

**Executive Board Meeting**  
**Thursday October 18<sup>th</sup>, 10:40am - noon**

**Minutes**

**Attendees:** Roger Smith, UCSD (President); Carla Arbagey, UCR (Past President); Heather Smedberg, UCSD (President Elect); Brian Quigley [for Jane Rosario, UCB (Chair)]; Dean Rowan, UCB (Parliamentarian); Melissa Browne, UCD (Secretary), Lisa Spagnolo, UCD (Acting Chair) - joined call late; Xiaoli Li, UCD (Chair, Diversity Committee); John Sisson, UCI (Chair); Alan Carr [for Becky Marschall, UCLA (Chair)]; Courtney Hoffner, UCLA (webmaster), Lindsay Davis, UCM (Chair); Adele Barsh, UCSD (Chair); Dave Schmitt, UCSD (SLFB rep); Charles Macquarie, UCSF (Chair); Ken Furuta, UCR (Acting Chair)

**Absent:** Jane Rosario, Becky Marschall, Tom Brittnacher, Rachel Jaffe, Josh Hutchinson, Jennifer Chan, Ryan Johnson, Sam Dunlap, Becky Imamoto

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**10:41am, call to order via Zoom**

1. Roll Call, (M. Browne)  
The Secretary conducted roll call.
2. Approval of Minutes  
The minutes from the August and September meetings were approved.
3. Updates / LAUC Reports
  - a. Diversity Committee  
The charge for 2018-2019 has been issued. The first committee call will be in November.  
**Action:** Ask Division Chairs via LAUCEXBD-L to send the names and contact details for their campus representatives to Xiaoli Li and Roger Smith. (X. Li)
  - b. SLFB  
D. Schmitt reported on the quarterly meeting in September. Items discussed:
    - i. SLFB voted to approve a large exceptional deposit from UCI. This will include 70,000 monographs to SRLF, running from Feb to Sept 2019. This will be in tandem with the ongoing exceptional deposit from UCSB of about 60,000 journal volumes. SRLF has adjusted staffing and equipment to handle this. These deposits should not impact regular deliveries from campuses throughout the year. Any further exceptional deposits would likely have to wait until these are complete.

- ii. SLFB is looking to reduce the recent 10% cap on number of archival boxes allowed. Numerous campuses expressed a need to send more archival boxes in the near future, but capacity is being reached. A survey is being drafted for review at the December meeting which will ask campuses what their needs are in regards to this. SLFB will be looking at load balancing and NRLF capacities as it recommends a new cap. ULs may need to send more.
  - iii. NRLF4 update: All funding is complete and it is scheduled to break ground in March 2019, with completion projected at August 2020. Shelving capacity and planning to be discussed next meeting.
  - iv. Inventory Management System is in the RFP development stage (not the same as Systemwide ILS).
- c. DOC  
J. Hutchinson was attending an in-person, full-day DOC meeting and was not present to report. DOC is in the midst of working on a Plans and Priorities strategy document for the coming year.
  - d. SLASIAC  
J. Chan was not present to report.
  - e. Webmaster  
C. Hoffner noted she and R. Johnson are dealing with update requests as they come in. They are still learning the system and going through documentation shared by the previous webmaster.  
**Action:** Send head photos to C. Hoffner [choffner@library.ucla.edu](mailto:choffner@library.ucla.edu) and R. Johnson [rejohnson@ucsd.edu](mailto:rejohnson@ucsd.edu) for posting, <https://lauc.ucop.edu/committees/executive-board> (all Executive Board members)
  - f. R&PD  
H. Smedberg has confirmed the committee roster and the member information will be posted to the LAUC website. The first call for statewide grants has gone out and a reminder has been sent to division chairs to distribute. A few applications have already been submitted for this year.
  - g. CPG  
Sam Dunlap, UCSD is the incoming chair. He was not present to report.

Roger will be attending the [University Committee on Library and Scholarly Communication](#) (UCOLASC) meeting on October 22<sup>nd</sup>.

