Librarians Association of the University of California
Executive Board Conference Call
Thursday, December 1, 2016 1-3pm

Located in Box under LAUC > LAUC Exec Board 2016-17 > Minutes
Filename: LAUCExBd161201minutes_final

The meeting was called to order at 1:02 pm.

A. Roll Call (A. Horne)
- Not attending: Michael Yonezawa, Kristine Ferry, Sue Perry (Alix Norton substituted), Becky Imamoto, and Corliss Lee.
- Guest: Lynda Tolly (UCLA Past-Chair).
- Present: Dana Peterman, Carla Arbagey, Diane Mizrachi, Angela Horne, Jennifer Nelson, Jared Campbell, Colby Riggs, Miki Goral, Elizabeth Salmon, Kat Koziar, Cristela Garcia-Spitz, Peggy Tahir, Richard Caldwell, Susan Koskine, Jerrold Shiroma, Dean Rowan, Catherine Nelson

B. Announcements/Housekeeping
- Checking division links

ACTION ITEM: Each campus to check its divisional link from the LAUC page and let Jerrold know of any changes.

C. Approval of minutes, 2016 (A. Horne)

- Minutes of September 1, 2016 – Approved.
- Minutes of October 6, 2016 – Approved.
- Minutes of November 3, 2016– Approved.

D. Review of action items from November 3 (A. Horne)

- Diane contacted the web team to discuss mechanism for communicating highlights of librarian achievements.
- Dana checked with Corliss RE the LAUC Diversity Committee's report.
- Michael sent the list of Committee on Professional Governance (CPG) members to Jerrold.
- Sue to send solicitation reminder to the LAUC Executive Board just before the Nov 30th Systemwide Library and Scholarly Information Advisory Committee (SLASIAC) meeting RE ideas/input. – *This was a great idea and will be done before the next such meeting.*
- Carla sent Dana favorite pecha kucha examples for inclusion in his TF recruitment e-mail.
- Elizabeth followed up with Miki and Jenny RE: Committee on Appointments, Advancements, and Promotions (CAPA) training materials and these have been uploaded to Box for use by all under the folder LAUC > LAUC Exec Board 2016-17 > Agendas and supplemental material> Division Review Workshop Materials.

- Angela completed outstanding minutes.

E. LAUC Reports
1. Standing Committees
    a. Research and Professional Development (C. Arbagey)
        i. Held team Zoom call on November 30th. Received and reviewed 20 applications: five for research and 15 for presentations. Most will be funded though the requests ($25,600) were higher than monies available. The quality of work overall is very high. Committee funds in two separate application rounds (fall and spring). This split funding approach covers those who hear about conference acceptances after the fall application period and would otherwise be disadvantaged. This is especially true during ACRL years, when posters and roundtable acceptances are announced in early spring, for example. The spring call is also more targeted towards presentation funding, not research funding.
        ii. Interest was raised for tracking the funding patterns to see if certain years receive higher levels of requests (ACRL years, for example).
        iii. The range of proposals funded varies, as the committee wishes to support the entire research process. Thus, one year they funded a request to cover costs of an indexer for a book. In that case, proofing and indexing were deemed critical to the research overall.

    b. Diversity (C. Lee)

        No report.

    c. [Committee on Professional Governance](#) (Submitted Nov. 28 by M. Yonezawa)
        See the file – filename: LAUCExBd161201CPG Location: LAUC > LAUC Exec Board 2016-17>Agendas and Supplemental Material
        Summary – the committee chose paper topics for 50th anniversary writings and they will focus on specific articles of the LAUC bylaws. Michael sent out a reminder to CPG committee members to gather final feedback from division members on the LAUC position papers in preparation for the final vote to be taken at the April 20 Assembly.

2. Nominating Committee (D. Mizrachi)
    a. Met Nov 18th via Zoom. Each member of the committee is reaching out to prospective candidates, starting with the role of President-Elect. Next meeting is December 12th.

3. LAUC Archives Task Force Implementation Team meeting with Dana and Diane, Nov. 28 (D. Mizrahi and D. Peterman) - Records Management descriptions.
    - The team met and reviewed the draft records retention schedule. The LAUC Secretary's position has held a number responsibilities involving LAUC records and archives in past guidelines and retention schedules that were created. However, the Secretary's one-year term is too short for that position to ready materials for the archive, because those materials are often produced past the

Secretary's term (e.g. term ends in August and reports are not submitted until October). Therefore, a new position is needed to shepherd records from LAUC to the LAUC Archive.

