Library Senate Executive Board
Meeting Minutes
10 July 2012, Hamilton Room 027

Present: Mike Chopey (LPC), Eileen Herring (Secretary), Dore Minatodani (MFS), Allen Riedy (Vice-Chair), Lori Ann Saeki (Elections), Gwen Sinclair (Chair)

Convened: 10:30 a.m.

Agenda items were taken out of order so that Carolyn Dennison from the Web Site ad hoc committee could make her presentation at the beginning of the meeting.

2. Reports
c. Secretary

1. Report from the Web Site ad hoc committee: Dennison provided a handout on the proposal by the committee for moving to a new Web site based on PHP and MySQL. The handout included screen shots showing some of the forms that the Secretary would use to update the Web site. In addition, the handout provided information of what items should be transferred to the University Archives. It also explained that personnel in both Systems and DNS would be capable of assisting the Secretary with any problems with PHP or MySQL so it will not be necessary to have a Senate Webmaster therefore no by-laws changes will be required. The committee provided an implementation schedule that showed an expected completion date of 31 August 2012. The LSEB asked the Secretary to request a proposed retention schedule form the Archivist, Jim Cartwright. It was agreed that the committee’s proposal will be presented at the upcoming Library Faculty Senate meeting for approval. The Chair will officially thank the members of the committee.

1. Minutes Approval

The minutes for the 29 May and 12 June 2012 were approved.

2. Reports
a. Chair (Sinclair):

1. Attendance at LLT meetings: The Chair of the Library Faculty Senate along with the Chair of CDMC and of the Library Staff Advisory Group (LSAG) were invited to attend the weekly Library Leadership Team (LLT) meetings. It was decided that they should attend all meetings when possible. Sinclair attended the last two meetings where the following items were discussed: the sessions with Donna Ching; Sinclair basement issues; and, ideas for improving staff morale. Gregg reported that he met with Chancellor Apple and shared information about our peer and benchmark institutions. He felt that the Chancellor was supportive of the Library and seemed to understand our resource limit issues.
b. Vice-Chair (Riedy): No report.
c. Secretary (Herring): See above.
d. Elections (Saeki): Saeki announced the results of the recent elections. Stu Dawrs was elected Chair and has already been included in the LSEB listserv so that he can be aware of current discussions. Jan Sung was elected Vice Chair and Naomi Chow was elected Secretary.
e. Library Personnel Committee (Chopey): Chopey advised the Board that Assistant Vice Chancellor McCreary has not responded about the updates to the LPC procedures. Sessions for tenure, promotion, and contract renewal applicants will be held in August.
f. Manoa Faculty Senate (Minatodani): No report.
g. UHPA: No report.

3. Old Business

a. Planning Forum for Library Services – formerly Public Services forum: Sinclair reviewed the steps taken so far. Donna Ching has completed two sessions with Library faculty and staff. The first session was an appreciative inquiry (AI) session in which themes were identified. Documents from the session have been emailed to everyone. Ching would like to provide opportunities for everyone working in the Library to attend an AI session.

In the second session, participants identified shared values and their associated behaviors. Notes from that session have not yet been compiled. The next step would be to continue the work in small groups. The current steering committee will meet to discuss this with Interim University Librarian Geary.

Sinclair felt that there were valuable results from the sessions so far. She was particularly impressed with the fact the people want to improve relationships both within and outside the Library.

Riedy thought that people in the Library have been through these types of activities several times and dealt with broader issues with no results. He feels it is necessary to focus on what we do and to solve specific problems as they arise.

Chopey stated his opinion that this activity was different because Library Administration did not organize it and the participants were not selected. People attended to talk about how to make their work life more comfortable.

4. New business

a. Search Advisory Committee for University Librarian: There are 8 librarians who are willing to be on the Committee. Position description comments have been received. They need to be compiled for the Search Advisory Committee. Minatodani volunteered to assist Sinclair so that they could be sent in by the 16th.

b. MQs for AULs: Geary would like to meet with he Library Faculty Senate to suggest
possible changes to MQs for AUL positions. He feels that the requirement for an MLS degree might limit the candidate pool. One example provided was that the Law Library hires personnel with JD degrees; however, they are required to obtain an MLS degree before they become permanent. Sinclair will invite Geary to the upcoming Library Faculty Senate meeting.

Adjourned: 11:50 am

Submitted by Eileen Herring