Library Senate Executive Board

Meeting Minutes
2010-10-07

Present:
  Present: Yati Paseng (chair); Gwen Sinclair (vice-chair/chair elect) Paul Wermager (LPC), Carol Kellett (MFS), Jim Cartwright (MFS), Jude Yang (Elections), Stu Dawrs (Secretary).
  Absent: Ruth Horie (UHPA).

Convened:
  The meeting was called to order by Paseng at 10:10 a.m. in the Yap Room.

1)  APPROVAL OF MINUTES.
Quorum was not achieved for July LSEB meeting, no minutes to approve.

Discussion ensued as to whether draft LSEB minutes should be publicly available. Consensus was that they should not be on public website until they have been approved.
Sinclair suggested that LSEB look into posting draft minutes on Google Docs.

Action: Dawrs will look at setting up Google Docs; in the meantime, will circulate draft minutes to LSEB members via email.

2)   REPORTS:

• LPC: Wermager reports that LPC is scheduled to meet Thursday, 9/9. Will be scheduling tenure/promotion/contract renewal informational meetings for the following week.

• Vice-chair/Chair Elect: Sinclair reports that State of the Library address has been scheduled for Sept. 29. University Librarian has said that faculty may email her with specific topics they’d like to have addressed; Sinclair suggests that perhaps faculty senate as a whole may also want to suggest topics.

  Action: Yati will add solicitation of items for State of the Library Address to agenda for Sept. 21 faculty senate meeting.

• Manoa Faculty Senate: Kellett: no report – first Manoa Faculty Senate meeting is Sept. 15.
  Cartwright will attend meeting on Wednesday, 9/8 with Committee on Academic Planning and Policy.
  Nothing more to report at present.

3)   LIBRARY SENATE WEB-PAGE:
Paseng notes that roster needs to be updated: Replace Dongyun Ni with Jude Yang; replace Salim Mohammad with Stu Dawrs; remove Jan Sung (Staff Committee) and Ross Christenson (who was serving temporarily while Paseng was on leave). Linda Engleberg (retirement) needs to be removed. Need to change Alan Grosenheider’s status from a voting to non-voting member of faculty senate (current appointment to an admin. position as Associate Univ. Librarian precludes his voting). Alan Grosenheider should remain on lib-sen list-serv but be removed from lib-fac list-serv.

Discussion ensues as to who is responsible for making changes to roster. Determined that election committee chair is responsible for ensuring who is and isn’t eligible to vote, and for notifying senate secretary, who makes changes to roster posted online. DNS also needs to be notified of any changes, so that they can be made to the online voting mechanism.

Sinclair: Rather than delete language describing the Staff Development Committee, we should instead leave it online with a note to the effect that the committee was dissolved by vote of the faculty senate on such-and-such date. This in case anyone should ever go to the website looking for information on the committee.

Actions: Dawrs will get passwords from Mohammad, make all changes to roster, add language noting the dissolution of staff development committee and date of that action (i.e., date faculty senate voted to approve the dissolution).

4) STAFF DEVELOPMENT COMMITTEE BANK ACCOUNT:

Paseng: What will we do with staff development committee bank account now that the committee has been dissolved? Jan Sung’s name is only one on account – should she be asked to close it? If so, what should be done with funds?

Cartwright: Money in the account belongs to the library faculty senate.

Sinclair: Issue of closing the account and what to do with funds is something to be decided by full faculty senate.

Cartwright: Agrees with Sinclair. Perhaps LSEB can come up with suggestions for what to do with the money?

Paseng: Uncertain how much is currently in the account. There may be as much as $400.

Sinclair: One possible suggestion to raise with faculty senate would be to give the money to administration, with the caveat that it be used for staff development, and that an accounting of its use be provided back to the faculty senate.

Discussion ensues as to whether faculty travel funds are still granted by library administration.

Sinclair: Perhaps travel funding is one of the questions that faculty senate might wish to have University Librarian discuss during State of the Library address?

Action: Paseng will add this item (closing of account and what to do with the funds) to the agenda for Sept. 21 faculty senate meeting.
5) **BY-LAWS**

Paseng: Sections need revision. Who does revising? These are for things already approved via vote of faculty senate: i.e. dissolution of the staff development committee.

Wermager: As well as the removal of sabbatical information from LPC document. Paul will be changing that language now that election has approved his doing so.

Sinclair: Can’t remove language in by-laws regarding the staff development committee before getting approval of full senate: Election was to dissolve the committee, not to change by-laws.

Actions: Yang to look at section on election committee policies for any language on staff development committee; Paseng to do the same for language in by-laws as a whole. Both will highlight and forward any language to that effect to Dawrs, who will make revisions to identified sections and circulate to LSEB. With LSEB approval, will post revisions on senate website for public viewing.

6) **NEW BUSINESS**

Pat Polansky had suggested at last faculty senate meeting that senate again raise the issue of hiring a permanent University Librarian.

Discussion ensues, in which it is pointed out that Vice-Chancellor Dasenbrock has already stated to the library faculty senate that filling this position is a low priority.

Cartwright: CTAHR has gone eleven years without a permanent dean. Dasenbrock has already stated his priorities. Given that Paula Mochida has no control over hiring for this position, there is no point bringing it back to her attention.

Wermager: It could also be counter-productive to bring it back up with Dasenbrock, as he has already stated his position. Don’t want to harp on it with him while library is in the process of proposing that other currently vacant faculty positions be announced.

Other new business:

As part of discussion on interim faculty furloughs, Wermager notes that the two week December closure affects LPC deliberations: Everything needs to be moved up in order to forward dossiers to University Librarian prior to the interim closure period.

Paseng: Election committee will also have to keep the closure in mind when conducting the election for new LPC members (they must be selected by Dec. 31 to replace outgoing members).

Meeting adjourned at 10:45 a.m.

Submitted by Dawrs.