Library Senate Executive Board  
Meeting Minutes  
February 10, 2015, Hamilton Library, Yap Conference Room

Present: Amy Carlson, Michael Chopey, Carolyn Dennison, David Flynn, Ted Kwok, Nackil Sung

Convened at: 10:36 a.m.

1. Approval of Minutes

The minutes of the January 13, 2015 LSEB meeting were approved.

2. Reports

a. Chair – T. Kwok: No report

b. Vice-Chair – A. Carlson: No report

c. Secretary – C. Dennison

Dennison updated the Library Senate website (officers, members, UHPA) and listservs to reflect Monica Ghosh’s assuming a temporary position in Administration and Kwok’s election to serve as Chair until August 31, 2015. She is waiting for update on who will complete or partially complete Ghosh’s term as UHPA representative.

d. Elections – N. Sung

The Elections Committee ran an election to fill the vacancy left by Monica Ghosh’s appointment as interim Associate University Librarian for Planning, Administration, and Personnel. Ted Kwok was elected to serve as chair from January 24, 2015 to August 31, 2015.

The service roster on the Library Senate website has several errors. The Elections Committee will correct those errors and remove any mention of the Library Personnel Committee starting with the 2013-2014 year.

e. Manoa Faculty Senate – D. Flynn: No report

f. University of Hawaii Professional Assembly – M. Chopey

i. Chopey attended UHPA’s Faculty Forum on Saturday, February 7. He sent out his notes for the Forum to the libfac-l listserv.

ii. Chopey has not heard anything yet about Dongyun Ni serving as UHPA representative in place of Ghosh. He will follow up with Ghosh and UHPA.
3. Unfinished Business

a. Upcoming AUL-PAP Interview

The Library Senate is scheduled to meet with a candidate for the position of Associate University Librarian for Planning, Administration, and Personnel (AUL-PAP) on Wednesday, February 25, 2015 at 10:30 am.

Dennison sent an email to the libsen-l listserv asking for feedback on questions to ask candidates for the position of AUL-PAP. The message included the list of questions used in October 2014 for a meeting with another candidate. Some senate members sent questions to add to the list.

LSEB discussed the list of questions and the general order of asking them if there are no questions during the meeting. Kwok will have the discretion of changing the order based on the candidate’s responses during the meeting.

4. New Business

a. Appointment process of Department Heads

i. Vicky Lebbin sent an email message to Kwok on January 28, 2015 and another message to Kwok and Carlson on February 9, 2015. The messages asked that the Library Senate discuss the issue of the appointment of department heads.

ii. LSEB discussed whether this is a Library Senate issue or if other venues or bodies (e.g., UHPA) would be more appropriate.

iii. For the January message, Kwok will draft a response indicating that the question should go to UHPA since it is addressed in the collective bargaining agreement. Kwok will send the draft to LSEB for review before sending it to Lebbin.

iv. For the February message, Kwok will draft a response inviting Lebbin to the next LSEB meeting to discuss how the Library Senate can help with this issue.

b. Settings for the Library Senate Listservs (libsen-l, lseb-l, libfac-l)

The settings for the Library Senate’s listservs allow anyone, subscribers and non-subscribers, to post messages. Some spam messages were sent to at least one of the listservs in January. LSEB agreed that the listservs should only accept postings from subscribers’ email addresses. Dennison will modify the settings.

5. Library Senate Meeting for February 17, 2015

Since there are no agenda items for the meeting, there will be no regularly scheduled Library Senate meeting on February 17, 2015.

Meeting Adjourned: 12:00 p.m.

Next Meeting: March 10, 2015, 10:30 a.m., Yap Room