- Electronic records in Box are gathered by a monthly crawl for additions to the LAUC Archive. In addition, the main LAUC website is being crawled. The guidelines note which items are being added. (Guidelines being revised located at https://lauc.ucop.edu/sites/default/files/attached-files/lauc_archives_rev32409.pdf The last update in some sections was 1996)
- A description is being developed for a Records Management position, a new role to be coordinated by the LAUC web manager. This position will be recruited from LAUC. This will help us address items borne digital and not being sent physically to the LAUC archives at UC Berkeley. One of the elements of the position will likely involve standardizing naming conventions.
- Divisional records are not covered by these guidelines, though the guidelines could serve as a model for local best practices.
- At a later date a discussion will be had about using the LAUC site as a divisional site. This has been requested in the past, as have guidelines for handling materials during chair turnovers.

ACTION ITEM: The ATFIT (Archives Task Force Implementation Team) will develop the job description for the RM (Records Manager) and recruit across all of LAUC within the next two months.
ACTION ITEM: Find date for discussion of using LAUC website for divisions. Jerrold and Dana will discuss.

4. LAUC Web Content Committee (WCC) - review of recommendations and dismissal of group (D. Mizrahi and D. Peterman)

Action taken – Dana thanked the members for their service and officially discharged the group by email.

   a. Final Report
      i. Fill social media coordinator (SMC) position (see report)
      ii. Representatives of all 10 campuses send to Content Manager, Cody Hennesy (chennesy@library.berkeley.edu), news feeds concerning the accomplishments of LAUC members (publications, awards, talks, retirements, milestones, hires, recognitions, projects, professional offices)
         - Each campus is expected to develop a process to share news items back to the SMC.
         - This work may eventually become a standing committee, which would require a bylaw change. It might also be something the statewide representatives could coordinate. The web committee might also have a communications sub-committee. Options will be discussed after we see how things progress in the next few months.

5. General Web Manager (J. Shiroma)

Maintenance on the main LAUC site is being done by Five Paths, the company contracted for the site.

F. LAUC Advisory to UC Library Cooperative Groups

1. Systemwide Library and Scholarly Information Advisory Committee/SLASIAC (S. Koskinen)

- Three meetings are scheduled this year (November 30, March 20, and April 24). Each is 10:00am-3:00pm in Oakland at CDL.
- Agendas are packed.   Updates from the latest meeting included:
  - CDL – Visits are being made to each campus by Günter Waibel. A consultant is being hired to develop the next strategic plan. A new organizational chart has been created.
  - CoUL – Working on alignment framework between CDL and CoUL, as well as shared service models.
  - UCOLASC – Working on OA 2020 (Open Access 2020 at https://oa2020.org - initiative discussed and agreed upon at the Berlin 12 Conference on 8-9 December 2015 and endorsed by numerous international scholarly organizations. Collaboration through OA2020 for transition of scholarly publishing to open access). Discussed ORCID (http://orcid.org), particularly vis a vis SLASIAC helping campuses with ORCID adoption overall. Electronic theses and dissertations (ETD) are being discussed as there is no UC-wide policy.
  - Version two of DASH is available, see http://www.cdlib.org/services/uc3/dash.html Code has been revamped as well as the public interface.

2. Shared Libraries Facilities Board/SLFB (K. Ferry) (Submitted Nov. 29 by K. Ferry)

"SLFB held conference calls on October 14, 2016 and November 18, 2016. Some highlights:

SLFB chair Jeff Mackie-Mason met with COVC and presented our request that they recommend to Provost Door and President Napolitano that we move forward on construction of NRLF 4. This was unanimously approved by COVC and Provost Door will help us set up meetings with the UCOP budget and finance offices to see what comes next. SLASIAC will also discuss this request at an upcoming meeting. There are many

steps still left to go but this was the first hurdle.

We discussed special format needs (e.g. microformats, maps, etc.) and RLF directors will follow up with campuses to get a handle on what the needs are.

Two working groups were formed with membership from SLFB members and representatives from some campuses as approved by SLFB:

- o SLFB Allocations Working Group: To review current policies and practices around RLF deposits, assess the cost and current capacity for new accessions at each RLF (e.g. space, staffing and other resources) and assess campus need for future deposits. The group should identify potential models for future allocations (e.g. FY 2018-) based on these inputs and provide a report of findings and recommended allocation models to the SLFB.

- o NRLF 4 Working Group: To support the engineering design process of NRLF Phase 4, ensuring that the resulting design and plan aligns with the goals and needs of the UC libraries. Co-Chaired by the RLF directors, this group will contribute to the planning process in the Fall 2016 and Spring 2017 and will work to ensure that RLF policies, activities and services are supported and extended with the NRLF 4 expansion process."

