Librarians Association of the University of California
Executive Board Conference Call
Thursday, April 6, 2017 1-3pm
DRAFT MINUTES – Located in Box under LAUC > LAUC Exec Board 2016-17 > Agendas and
supplemental material
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A. Roll Call (A. Horne)

- Present: Dana Peterman, Carla Arbagey, Diane Mizrachi, Angela Horne, Jennifer Nelson, Jared Campbell, Colby Riggs, Miki Goral, Elizabeth Salmon (2pm), Cristela Garcia-Spitz, Peggy Tahir, Richard Caldwell, Alix Norton, Catherine Nelson, Dean Rowan, Jerrold Shiroma, Michael Yonezawa
- Not attending: Kat Koziar (UCR, Carla will substitute), Sue Perry (UCSC, Alix Norton substitutes), Corliss Lee, Susan Koskinen, Becky Imamoto, Kristin Ferry

B. Announcements/Housekeeping (All)

1. Questions or changes to Assembly business agenda portion located at
   http://www.lib.uci.edu/sites/all/lauci/assembly-agenda.php

2. Development of Systemwide acronym list available here for now.

   - Dana created this draft based on versions developed previously by UCSB and UCI. For ease of updating, it could be posted to the LAUC website as a Google Sheet that anyone could update (rather than burden the web team overly with each change). General feedback was positive.

     ACTION: Please help edit and share the acronym at https://docs.google.com/spreadsheets/d/1_OtOzt7NiqtyCyD6R87-P3bgdJ7I8jHtuSgxn2vGg5A/edit?usp=sharing . A static document by Dana will be supplied for the LAUC main website to Jerrold, our web manager before June. LAUC will need a process for updating the list, as well as perhaps a yearly snapshot, which Dana will discuss at the next LAUC meeting in May.

3. Update of LAUC Bylaws section on representation to be placed on ballot.

   Article V. Executive Board
   Section 1. The Executive Board shall consist of the President, Vice President, Secretary, the immediate Past President, and the Chairs of the Divisions. LAUC representatives for Systemwide Library and Scholarly Information Advisory Committee (SLASIAC), **Strategic Action Group 1 (SAG1): Scholarly Research & Communication; Strategic Action Group 2 (SAG2): Access, Discovery & Infrastructure; and Strategic Action Group 3 (SAG3): Collection Building & Management are ex officio non-voting members of the Executive Board.** Chairs of standing and ad hoc committees may be invited by the President to attend an Executive Board meeting as nonvoting members.

After discussion, we voted to accept Miki's amendment, as per wording below.

1. ACTION: Bylaws change to Article V, section 1 will be added to the ballot as per the following.

    Current Section 1 reads "The Executive Board shall consist of the President, Vice President, Secretary, the immediate Past President, and the Chairs of the Divisions. LAUC representatives for Systemwide Library and Scholarly Information Advisory Committee (SLASIAC), Strategic Action Group 1 (SAG1): Scholarly Research & Communication; Strategic Action Group 2 (SAG2): Access, Discovery & Infrastructure; and Strategic Action Group 3 (SAG3): Collection Building & Management are ex officio non-voting members of the Executive Board."

    Proposed change (strike through plus bolding) will read "The Executive Board shall consist of the President, Vice President, Secretary, the immediate Past President, and the Chairs of the Divisions. LAUC representatives for systemwide ~~Library and Scholarly Information Advisory Committee (SLASIAC), Strategic Action Group 1 (SAG1): Scholarly Research & Communication; Strategic Action Group 2 (SAG2): Access, Discovery & Infrastructure; and Strategic Action Group 3 (SAG3): Collection Building & Management~~ **committees** are ex officio non-voting members of the Executive Board."

C. Approval of minutes (A. Horne)

1. February – In progress.

    ACTION: Dana to complete February minutes before May meeting.

2. March 3, 2017 – Were approved. Thanks to Miki for drafting.

D. Review of action items from March 3, 2017 (A. Horne)

1. Divisions to send a list of grants awarded to the R&PD Committee.

The committee gladly continues to accept additional content.

    Action– By June 1st, Divisions to send Carla (R&PD Committee) a list of grants awarded to their LAUC members by R&PD.

