

**Librarian Association of the University of California
Executive Board Conference Call
Thursday, January 7, 2016 1-3pm**

ZOOM: <https://ucla.zoom.us/j/3358687463>

DRAFT MINUTES

A. Roll Call (DM for L. Spagnolo)

Missing: Lisa Spagnolo, Matt Conner

B. Announcements (D. Mizrachi)

Cynthia Johnson has volunteered to take minutes in place of Lisa. Thank you Cynthia.

C. Approval of minutes December 3, 2015 (DM for L. Spagnolo)

No corrections. Minutes are approved.

D. Review of action items from December 3 minutes (D. Mizrachi)

ACTION: DM contact Becky Imamoto, the new LAUC rep to Shared Content Leadership Group, with options for regular reporting to Ex Board. DONE

ACTION: DM figure out technical issues with Zoom DONE

ACTION: DM ask for reports/Round Robins that we did not receive or didn't have time to discuss. DONE.

ACTION: DM Complete & distribute LAUC Newsletter. DONE

REMINDER: Cory, Lynda, and Frank to send in pictures to Julie for the LAUC website. Cory, Lynda, and Frank still need to send in their pictures.

ACTION: DM to charge Committee on Professional Governance to gather and amalgamate input from membership regarding the relevance of Position Papers 1-4 and presenting recommendations for their status before or by the Spring Assembly where delegates will vote on final status. DONE

ACTION: ALL: brainstorm on issues to raise for CoUL meeting with Janet Napolitano scheduled for February.

Ideas from the brainstorming:

- LAUC membership and numbers of librarians are going down, which is a wider staffing issue.

- Repopulating CDL focusing on the CDL positions that would have a positive impact on all campuses
- Funding regional facilities. From Cory: what CDL positions would have positive impact on all of the campuses.
 - **ACTION:** DM will write up a summary of the report and send to CoUL with request they bring up this issue in the meeting with J Janet Napolitano.
- **ACTION:** Jerrold Shiroma and Julie Lefevre to work together on site development for the Spring Assembly. In process. Skeleton is set up on LAUC website. J. working on content and plans to be done in the next 1-2 weeks.

ACTION: DM to connect with Dan Russell via Emily Lin/Jerrold Shiroma with topic feedback. DONE

ACTION: DM to work with Julie and Cody Hennesy (Chair, Web Content Committee) on list of features for WCC to develop. DONE

ACTION: DM to work with DP regarding access to the LAUC blog (DP has access to it).

ACTION: Still needs to be done. DM may bring in Julie and Cody to help with access.

E. Systemwide Committee Reports

1. Research and Professional Development (D. Peterman)
 - a. Retraction/clarification; DP will use the older dates originally proposed for the call for next proposals for presentations and awards' announcements. 1/15 the awards are announced. 1/20 the second call for proposals goes out. 3/2 local committees forward proposals. 3/16 the awards from the 2nd call are announced.
 - i. **ACTION:** DP will check dates on main calendar and send corrections to Julie to have it updated.
2. Web Master (J. Lefevre)
 - a. Updating grants recipient table on website.
 - i. **ACTION:** DM & DP review the table on the website.
3. Diversity (L. Friedman)
 - a. Committee talking with Julie about creating a web presence on the web site. Also the new "Meet our Members" is now up on the website.

G. Ongoing Business

1. Spring Assembly updates (J. Shiroma)
 - a. Planning to meet with the technology person to troubleshoot. Lining things up with parking & hotels.
 - b. DM sent official invite to D. Russell
 - i. DONE – gave him two ideas. He confirmed his attendance and the 90 minute framework for his talk and breakout sessions.
 1. **ACTION:** DM will return to Dan and finalize topic and propose breakout session topics.
 2. **ACTION:** JS will confirm that there are supplies for breakouts at the Assembly.
 3. **ACTION:** JS check and make sure that in the room at Assembly we'll be able to have the breakouts.
 - c. DM confirmed talk with Donald Barclay on new UCLAS structure: 30 min.
 - i. DM officially invited DB and he has 30 minutes.
 - d. DM draft of call for lunch-time poster sessions.
 - i. Working on the call, including JS & DP. Question asked if selection process can be more flexible so that more than new members (2 years) might be eligible, since some campuses like UCD haven't hired anyone new. DM noted that if someone has been here more than two years they have had the opportunity to participate in LAUC. DM will consider the request.
 1. **ACTION:** DM will send out call on 1/13 for chairs to send out for newer members. DP will help DM select winning posters proposals.
2. Updates from WCC (C. Hennessy)
 1. We're working on wireframes for an updated Featured Content tool on the LAUC site, drafting proposals for a LAUC LinkedIn group and Twitter account, solidifying short and long-term plans for soliciting campus news items. (Christina Woo will also follow up with the Exec Board minutes-taker this month to see if any relevant news surfaces during the round-robin portion of the meeting).
 2. We're drafting workflows related to ongoing content upkeep (Exec Board photos, census/roster updates...)
3. Updates from LAUC Journal Task Force (DM for L. Smart)
 - a. The work of the task force continues apace. We've got biweekly calls on our schedule, every other Thursday. We have established milestones and

a work break down structure (appended below). We have assigned tasks to the members. We have the survey questions nearly completed, currently undergoing final edits. We also have a fair amount of background research completed and initial ideas for outlining the report on our Google Drive. I'm sure we'll have no problem having a completed initial draft ready for the executive board by their March conference call.