3. Shared Content Leadership Group/SCLG (B. Imamoto)

Dana spoke with the current chair of SCLG, Martha Hruska, about the timeliness of notes that role that the LAUC representative plays on that group. It was confirmed that the representative plays and active role on the committee and that the representative notes may be shared after brief vetting with the chair. Martha agreed that the status of license agreements sent out by CDL's Mihoko Hosoi may be shared with the LAUC Executive Board by the LAUC representative and be shared broadly within UC libraries.

Action ITEM – Becky to share with the Board e-mails from CDL's Mihoko Hoisoi RE licenses.

4. Direction and Oversite Committee (C. Nelson)

-- Meet monthly via Zoom. Reviewing shared services. Also, discussing RLF (Regional Library Facility) expansion. DOC held a digital brownbag in November and 50 people attended via Zoom. Due to the high attendance, these sessions may occur monthly or quarterly and be recorded.

ACTION ITEM: Send DOC topics of interest to Todd Grappone or to Catherine Nelson.

G. LAUC Advisory to Academic Senate
    1. UCOLASC (no meeting until February).

H. Ongoing Business

1. LAUC Assembly April 20, 2017. SAVE the DATE.

2. LAUC 50-Year Anniversary Committee for Assembly

   a. Project Manager is Colby Riggs. Local planning group meets tomorrow. Next week the team meets with web services to get the website up and running. Colby volunteered for the follow-up TF, for continuity.
   b. Have three volunteers so far and Dana seeks a few more.

I. New Business

1. Dana sent names of 3 LAUC candidates as new representative position for UC wide ITLC Electronic Accessibility Committee to Direction and Oversight Committee Chair, Todd Grappone, on November 15, 2016. Would be reps to an academic senate committee. Also, spoke to a member of this committee and Harry Willett said he can't create a CKG on accessibility. Encouraged others to form one (easy to do).

I. Round Robin of Divisions:

- UCB -
    - Had a session in early December with five speakers on the topic of research complexity. The discussion concerned the breadth of the research process, not one's findings.
    - Had CAPA workshop for review initiators. This was the first such session with the new UL. The UL expects quantifiable SMART goals and is using a management by objectives (MBO) approach.

- UCD – Not on the call.

- UCI –
    - The quarterly meetings now tackle more timely topics. Reports are posted to the wiki prior to the meeting. Are holding monthly brown bags about research projects. These sessions are very well attended and are open to all staff. UC system-wide FY 16-17 priorities were just discussed, very interesting. Discussing OA was interesting, particularly humanities faculty's struggle to adopt it.
    - Dana recommends the AL article about National Library movement - https://americanlibrariesmagazine.org/2016/11/01/rethinking-the-national-library/

- UCLA –
    - Miki – Reorg is ongoing.
    - Management Council continues to look inward, at how it functions, its role, etc. Last
    - David Hirsh won the 2016 David H. Partington Award (http://nelc.ucla.edu/news/).

- UCM –
  Left early.

- UCR –
  - Are electing a Vice Chair.
  - CLA in Riverside next year, Nov 2017.   Will try to showcase LAUC.
  - Held the webinar "Libraries and Social Justice" sponsored by North Carolina Library Association.

- UCSB –
  - No report.

- UCSC –
  - Science/Engineering active learning classroom changes are in-progress and the space should launch by next fall.

- UCSD –

  - Added training material into Box. Local focus has been on timeline creation as some packets have been historically late.
  - Working on website update. About a year out. Web editors are starting to look at content, including cleanup work to identify relevant information.
  - Question – Should they keep information from the Assembly year they hosted? Dana responded "yes".
  - Had a few brown bags.
  - Annual holiday cookie party coming up.
  - Long list of recruitments at various stages.
  - Dana asked if the local diversity work might be shared more broadly? Cristela will investigate making it external.

- UCSF –
  - Have three new LAUC members.
  - January 13th is next meeting. They will be discussing the review process, particularly to help the newest librarians who haven't been through reviews before.
  - Diversity journal club has begun. Met first time this week.
  - UL search – Three candidates coming to campus. Presentation, Q&A, informal get together, etc.
  - Advanced PubMed/Endnote class
  - Systematic reviews by UCSF authors in the last 10 years. Did they involve the librarian, get authorship/get mentioned, etc.
  - Makers Lab is working well. Now have a FT manager.
  - A few positions are in-progress.

J. Adjournment

We adjourned at 3:07.

Next conference call date/time:
Thursday, January 5, 1-3pm at https://ucla.zoom.us/j/707244819