E. LAUC Reports

1. Position Paper Rewrite Task Force (text below) (D. Peterman)

    a. Development of Effective Communication between LAUC and the University – paper no. 2

Effective communication between LAUC and the University is essential for fulfilling the University's mission of teaching, research, public service, and patient care. It is also essential so that LAUC may fulfill its shared governance responsibilities to advise the University on matters concerning the Libraries and professional librarians.

Therefore, both LAUC and the University shall ensure that effective communication be developed and implemented through available and appropriate channels.

Additionally, in accordance with LAUC's advisory role, the University shall invite LAUC to appoint members to all appropriate University administrative committees, groups, and other advisory bodies, consistent with LAUC's responsibilities as outlined in its Bylaws and APM - 360 Appendix B.

b. Principles and Guidelines Underlying Appointments, Promotions, and Advancements for the Librarian Series – paper no. 4

1. The criteria for appointment to and advancement through the ranks of the librarian series are established in APM - 210-4 APM - 360 (for non-represented librarians), and Unit 17 MOU Article 4 (for represented librarians). These criteria fully define on what basis a librarian can be appointed, promoted, or advanced. Expansion of these criteria into detailed lists of expected accomplishments serves no useful purpose because of the adaptable nature of the criteria and the individuality of each career.

2. The potential for advancement to the rank of Librarian is open to all members of the librarian series. It is the merit of the individual librarian that will determine whether a promotion is achieved. There shall be no quotas, neither with regard to the number of librarians in the Librarian rank, nor to the amount of money in the budget, for a recommendation on promotion or advancement should be made solely on the individual merits of the librarian under review.

3. A review for promotion or career status shall give full consideration to the total career of the candidate.

4. A librarian holding at an appointment at one of the ten University of California campuses shall be reviewed in accordance with established review procedures of that campus.

5. A librarian holding an appointment at one of the ten University of California campuses but working at a location remote from any campus (e.g., Bodega Bay Marine Laboratory) shall be reviewed in accordance with the procedures of the campus to which he or she reports administratively.

6. A librarian holding an appointment at a location other than one of the ten University of California campuses (e.g., Office of the President, Office of National Laboratories, Division of Agriculture and Natural Resources) shall be reviewed in accordance with the established review procedures of the campus nearest which the regular duties are performed. In the case of a librarian having a systemwide appointment, at least one member of the review committee shall be from a campus other than that where the review is taking place.

7. A librarian holding an appointment at one campus but working on assignment at another shall be reviewed in accordance with the procedures of the campus where the work is performed.

Action item – Before Assembly, each Division to share with membership the proposed changes by the Position Paper Rewrite Task Force.

2. Standing Committees

   a. Research and Professional Development (C. Arbagey). <u>Assembly report submitted</u>.

      o Awarded 3 mini and 19 presentation grants. Spent all money for represented librarians and 1/3 left for non-represented. Carla was at ACRL and happily saw some of the grant recipients' presentations. Good to see numerous UC librarians active at the conference.
      o Plans to review grant guidelines this summer.
      o The group finished its part of the 50th celebration, a history of funded grants.
      o Is interested in promoting the international scope by possibly pursuing a Google Map or Tableau visualization. There was general positive feedback for this idea.
      o Cristela shared that UCSD is using Tableau for a mapping project and will see if she can obtain more information for Carla.
      o Discussion of possibly extending timeline for spring awards call due to the timing of certain conferences. It is not always possible to award after acceptance notifications. It was noted that this is a common occurrence and awards can be offered provisionally. It's also common practice for librarians to pay out of pocket and receive reimbursement later.
      o Discussion of possibly requiring in grant applications an indication of financial need such as having spent professional development funds for that fiscal year. Agreed not to pursue this.

      Action -- Carla to investigate option of a Google Maps for highlighting the international scope of LAUC grants by end of term.

   b. Committee on Professional Governance (M. Yonezawa). <u>Assembly report submitted</u>

      o CPG is reviewing items for Assembly.
      o Dana – Requests Calibri 11 point. ☺
      o Michael reminded us that CPG gladly reviews bylaws at any time to provide advice to divisions.

   c. Diversity (C. Lee) – No report or discussion.

