Library Senate Executive Board
Meeting Minutes
August 13, 2013, Hamilton Library, Administrative Conference Room

Present: Eleanor Kleiber, David Flynn, Gwen Sinclair, Jan Sung, Stu Dawrs, Carolyn Dennison, Sharon Ouchi, Naomi Chow (recording), Irene Herold (guest)
Absent: Sara Rutter (UHPA)

Convened at: 10:32 a.m.

1. Approval of Minutes
   a. Approval of the minutes for the July 9, 2013 LSEB meeting were tabled until the September LSEB meeting.

2. Reports
   a. The normal board members’ reports and meeting format was suspended for the August 13, 2013 LSEB meeting

3. Welcoming the New University Librarian
   a. The meeting was convened to welcome the new University Librarian, Irene Herold and to introduce the Executive Board (current and incoming members), the background, basic functions and tenets of the Library Faculty Senate to Irene.
   b. The meeting also provided an avenue for beginning questions, answers and discussion with Irene and the Executive Board about Library faculty-related matters
   c. Chair Dawrs welcomed Irene Herold. Each current and incoming board members introduced her/himself including name, position on the board, library department and position
      i. Flynn reported that his election to the Manoa Faculty Senate makes him ineligible to continue as the elected LPC chair. Sharon Ouchi was elected to chair the LPC for the remainder of the calendar year.
      ii. Herold asked questions regarding MFS terms as well as LPC terms. Flynn replied that there are 2 MFS Library representatives who have overlapping terms; LPC has 5 elected librarians with staggered terms; Fall is a busy period for LPC with review of tenure, promotion and contract renewal for Library faculty.
      1. Flynn, Ouchi, and Herold decided that a further meeting between Herold and LPC and perhaps the Library’s Personnel Officer, Ann Marcia Ishiki, would be helpful and fruitful to better understand the function and structure of the committee, as well as information about the review process within the Library and at the campus level.
      iii. Dawrs explained that each unit at UHM can have its own Faculty Senate
      1. Library Faculty Senate is separate from Manoa Faculty Senate (MFS)
         a. It is meant to serve in an advisory capacity to Library Administration
         b. Chair is part of the University of Hawai‘i All Campus Council of Faculty Senate Chairs (ACCFSC)
         c. MFS serves as an advisory body for Manoa Adminstration
i. The topic of system-wide access to electronic resources came up – Herold reports that there is a need to re-survey the UH system campuses as the response rate was extremely low

iv. Dawrs explained Library Faculty Senate’s structure including:

1. The Executive Board, Standing Committees (LPC and Elections), Ad-Hoc committees such as the Strategic Planning Working Group, MFS representative, and UHPA representative

2. Library Personnel Committee (LPC) focuses upon contract renewal, promotion and tenure
   a. Herold inquired about review of sabbatical applications; LPC is not part of review and approval process for sabbatical leaves, as outlined in the CBA

3. Senate does not exist to enforce the UHPA contract

4. By-laws were given to Herold
   a. Senate as an advisory body, role of consultation, wish for consultation earlier in the Administration’s decision-making process

5. June 8-14, 2013 Survey of Senate including executive summary given to Herold and introduced as background for the Library Senate meeting to be held the next week on August 20, 2013

4. Herold was invited to attend the August 20, 2013 Library Faculty Senate meeting
   a. Dawrs will see if Room 301 is available in case there are many members in attendance

Meeting Adjourned at: 12:10 p.m.

Next Meeting: September 10, 2013, location to be determined