4. LAUC Archives Task Force (DM for K. Tasker)

- a. The LAUC Archives Task Force last met at UC Berkeley on December 15, 2015. All committee members were present and included Angela Boyd (UCSB, via Skype), Julie Goldsmith (UCB), Kathryn Neal (LAUC Archivist, UCB), and Kate Tasker (Chair, UCB).

The Task Force reviewed action items from our previous meeting of November 18, 2015, and discussed our next steps. The following agenda topics were covered:

- Updates from Committee members
- Review work to date
- Review report draft in Box
- Questions/next steps

The Task Force has reviewed the LAUC website and gathered information regarding submission policies for physical and electronic archival documents. We have also identified digital material which currently exists in the LAUC Archives (2 CDs) and in the LAUC Web Archive. The Task Force has begun to draft a report in Box to outline our findings and initial recommendations.

Prior to the next meeting, Task Force members will continue to review and revise the draft report. We also will investigate collection development policies for electronic documents.

The next meeting is scheduled for January 25, 2016

- b. Question asked: does the Task Force need anything from individual divisions? The reason for the question: Statewide LAUC can't tell the divisions what to do, but Statewide LAUC can make recommendations or create best practices.
- i. **ACTION:** DM will ask if the Task Force wants local practices from Divisions with goal of having alignment between practices. She will also raise the point with the Task Force that local divisions will be consulting with the policies and procedures the Task Force

creates as the local divisions create or change their local policies and procedures.

H. New Business

1. LAUC Position Papers

a. Topics for new papers

- i. Discussion about whether we want to create a position paper and what a position paper is. Overall agreement that we don't want to create position papers just because we have a place holder for position papers nor do we have to come up with position papers just because we are retiring position papers. A position paper needs to state a widely held position. If a Division feels strongly about a topic, they can write a proposal that would be presented to Executive Board. Executive Board would review the proposal and if there is a feeling that the proposed paper represents a widespread feeling, the Board can appoint a Task Force to investigate. See Guideline #2 (<https://lauc.ucop.edu/position-papers>) for more information about how a new position paper would be created.
- ii. Agreed that we are not looking at Position Paper #5 until after the results from the APM are public.
- iii. A division would write a proposal that would be presented to Executive Board, Exec Board would review, then if there is a feeling that this is widespread, Exec Board can appoint a TF to investigate, etc.
- iv. Possible new position papers were discussed, including: Who reviews librarians – Academics, not directors/MSOs and Librarian research – clarified in position paper 1 or 3?
OA?
 1. **Reminder:** DM will put out at Assembly that we can create new position papers
 2. **ACTION:** chairs remind boards that Divisions can propose the creation of a position paper.

I. Round Robin of Divisions

UCB LAUC-B is planning its spring assembly, to be held in late April. This year our assembly will be conducted in a town-hall type format as part of the strategic planning process being undertaken by the University Library, and will be led by UC Berkeley University Librarian & Chief Digital Scholarship Officer Jeff MacKie-Mason. The

University Library's planning process takes place, in turn, in the context of a strategic planning initiative at the campus level.

UCD Numerous interviews for librarians and non-librarian positions took place in the fall. New hires are now arriving. The UL and the DUL, with other administrators, are creating a new formal program for onboarding and mentoring new hires, and this program will be linked to the Library's strategic plan.

UCI LAUC-I has a representative on our Strategic Planning Task Force. We also have started a new recruitment for a Research Librarian for Science Teaching and Learning.

UCLA Five new librarians were recently hired, three in Special Collections, one in the Digital Library Program, and one in the Music Library. Ongoing recruitments are also in progress. Progress is being made on the implementation phase of the new library strategic plan. A project manager will be hired to help move the process along so that the enthusiasm and momentum doesn't die on the vine.

UCM Nothing to report

UCR Grappling with changes to the review process and exerting more of the advisory role of LAUC. For example, they have been able to effect some changes in way review process is done.

UCSD Will soon have an open position for digital archivist (a re-posting and recently filled a media curation position and an arts & humanities position).

UCSF The UL, Karen Butter, retired at the end of December. The interim leader is Jim Munson. They are planning to have on campus interviews starting at the end of January. Jim is the only Library representative on the search committee.

UCSB The newly renovated library officially opened on Monday. Next Wednesday is the grand opening celebration. An updated photograph will be sent for the LAUC website. They are interviewing three candidates for a digital humanities position. One librarian at UCSB is going to Claremont.

UCSC Had a successful recruitment for a University Archivist who will join UCSC in mid-February.

Question raised about which campuses are going through strategic planning: From the reports we know that UCLA, UCI are currently going through the process. Others?

UCR: continues to work with its 2014 plan.

UCSC: Nothing is happening at UCSC.

UCB: starting strategic planning.

UCSB: also doing some strategic planning.

UCD: did a strategic plan shortly after UL started which has one more year, then they will start the process again.

UCSD strategic planning part is done, and it is now at the administrative level for implementation.

Question raised by this discussion: do we need to characterize or coordinate our strategic planning or is it a waste of time? Concern expressed that many libraries' goals and outcomes become hidden behind firewalls, which makes it difficult for us to learn from each other and share information.

Recommendation from DM: each LAUC division, on its individual LAUC website, can have link to individual plans.

Question from UCSF: is our interim head supposed to be included on the LAUC roster until a new UL is appointed? In this specific case the title is Interim Business Lead, not UL, and he's not a librarian.

ACTION: Dean will explore.

ACTION: DM will send out email to Board to find out what the microphone issues were and see if we need to revisit using Zoom.

Meeting adjourned at 2:35.