4. Housekeeping / Old Business

a. Confirmation of meeting schedule

The schedule will rotate between afternoons and mornings on the 1<sup>st</sup> Thursday of each month:

Mornings (time TBD): October, December, February, April, June, August

Afternoons (1-3pm): September, November, January, March, May, July

**Action:** Send Outlook calendar invitations. (M. Browne)

b. LAUCEXBD Listserv

If anyone has access issues, follow up with R. Smith.

c. Welcome Letter to New ULs

C. Arbagey drafted a letter and it is available in the main folder in the Board's Box space. Since no ULs have been hired recently, the letter will not be sent this fall, but the template will be a resource for the future.

d. 2017-2018 Reports

All committee reports have been submitted.

5. New Business

a. September CoUL (Council of University Librarians) Meeting - Recap

R. Smith and H. Smedberg proposed an agenda that included discussion surrounding academic freedom, librarian compensation, the use of short-term hires and librarians and PI status. The ULs removed these items from the agenda and stated they were too closely entwined with Union bargaining. R. Smith noted at the meeting that LAUC will be addressing these issues.

The discussion focused on the value of LAUC for librarians and the UC system and methods to support professional engagement. The LAUC Connect program was well-received and there is potential for an internship program; R. Smith may join a second CoUL call later in the year to discuss further. R. Smith and H. Smedberg also shared details about LAUC's charge to division chairs to engage in discussions about barriers to participation, to inform discussion at the Spring Assembly. CoUL values LAUC's contributions to campus missions and hopes LAUC will remain proactively engaged.

b. Barriers to Engagement with LAUC: Charge to Divisions

Thanks to all who submitted edits. The charge has been distributed to division chairs. It includes loosely defined deliverables, e.g. discussion highlights and meeting notes. The goal is to encourage honest feedback.

c. Academic Freedom / Roles as PIs - Statement from LAUC

J. Rosario, C. Macquarie and R. Smith will begin to draft a statement and share it for discussion at the next Executive Board conference call in November. The goal is to finalize and send the statement next month.

d. Position Paper #5 Review - Next Steps

This is largely a CPG issue and R. Smith will follow up with S. Dunlap.

e. LAUC Connect: Next Steps

The committee is preparing to send out e-mail notifications of pairings for those participating in the program. Some pairings focus on people doing similar jobs or working on similar projects, rather than mentoring relationships. The committee has been liaising with C. Arbagey and she will continue to serve as the point person on the Executive Board. A possible outcome of the LAUC Connect initiative may be a permanent standing mentoring committee at the statewide level.

f. Website Usability Task Force (C. Arbagey)

i. The Report and recommendations are available:

<https://ucla.box.com/s/zc1wcab4dv5v1nzungmcf3ohwvyomsen3>

The report has good recommendations. How would the Board like to move forward?

The Web Usability Task Force is willing to work with the LAUC webmasters to implement the recommendations.

ii. Next steps? Implement recommendations or review first?

The Executive Board will review the Website Usability Task Force report.

**Action:** Send the report as an email to LAUCEXBD-L. (C. Arbagey)

**Action:** Add discussion of the report as an agenda item for the December Executive Board meeting. (R. Smith)

g. Spring Assembly at Riverside Planning

R. Smith has contacted UCR about possible dates.

h. LAUC Social Media Coordinator

Filling this position is a good idea, especially in light of the discussions about the value of LAUC.

**Action:** Distribute a formal call to division chairs to solicit nominations and self-nominations. (R. Smith)

i. Statewide Committee Appointments

i. SCLG – Shared Content Leadership Group

B. Imamoto's appointment is continuing.

j. Campus Round Robin

UCB: Two AUL recruitments (Digital Initiatives and Information Technology; Administrative Services and Organizational Effectiveness) are ongoing. The Library is working with a search firm for both. LAUC-B is planning its Fall Assembly, which will take place in late November. Work to find replacement for the vacant Vice-Chair/Chair-Elect position is ongoing. The appointment will be pro-tem for this year and LAUC-B will elect a new Vice-Chair/Chair-Elect next year. The Choosing Pathways to OA Forum was held this week and it was very successful. Visitors to the Library include two librarians from the Czech Republic and an ARL Leadership Fellow. UCB is also conducting a faculty survey (Ithaka).