3. Nominating Committee (D. Mizrachi). <u>Assembly/final report submitted</u>

- Diane shared the slate:

    - Vice-President/President-Elect – Roger Smith (UCSD)
    - Secretary – Monica Singh (UCB) and Gary Colmenar (UCSB)

- Procedural questions were discussed concerning:
    - the impact of Dana's move from UCI to UCLA (Dana is still considered a UCI president for purposes of the next year's nominating committee)
    - effect of changes to the standing rules that compress the election timeline (from start to finish) and leave little turnaround time if candidates come forward after the sample ballot is developed.

    ACTION -- Michael to review the proposed 2017 election calendar and develop a resolution for the Standing Rules concerning the election calendar. We will vote on his proposed resolution at the May meeting.

4. General Web Manager (J. Shiroma).

- Involved in website updates, including how to manage 50th. Putting together LAUC 50th stuff and figuring out how to put it online. Updating links. General housecleaning.
- No social media volunteers just yet.

F. LAUC Advisory to UC Library Cooperative Groups

1. Systemwide Library and Scholarly Information Advisory Committee/SLASIAC (S. Koskinen) March 20 Report submitted to Dana by email April 3, reformatted and placed in Box. Assembly report promised by week of April 10. S. Koskinen not at Assembly

    No discussion.

2. Shared Libraries Facilities Board/SLFB (K. Ferry) – No meetings, but report for Assembly report out . K. Ferry not at Assembly

    No discussion.

3. Shared Content Leadership Group/SCLG (B. Imamoto – see emails from March 14 and April 1 and SCLG website for the Feb. 24 and Mar. 10 meetings) report for Assembly coming this week.

    No discussion.
4. Direction and Oversight Committee (C. Nelson)

- In-person meeting on March 29th. DOC says that shared services needn't involve all 10 campuses, and can be temporary or ongoing. Can also include "barter" services, where a position may be hired at one campus and that person works across the entire system (such as a digital preservationist, usability, marketing, etc.). Will need

a strong leader in order for shared services to work. The shared services usually have CDL as the leader, for shared services that work. Discussed TF report on the future of resource sharing.

H. Ongoing Business
1. LAUC Assembly April 20, 2017. **DEADLINE changed to April 10**
   a. Looking for pictures or significant docs from past Assemblies to include
   b. Standardized naming and location on LAUC site for the Anniversary.
   c. Providing some context for links or documents in historical documents (Metadata in Box or descriptions for chosen links to material in Calisphere, for example).
   d. Registration open! Go to http://www.lib.uci.edu/sites/all/lauci/
   e. Agenda review or change; reports; posters; voting . . .
   f. Encourage retired members to come. Get their stories on the site

   - As of today, 75 registered.
   - Photos and videos will be made.

   Action – All to send Dana pictures from past system-wide Assemblies (for use at the Irvine 50th Anniversary) by April 13 if possible.

I. Round Robin of Divisions:

- UCSF –
  - Peggy shared that the Academic Senate has signed an expression of interest in OA 2020 initiative.
  - Held PI Day (python programming and raspberry pie).
  - Started library green team (sustainability).
  - Website was recently redone.
  - Started new diversity/inclusion group.
  - Holding staff engagement survey (every 2-3 years).
  - Hired coordinator of data science and marketing.
  - Education librarian has accepted offer.

- UCM –
  - Two, approximately 20-person meeting rooms have been updated with new technology and furniture.
  - Currently recruiting for a Head of Access Services (ends 4/10). Current Head is moving to a newly created Social Sciences Research Librarian position once the position is filled.
  - A permanent exhibit displaying Columbian mammoth fossils installed by the 2nd floor library entrance. These fossils were found in Merced County during a highway expansion project in 2012.
  - Lisa Vallen, the UC Cooperative Extension Archivist is presenting on her project at the next LAUC-M meeting.

- UCSD –

- Cristela shared that they are busy with numerous job searches. Have hired humanities librarian.
- Updated building evacuation procedures, along with test case scenarios.
- Held a data afternoon at Scripps – library staff met with scientists and promoted library services.
- Working on a project to pull together language competencies of staff. Discussion of whether this would be a valuable LAUC-wide project led to Miki sharing that there were printed LAUC guides in the past that listed subject expertise – those materials were not highly used.

- UCSC –
  - Alix reported that they have two recruitments underway. Alix reporting… She'll add it to the agenda, too.
  - May 31st library symposium was led by the UL and was on opportunity to receive feedback from faculty across campus.

