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

Call to order: 10:32 am

1. Approval of Minutes
   Approved the minutes for LSEB’s May 12, 2015 meeting.

2. Reports
   b. Vice-Chair – A. Carlson: No report.
   c. Secretary – C. Dennison:
      The Senate’s website and listserv memberships were updated with the following changes,
      - New terms of office for Manoa Faculty Senate representatives Flynn and Dore Minatodani;
      - Shiba, elections committee chair, May 2015-April 2016;
      - Suzhen Chen, new tenure-track faculty member;
      - Jean Thoulag, new department; and
      - Revised service rosters on the Elections Committee’s page on the Library Senate web site.
   d. Elections Committee – A. Shiba:
      Shiba will serve as the committee’s chair.
      The Committee is currently conducting elections for officers. Eleanor Kleiber was elected as vice chair/chair-elect. The final poll for the office of secretary will close at 5:00 pm today.
      Service rosters have been updated with new faculty members.
      LSEB asked the Elections Committee to update its policies and procedures to remove references to the Library Personnel Committee. The Committee was also asked to review the procedures for the nominating phase of the election process for Senate officers, prompted primarily by the questioning of the instruction for voters to select two people for each position in the nominating phase.
      Action Item
      Shiba will take these requests back to the Elections Committee.
   e. MFS – D. Flynn: No report.
f. UHPA – M. Chopey:
   UHPA’s new contract with the University has gone into effect. Paper copies of the contract will not be mailed out. The contract can be downloaded from UHPA’s website.

3. Unfinished Business
   a. Department Head Appointment Process
      Kwok summarized the issue and events related to it. LSEB then discussed the next steps that LSEB and the Library Senate may want to take concerning this issue.

      Action Item
      Chopey will draft a request to UHPA asking them to clarify its advice to the Office of the Vice Chancellor of Academic Affairs regarding the process of appointing a department chair if the faculty in a department recommended a faculty member with a rank of 2 or 3 to serve as the department chair. Chopey will send the draft to LSEB for feedback before sending the request to UHPA.

   b. Nina D.P. Horio Excellence in Librarianship Award
      The Award has been given to the following librarians: Nina Horio (1993), Paula Szilard (1995), Alice Mak and Carol Schaufsma (1998), and Karen Peacock (2008).
      The plaque is currently mounted on the wall outside of the Administration conference room.
      The guidelines for the Award do not indicate when or how often a call for nominations be made.
      LSEB decided not to put out a call for nominations at this time.

4. New Business
   No new business items were presented for discussion.

5. Next Library Senate Meeting
   Due to the lack of agenda items, no meeting will be held on July 21, 2015.

Adjourned at: 12:02 pm.

Next LSEB meeting: August 4, 2015 at 10:30 am in the Yap Room