2016 Fall Assembly.
 - b. Library Administration has agreed to a trial period of allowing professional development funding to be spent by librarians over two years.
 - c. Berkeley division's biennial Distinguished Librarian Award (DLA) winners have been announced: Brian Quigley and Susan Edwards. The DLA ceremony will be held on Tuesday, November 29th.
- 6. UCR – new Chair, Kat Koziar
 - a. Kat didn't serve as Vice-chair and is eager to ramp up to the position of Chair.
- 7. UCM –
 - a. Special LAUC meeting today for their strategic plan. Another meeting next month. Followed by a half-day workshop to finish the plan.
 - b. There is a new campus climate project involving non-senate faculty and librarians. Will review different ways for people in our positions to engage with the campus.

- c. The Spatial Analysis and Research Center (SPARC) will move under umbrella of the Library in the next month.
 - 8. UCLA –
 - a. Miki was in attendance but audio wasn't working.
 - i. ACTION ITEM:**
 - 1. Miki will submit written report.
9. UCD --
 - Personnel
 - 1. As mentioned at the transition meeting we just hired Diversity Fellow, Leyla.
 - 2. Beth Callahan was made Interim AUL for Academic Services and Bill Garrity is acting as Interim AUL for Collection Services
 - 3. Currently recruiting for Life Sciences Librarian
 - Facilities
 - 1. Library's entrance is getting renovated.
 - LAUC-D
 - 1. Next Meeting: Executive Board meets Fri, Sept. 9. We will be discussing plans for the year at this meeting. One pressing issue that we will have to deal with is a Proposal to move the Delegation of Authority Librarian Reviews from the VP of Academic Affairs to the University Librarian.
 - Librarians/Trends
 - 1. Alma/Primo (ExLibris) ILS went live on 8/18. Still working through migration issues, workflows, etc.
 - 2. Library Web Presence is going to be completely being revamped; advisory group includes both librarians and library staff. Redesign Web site is schedule to a late January "Go-Live"
10. UCI –
 - a. Personnel - Cataloging and Metadata Librarian under recruitment (interviews completed). High priority staffing decisions under consideration by Leadership Council, so stay tuned. In 2015-2016 we had 10 student assistants successfully become Library STARS, which gave them additional library training (not recruitment orchestrated by LAUC)
 - b. Facilities – Langson Library undergoing flooring changes. Google Books shipments doing well. Working on reservation system for group rooms via LibGuides
 - c. Librarians/Trends
 - i. Continuation of Collections drop-in education with focus on HathiTrust, West, and other shared print initiatives
 - ii. Visit by Gloria Gonzalez, Library Strategist at Zepheira, to discuss linked open data
 - iii. LMS RFP going forward
 - iv. Strategic initiatives for 2016/17 in place
11. Some follow-up conversation took place after the divisional updates, including:

- a. At the next meeting, Dana would like to talk about tweeting. Use @LAUCLibrarians for articles, etc. Can also follow it. Diane suggested inviting Cody Hennesy and Harrison Deck to attend the next conference call to discuss their procedures for LAUC's social media.
 - i. **ACTION ITEM:**
 - 1. Diane will invite Cody and Harrison to the October meeting.
- b. Diane noted that we need Vice-Chairs for UCR and UCSC.
 - i. **ACTION ITEM:**
 - 1. Diane will add those individuals to the Exec Board e-list once the names are confirmed.
- c. Dana and Carla will be in Oakland in mid-September for meetings with CoUL.
 - i. **ACTION ITEM:**
 - 1. If you have something to share for this meeting, send them to the Board e-list by September 13th.

J. Adjournment

- 1. Motion to adjourn: Diane.
- 2. Seconded by Kat.
- 3. Approved by all.
- 4. Adjourned at 2:07pm.

I. The Executive Board meets next on Thursday, October 6, 1:00-3:00pm. Connect via Zoom: <https://zoom.us/j/853159516>