- UCSB – No report.

- UCR –
  - New furniture in Rivera Library (Carla showed pictures to the Board by sharing her screen)
  - Collection budget woes and collection review
  - Recently hired a new ILS coordinator (non-librarian position)
  - Added a gender-inclusive restroom to the Rivera Library. It's a non-locking single stall unit.
  - Recently had a hands-on exhibit of artists' books, by Vamp & Tramp
  - We are getting more involved with the upcoming CLA conference, which will be in Riverside. There are plans to have tours of our Special Collections and Eaton Collection, and for librarians to present. We are interested in talking about how UCR librarians are involved with our community: we have a librarian on our city library board of trustees, historical/heritage societies, and local archives.
  - Carla speaks… Budget woes, feeling the crunch. Doing another round of collection review, de-duplication. Fun part – shared photos of the new furniture. The area used to be shelving for newspapers and periodicals.

- UCLA –
  - Miki reported that a small group is reviewing photos for the 50th.
  - Local spring meeting is April 12th during which the Librarian of the Year will be announced. Bylaws changes to be voted on, including a name change for the mentoring committee due to its expanded role (to also cover new librarian onboarding).
  - Recent mentoring happy hour was held at the Hammer Museum and 12 attended.
  - Cataloging/Metadata and Print Acquisitions move into new space in June.
  - Small electrical fire at Powell Library.

- UCI –

- Colby shared that interviews are ongoing for a Student Success hire.
- 100% have completed required cybersecurity training.

- UCD –
  - A draft job description has been circulated to librarians and staff for the AUL of Scholarly Resources (MSP 5). This position will be in charge Collection Services (cataloging), Collection Management, Access and Delivery Services, and Data and Digital Scholarship.
  - Library went live with its new Website. This was a major overhaul that included migrating all UCD LibGuides to WordPress.
  - We are now the "UC Davis Library." Busy rebranding.
  - Waiting on Library Administration to present a proposed new Librarian Review Framework. Hoping to schedule this before our next General Membership Meeting.
  - Just completed a library-wide survey of employees covering everything how people feel about work, relationship with supervisor, relationship with administration. Had an 82% return rate and several committees will create reports based on the report.
  - Next Executive Board Committee meeting: April 14
  - Miki asks why UCD moved from LibGuides to WordPress. Answer – to create a more unified look and feel to the website. He wasn't involved directly. Dana asked whether or not the Librarian Review Framework could be shared with LAUC members. The change in the review relates to a desire on the part of library administration to better define and standardize them. ACTION: Jared to share Librarian Review Framework when available.

- UCB –
  - Next LAUC-B Executive Committee meeting: April 12
  - Events
    i. LAUC-B Spring Assembly, May 16. Speaker: Nancy Goldman, Head of the Film Library and Study Center at the UC Berkeley Art Museum and Pacific Film Archive (BAMPFA)
    ii. LAUC-B Affiliated Spring Assembly, March 16. Topic: Creative Programming in Libraries and Archives. Four teams came to talk about the following programing. Jennifer went into more detail about the second one listed:
        1. *Promoting the Tactile: Hands On Artists' Books*
        2. *Form Follows: Engaging Students with Archival Collections.*
        3. *Making Maps and More*
        4. *Coordinating a Peer-Led Productivity Workshop for Graduate Students*
    iii. *Cripping the Library: Exploring the Intersections of Access, Privilege and Text through Disability, Sexuality, and Race*. Tuesday, April 4 (Organized by the LAUC-B Committee on Diversity) ACTION: Jennifer will ask the Diversity Committee for slides and send them to Angela Horne.
    iv. Edible Book Festival. April 10
  - Open searches

   i. African and African American Studies Librarian
   ii. Middle Eastern & Near Eastern Studies Librarian
   iii. Digital Collections Archivist
   iv. Data Services Librarian

- New hires
  - i. Robbins Collection Project Manuscript Cataloger: Jessie Sherwood (start April 3)
  - ii. Art Librarian: Lynn Cunningham (start May 1)
- Berkeley doesn't have a specific presentation being prepared for 50th. Representatives are on the systemwide task force for the anniversary.

J. Adjournment at 2:58pm.

Next Meeting date/time:
Thursday, April 20, 10am to 3:45pm at UC Irvine - Agenda and agenda in pdf