

Library Senate Executive Board

May 3, 2016

Convened: 10:33 am

Attendance: Ghosh (Chair), Kleiber (Vice Chair), Carlson (Secretary), Shiba (Elections Committee), Minatodani (MFS) and Chohey (UHPA rep).

1. Approval of the Minutes: April 5, 2016 draft minutes attached.
Discussion about the minutes: minor corrections—minutes approved.
March 1 LSEB meeting minutes tabled until June.

2. Reports

a. Chair

ACCFSC: Ghosh and Kleiber did not attend the April ACCFSC retreat due to scheduling conflicts. Both will attend the planned Fall retreat in August 2016. Ghosh sent out notes and news separately to the Library Senate.

LLT: The group did not meet for two weeks. Kleiber attended the May 2, 2016 LLT meeting. The group discussed the short notice given for LLT meetings, including cancellations and distribution of the agenda. Ghosh will bring up these issues at the next LLT.

b. Vice Chair:

LLT 5/2/2016: Kleiber provided members of Administration with the collected feedback from the members of the Library Senate on the strategic planning process and on a review for the internal transfer guideline. Herold told that Library administration would need a memo from the Library Senate requesting a review of the internal transfer guideline in order for her to move forward. Herold had noted her rights as Administrator. Regarding strategic planning, Crawford was aware of the concerns regarding staff time, and may be bringing in external consultants from outside the committee or from outside the library, as needed. The Digital Library Project Task Force has been informed that it will be dis-banded, but two parts-- metadata and digital preservation—may move forward as separate groups or processes. The Scholarly Communication Group has not formally formed yet, but may form soon. Ghosh asked Kleiber about the committee creation process, and where that process is in relation to these new groups. Herold addressed the recent memo from Public Services and CDMC regarding serials inflationary increases. No need to agitate people for more money at this time, since our budget will sustain the inflationary increases as soon as we do not sink too fast. Kleiber provided the group with a map of the suggested carpet replacement areas on the first floor of Hamilton Library.

c. Secretary:

Minutes are up to date on the web site as of meeting time.

d. Elections Committee Chair:

Shim is the chair and the newest member of the Elections Committee. Current committee: Saeki, Shiba, Shim. The group will work on the revision of the elections policies and procedures. Shiba will put together a report from the committee, and will submit it to the board at the next meeting (June 2016). Elections of officers will happen later in the summer.

e. Manoa Faculty Senate Representatives:

No report.

Discussion about two reps from MFS and meeting participation.

f. UHPA:

Chopey attended the annual membership meeting on Friday April 29, 2016. There was no quorum, so no business was done at the meeting. Reports are available on the UHPA web site. Chopey has not yet heard about the PAU 116 representation beginning June 1, 2016.

3. Unfinished business:

a. LARC: changes to wording and/or comments

Ghosh told the group that the next LARC will look at instrument changes. All of the documentation is there, for whomever is on the next LARC. This concludes this agenda, and the most recent document needs to be uploaded to the Library Senate web site.

b. Faculty overload discussion and email communication:

This issue remains unresolved, and the emails never received the final clarification from Library Administration. Ghosh shared her concern that the policy is not fully known. The group discussed where in the library this issue should be discussed, and suggested LDC. Policy implementation should be clear, and there should be a level playing field for all.

c. Impact of ORC re-organization on Sinclair Library:

This topic is connected to the issue of advocacy. This is one example, together with the vacation payout, and budget concerns. The group discussed advocacy, and how Herold addressed this issue at the last meeting.

Decision: do not add it to the May 17 meeting [actual meeting was May 24, 2016].

d. Internal transfer guideline:

Next step: write a memo. The concerns were already expressed in the feedback gathered by the Library Senate. Minatodani will draft a memo for the Senate to vote upon and will send it out to the LSEB members.

Decision: this topic will be discussed at the May 17, 2016 meeting [actual meeting was May 24, 2016].

4. New business

a. LPC and Library Senate:

There is no established connection with LPC, but the chair is welcome to come anytime. The group discussed communication between LPC and LSEB and determined that the relationship between the groups is at the discretion of the Senate Chair/LSEB and the LPC Chair/LPC.

Meeting adjourned: 12:43