UCD: LAUC-D continues to iron out chair-sharing responsibilities. The workload will rotate over the course of the year but L. Spagnolo will continue to participate on statewide executive board calls. The general membership meeting will be scheduled for late November and the agenda will include a discussion item on barriers to LAUC engagement. The Wine Writers Fellow is in the final stages of recruitment – this position will be a LAUC member. Other new appointments fall outside the Librarian series: a Director of Finance and an organizational excellence consultant from campus. A recent library Town Hall meeting featured several projects.

UCI: The Collection Optimization Initiative involves clearing out the 5<sup>th</sup> floor of the Science Library to create a Student Excellence Center. 130,000 volumes, including books, monographs, and serials must be moved - a survey will be sent to faculty asking for their input on the titles and a final decision regarding approval of the Student Excellence Center is expected in January. New hires include a Librarian for Archives and Special Collections and a Librarian for Humanities and Literature. The Highlighting Librarian Achievement report is in progress. It is an initiative designed to emphasize what librarians do for the library and the campus community. The LAUC-I general membership meeting is scheduled for November 7<sup>th</sup>.

UCM: A number of events are planned for Open Access Week starting October 22nd. The Library also hosted its second faculty author talk, which was very successful. A new CLIR post-doc fellow with expertise in digital curation has started her appointment. The Merced 2020 Project will involve a campus expansion with three new buildings. A backfill space allocation proposal included in the project means the Library will both gain and lose space. LAUC-M recently met with the Interim Provost-Executive Vice Chancellor and he has invited librarians to identify areas on which they'd like to be consulted.

UCLA: The fall membership meeting will be Nov 6<sup>th</sup> and the agenda includes introducing new librarians and discussing barriers to LAUC engagement. UCLA will begin celebrating its Centennial in May and activities will run for 14 months. The campus issued an RFP for celebratory proposals and the Library has submitted a proposal with theme of Open Access 2020. UCLA has 8 posted recruitments and 7-10 more are in the pipeline. The Assistant Director of Academic Human Resources, who works closely with librarians undergoing peer review, has retired but is on a 1 year recall. Two candidates are interviewing for this position. There are 35 librarians up for review this cycle; there will be 50 next year.

UCR: Active recruitments include an AUL for the Digital Library and a Collection Development Librarian for STEM, and more recruitments are coming. Students are complaining about a new vendor printing system. Kent LaCombe is expecting to be back at the Riverside Library soon.

UCSF: Jill Barr-Walker is conducting a survey of sexual harassment in the UC libraries. The survey will be distributed through both library and LAUC divisional lists. Please direct questions to Charlie or Jill. A search is open for a new Director of Administration. There are also plans to open a search for an AUL for Education. The library reorganization is ongoing. New hires outside the librarian series include a Metadata Coordinator and a Service Designer; there is also an active recruitment for an Instructional Designer. As part of an ongoing library redesign, the Library will be accessible to UCSF affiliates only – this will involve reconfiguring the library entrance and canceling print journal subscriptions. The Library is attempting to get more involved in campus grant opportunities, particularly technology awards. Several LAUC members have left for other positions, an Industry Documents Librarian was recently hired and an Archivist position will be transitioned into LAUC.

UCSD: LAUC-SD held its general membership and executive board meetings last week. The theme for the year will be: what do you need to take your professional development to the next level? Barriers to engagement will be part of the discussion. Suggestions so far include focused groups to share skills and expertise across different longitudinal categories within LAUC and brainstorming ways to promote the great work that LAUC members do to internal stakeholder groups as well as external (campus) groups. LAUC-SD is also looking at issues of inclusion, i.e. student workers and library staff, and how to create programming that also addresses their concerns and interests. There is also interest among the membership in learning more about what is happening at other campuses to get ideas for professional development. In addition, they are looking at changes to their ARPM for academic reviews as a result of discussions with CAPA, Human Resources and Library Administration. LAUC member activities: two members named as consultants on a supplemental NLM training grant awarded to the chair of the Bioinformatics Department; another member participated on a panel discussion at the Conference for the Association for the Study of African American Life and History; several members attended and spoke at the Joint Conference of Librarians of Color. LAUC-SD also has activities planned for Open Access Week.

**Motion to adjourn. Seconded. Adjournment 12:02pm.**