

## **LAUC SD Exec Board Meeting**

Monday, 2:00 PM, 9/29/2014

Redwood Conference Room

Absent:

R. Smith

- Announcements / updates / Additions to the agenda:  
Kelly announced that she is the webmaster but her web editing privileges have been removed. She hasn't been able to edit or update the website for at least a month. She is working to get her privileges restored and will catch up as soon as they are.

### **Old Business**

- Statewide LAUC Membership Report:  
Penny reported to Statewide our new roster of officers and updated the number of librarians we have, working with Doug Spence to get the numbers: currently 55 librarians on staff. At the last Library Council meeting it was announced that the Library completed 9 academic recruitments in 2013/2014 and 10 are currently in progress.
- Statewide representation (Diversity, Professional Governance):  
We have new San Diego representatives for the statewide Diversity committee – Lia, who will serve two years, 2014-2016 – and Professional Governance – Adele, who will serve on year, 2014-2015. Shi Deng continues as our representative for Research & Professional Development.

### **New Business**

- Membership Report for Statewide:  
Penny sent out a bunch of messages trying to get feedback and then prepared our report and submitted it. It was interesting to see that other campuses have similar issues to us (administration being pulled out of librarian series into management series; other staff pulled out of librarian ranks, often due to salary issues). Some of the comments received included an uneasiness about non-librarians supervising librarians during the CAPA review cycle.  
Penny received and forwarded a final version of the Statewide report dated September 19 from Matt Connor.
- LAUC Buddies for New Librarians:  
Kelly, as the Member-at-Large, will work with Penny to match up buddies with new librarians as needed. Penny and Marlayna have volunteered to be buddies but don't have assignments yet; Amanda Axel, the new Salk Archivist, is the only new librarian still without a mentor.  
We briefly discussed the process for assigning mentors and communicating the information. The chair and member-at-large work together to make the assignments and the chair sends out a welcome letter after the buddy is assigned (there is a sample email on the P drive).

The secretary is not involved with mentors but adds the new members to the LAUC-SD email list and the P drive folder. Information about new librarians comes from different channels and to different members of the Exec Board. The secretary will notify the chair and member-at-large if he hears of new librarians first and vice versa. Lia suggested checking with Kate Balderston since she has a list of new employees for orientation.

- Diversity Committee Bylaws Changes:

Heather prepared the changes and gave them to Roger and Penny for comment. The proposed changes remove references to the Diversity Committee and add the LAUC-SD Liaison to the Library's Diversity & Inclusion Committee. Gayatri will be the liaison from the LAUC-SD Executive Board to the new committee.

The only area for which Heather needed guidance was the last section, regarding the reporting and record-keeping duties of the Liaison to the Diversity & Inclusion Committee. This section refers to the "chairs of local committees" but that is not appropriate in this case. The board decided that the liaison does not need to prepare an additional annual report for LAUC and that therefore this section of the bylaws does not need to be changed.

On the subject of the bylaws, it has been noticed that the Mentoring Committee does not appear in the document, although there are references to "other standing committees as needed." Karen will work on a draft to add this committee, run it by the former and current membership of Mentoring, and then send it to the Executive Board. These amendments to the bylaws have to be voted on by the LAUC-SD membership. According to the bylaws the proposal must be presented to members two weeks before being voted on and can be adopted at any meeting by a majority of members in attendance if a quorum is present. Karen and Heather will complete their drafts and give them to the Executive Board for discussion at the October 27 meeting. This will give us about a week to make edits and then distribute the proposals to the membership by November 4, for a vote during the November 18 membership meeting.

- Committee Chairs to be elected / appointed (CAPA in particular):

Rob mentioned that according to the bylaws committee chairs are not voting members of the Executive Board and come to Executive Board meetings when invited by the chair. He raised the question of whether committee chairs need to come to every Executive Board meeting. It was agreed that committee reports are standard agenda items. Committee chairs should come to meetings but can feel free to send written reports instead, if unable to attend.

We discussed changing the bylaws to make the chairs voting members. However, chairs are not elected by the membership so the membership may not want them to have a vote on the Executive Board.

We decided that our current practice does not contradict the bylaws and decided not to propose changes to the language there.

- Committee Membership/Volunteers:

R & PD: Crystal Goldman and Marlayna Christensen have volunteered and SuHui Ho is thinking about it. We still need a couple more people.

Mentoring: Amanda Heath, Bethany Harris, Reid Otsuji, and Stephanie Mirkin have volunteered.

- 2015 LAUC Spring Assembly:  
Kymberly and Penny took a field trip to the Village Meeting Rooms on Fifteen (<http://hdh.ucsd.edu/fifteen/>). They liked the location and rooms very much and don't have any other space to propose. We would need its large conference room all day and the smaller conference room for just half a day, which would save \$221. We will need the small room for registration and catering. The cost would be about \$1,000 total. They are looking at March 25 and 26, which are during intersession and right before a Friday holiday. These dates might be nice because people from other campuses expressed interest in having the meeting on a Friday, since San Diego is a city people like to visit and may want to spend extra days here. Those dates are during ACRL, though, which is a problem. A statewide conference call is coming up and they will hopefully decide on the dates at that meeting.
- LAUC-SD membership meeting:  
Roger and the ARPM Revision Group have requested a special early October membership meeting of at least 90 minutes to discuss and vote on the ARPM revisions. Per Annelise, any time in October is probably fine – it just needs to be early enough for CAPA to prepare training materials for the upcoming review cycle. We chose Tuesday October 21 in the Seuss Room rather than BLB, to increase the odds of getting a quorum.
- Committee Reports
  - CAPA – transitioned, approved one appointment file
  - R&PD – hasn't met
  - Mentoring – hasn't met
  - Diversity – The LAUC-SD Diversity Committee hosted a Conference Take-Aways Learn-n-Share on September 15, from 2-3 pm, where staff shared ideas generated at recent conferences, or through readings such as the suggested reading, "Making a New Table: Intersectional Librarianship," by Fobazi Ettarh: <http://www.inthelibrarywiththeleadpipe.org/2014/making-a-new-table-intersectional-librarianship-3/>

The committee also hosted a Latino Leadership Webinar, led by author Juana Bordas on September 24, from 9-10:30. It was well-attended and well-received.