Library Senate Executive Board
Meeting Minutes
June 10, 2014, Hamilton Library, Yap Room

Present: Jan Sung (Chair), Susan Johnson (Vice-Chair), Asako Shiba (recording), Nackil Sung (Elections), Monica Ghosh (UHPA)
Absent: David Flynn (MFS)

Convened at: 10:33 a.m.

1. Approval of Minutes
   a. The minutes of the May 13, 2014 LSEB meeting were approved.

2. Reports
   a. Chair – J. Sung
      i. ACCFS met two presidential candidates.
   b. Vice-Chair – S. Johnson – no report
   c. Secretary – A. Shiba – no report
   d. Elections – N. Sung
      i. N. Sung is the Committee chair as of May 1. Dongyun Ni was elected to replace Lori Ann Saeki. Elections for the chair-elect and secretary will be conducted by June 22.
   e. MFS – D. Flynn – no report (absent)
   f. UHPA – M. Ghosh
      i. Mike Chopey will serve a two-year term as a UHPA representative replacing Sara Rutter. Ghosh will serve another two-year term.

3. Old Business - none

4. New Business
   a. Server to host the Senate web site
      i. The current Senate web site is hosted on two servers: one managed by the ITS for all the documents, html, and scripting files; and the other located in Sinclair Library for metadata in the MySQL database. The Sinclair server will soon retire, therefore, a new server space for the MySQL database metadata will be needed. N. Sung have identified a server space offered by DNS as a possible migration destination.
      ii. After discussion, the LSEB determined that migration of the content on the Sinclair Server to the DNS server would not have any negative effect on the Senate web site management.
iii. Shiba will send a message to lseb-l to inform the Senate members of the server migration plan.

b. Faculty travel fund

i. The Library Administration would like to get feedback from the Senate on their plan on increasing Library faculty’s travel allowance from $1,250 to $1,500 per year.

ii. LSEB’s discussion includes the following:

1. This matter does not need to be discussed by the entire Senate. The decision should be made by the Administration. The work done by the Travel Policy Task Force formed by the Administration in 2013 was noted.

2. A previously followed practice was brought up as a recommendation to the Administration. In the practice, faculty librarians submit their travel plans with estimated cost to the Administration early in each fiscal year. That would help the Administration plan for expending the full amount of funds. The base amount of travel monies would be able to be determined based also on the information submitted.

iii. J. Sung will send an email to the Library Administration to report what LSEB discussed.

Meeting Adjourned at: 11:23 a.m.

Next Meeting: July 8, 2014, 10:30 am, Yap Room