Library Senate Executive Board
February 2, 2016

Attendance: Kleiber, Carlson, Minatodani, Shiba, Chopey

Convened: 10:35 am

1. Approval of the January 5, 2016
   The group discussed minute taking, the purpose of the minutes, and context they provide for members of the Library Senate.
   Decision: Carlson will revise the January 5, 2016 minutes of the LSEB, and send out revised minutes to LSEB members. Minutes will be considered for approval at the March 1 meeting.

2. Reports:
   a. Chair:
      no report, Chair is off campus.

   b. Vice Chair:
      Kleiber attended LLT on 2/1/2016, and sent notes out the Library Senate regarding the meeting. She discussed the confidentiality question that had come up in previous LLT meetings and informed the group that personnel decisions should not be discussed at LLT, but that some issues required differing kinds of participation. She described the three-tier model: request for immediate decisions, and longer term decisions where members can engage their constituencies at varying timing for responses. Herold clarified for the group: when the AUL is the acting UL, she makes the final decisions. Concerns were raised about enough time set aside for consultation. Kleiber also reported on the AUL for IT: because the position needs to be recognized by the BOR, and that requires a certain amount of lead time for the agenda, Herold decided to continue with filling the permanent position.

   c. Secretary:
      Updates to the web site include returning the LARC information for 2005, 2007/8, upload of the approved minutes from the December 2015 meetings, and the approved memo to University Librarian on Organizational Review.

   d. Elections committee chair
      No report.

   e. MFS
      Minatodani referenced her notes that she sent out to the Library Senate via email of the recent votes at MFS. Flynn sent out detailed notes as well. The group discussed the two sets of notes, and briefly discussed the recent votes.

   f. UHPA
      Chopey will be attending the upcoming UHPA Spring Faculty Forum.
3. New business
   a. Agenda for the full senate meeting, scheduled 2/16/2016
      Robert’s Rules follow-up:
      After losing quorum at the January 19, 2016 meeting with a motion still on the floor, the group discussed the process required to close that discussion and vote at the next meeting.
      LARC questions and soliciting volunteers for a group to work on the questions.
      Follow up to Library Senate memorandum:
      The memo was sent to Library Administration following the 1/19/2016 meeting. This agenda item for the Library Senate is to report back to the Senate.
   b. LARC: revising the guidelines
      Motion passed at the 1/19/2016 senate; next steps is to extract the questions that need to be answered, goal that needs to be resolved at the end of discussion. Kleiber will extract the questions. The suggestion previously was to form an ad hoc committee to look at the questions and bring them to the Library senate for discussions. Minatodani recommended that Ghosh solicit volunteers or put a call out for members to work on this process.
   c. Follow up on Senate Memo sent to Irene
      No response from Library Administration. Discussion about memos, and general response from Administration regarding the memorandum process. LSEB members present brain-stormed different ways to approach this process to provide more explanation to Library Administration in a more inclusive way. As a means to record and to advise, memorandum are important for groups, such as the Library Senate, that need to pull together and convey advice from multiple people. Suggestions included asking chair, or representative, to convey those sentiments with future memos, and putting the memos on the LLT meeting agenda.

Adjourned: 11:33