Library Senate Executive Board  
Meeting Minutes  
November 12, 2014, Hamilton Library, Yap Conference Room

**Present:** Amy Carlson, Michael Chopey, Carolyn Dennison, David Flynn, Monica Ghosh, Nackil Sung

**Convened at:** 10:34 AM

Ghosh welcomed Carlson aboard as the new Vice Chair.

1. **Approval of minutes**  
The minutes of the October 14, 2014 LSEB meeting were approved as corrected.

2. **Reports**
   
a. **Chair - M. Ghosh**
   
i. Reported on her findings regarding the issue of workload relief for library faculty serving on committees, boards, and senates.
   
   1. She did not find anything definitive in Articles IV and VII in the current faculty contract on in various memorandums of understanding.
   
   2. She has not been able to talk to James Kardash, UHPA associate executive director, about this issue.
   
   3. The Library will have to develop a formula for workload relief in relation to service obligations.

   ii. **All Campus Council of Faculty Senate Chairs (ACCFSC)**

   1. Did not attend the meeting in October. The agenda included a discussion of the worklife survey results.

   2. Will attend the November 21 meeting.

b. **Vice-Chair - A. Carlson:** No report

c. **Secretary - C. Dennison:** No report

d. **Elections - N. Sung:** No report

e. **MFS - D. Flynn**

   i. Will attend a Committee on Student Affairs meeting today. Ron Bontekoe and a representative from the Mānoa Institutional Research Office will be at the meeting.
ii. Will attend the next Manoa Faculty Senate meeting on November 19.

f. UHPA - M. Chopey
   Attended the new representative orientation and the UHPA Faculty Forum in October.

3. Old Business

a. Discussion/Feedback on upcoming State of the Library Meeting
   Faculty had an informal meeting with University Librarian Irene Herold on October 21, 2014 to discuss the State of the Library Meeting. Carlson, Chopey, Dennison, and Sung attended. The discussion included, but was not limited to, the following topics: budget, salary savings, funding for travel, and faculty housing.

b. University Librarian Review - M. Ghosh
   i. Herold inquired about a review from the faculty. Dennison sent out information about previous evaluations of the University Librarian to LSEB.

   ii. LSEB agreed to delay the evaluation until Fall 2015 because of the limitations and problems that the Library currently faces, e.g., hiring freeze, interim associate and assistant university librarians, and budget issues.

   iii. LSEB agreed to use the instrument that was used in 2008. A copy is posted in the Senate Policies and Supporting Documents section of the Library Senate website.

   iv. Ghosh will follow up with Herold at the next Library Leadership Team meeting.

4. New Business

a. Duties of Department Heads

   i. This issue has been discussed at Library Departmental Council (LDC) and Library Leadership Team (LLT) meetings. Documents related to this issue were sent out to Library Senate members by Vicky Lebbin.

   ii. After reviewing the history and current agreements related to the duties and responsibilities of Division/Department Chairs, it was concluded that this is an issue that is university-wide and not a library senate matter.

   iii. Ghosh will advocate at the next LLT meeting that existing criteria and guidelines regarding department head appointments should be more consistent.
b. Travel funds
   A faculty member asked that LSEB address this issue. After some discussion, LSEB concluded that the faculty member can bring a motion to the Senate if it is a concern.

5. **Library Senate Meeting for November 18, 2014:**
   There currently are no agenda items for the meeting. Ghosh will check with Lebbin to see if she would like to bring a motion about department head responsibilities to the Senate. If she does not have a motion to bring, then the meeting will be cancelled.

**Meeting Adjourned at:** 11:56 a.m.

**Next Meeting:** December 9, 2014, 10:30 am, Yap Room