Library Senate Executive Board
Meeting Minutes
May 12, 2015

Present: Amy Carlson, Mike Chopey, Carolyn Dennison, David Flynn, Ted Kwok

Call to order: 10:34

1. Approval of minutes
   Approved with a couple of corrections.

2. Reports
   b. Vice-Chair – A. Carlson: No report.
   c. Secretary – C. Dennison
      The Library Senate website and listservs have been updated to include Jennifer Beamer (voting) and Jacob Rosen (non-voting). The website was also updated to reflect changes in the Elections Committee. As of yesterday, the Committee has not selected a chair.
   d. Elections Committee
      Asako Shiba and Dainan Skeem were elected to serve on the Elections Committee from May 2015 to April 2017. Dongyun Ni is the third Committee member.
   e. MFS – D. Flynn: No report.
   f. UHPA – M. Chopey
      Monica will return as a UHPA representative as of May 26, 2015.

3. Unfinished Business
   a. Appointment Process for Department Heads
      The planned message to Herold about this issue was not sent.
      LSEB continued its discussion on the appointment process for department heads.
      
      **Action Item**
      Kwok will contact the faculty member who asked LSEB to consider bringing the issue to the full Library Senate. Kwok will ask the faculty member to form a motion that could be presented to the Senate, discussed, and voted upon.
b. Library Senate List-servs

Settings for the libsen-l, libfac-l, and lseb-l listervs are as follows: Public; Non-Member – confirm. With these settings, anyone can send a message to the list. However, those who are not subscribed to the listserv(e.g., non-members) will receive an email with a link to confirm that they want to send the message. This will help reduce automated spam messages.

4. New Business

a. Vice Chair/Chair Elect

Monica Ghosh’s appointment as Interim Associate University Librarian for Planning, Administration, and Personnel ended on May 11, 2015. LSEB discussed who would serve the as Vice Chair/Chair Elect until August 31. Ghosh was elected to the position, but had to serve as Chair when the position became vacant and then left the position of Chair upon being appointed to an administrative position. Carlson was appointed to serve through August 31 when Ghosh took on the role of Chair.

_Action Item_
Kwok will consult with Ghosh about returning to the Senate as Vice Chair before the end of Carlson's appointment.

b. Nina D.P. Horio Excellence in Librarianship Award

According to the guidelines for the Award (see [http://www.hawaii.edu/libsen/documents/NinaDPHorioAward.pdf](http://www.hawaii.edu/libsen/documents/NinaDPHorioAward.pdf)), LSEB is responsible for issuing a call for nominees. The question of whether LSEB would put out a call for nominations this year was tabled until the next LSEB meeting.

c. Meeting Date LSEB

To allow additional time to set the agenda for regularly scheduled Library Senate meetings, LSEB will meet two weeks beforehand (i.e., 1st Tuesday of the month) starting in June.

5. Next Week’s Senate Meeting

If a motion regarding the appointment process for department heads is submitted beforehand, a meeting will be held next Tuesday (5/19/2015).

Kwok will ask the faculty member to notify LSEB if she would like to submit a motion for the Senate by the end of today. He will also ask the faculty member to put the motion in writing and sent to LSEB by Thursday morning (5/14/2015) at the latest.

Adjourned at: 11:49 am

Next LSEB meeting - June 2, 2015 at 10:30 am in the Yap Room