Library Senate Executive Board

Meeting Minutes
14 August 2012, Hamilton Room 027

Present: Mike Chopey (LPC), Stu Dawrs (Chair-Elect), Eileen Herring (Secretary), Dore Minatodani (MFS), Allen Riedy (Vice-Chair), Sara Rutter (UHPA), Gwen Sinclair (Chair)

Convened: 10:30 a.m.

1. Minutes Approval

The minutes for the 10 July 2012 meeting were approved.

2. Reports
   a. Chair (Sinclair):
      1. Attendance at LLT meetings: Among the topics discussed at the meetings Sinclair attended were the upcoming orientation groups, the air handler project, the appointment of G. Sinclair to the position of Head of Public Services, the appointment of N. Sung to the position of Head of Acquisitions, the lack of a time frame for recruitment for N. Sung’s replacement, and general discussion about recruitment of internal applicants, the lack of communication about the job requirements, and lack of shared information about the candidates’ qualifications.
   b. Vice-Chair (Riedy): No report.
   c. Secretary (Herring): Herring will be unable to attend the next Library Senate meeting.
   e. Library Personnel Committee (Chopey): Our LPC procedures need to be rewritten and voted on before they go back to AVCAA McCreary. Since our procedures for external evaluators are in conflict with campus guidelines, we need to develop interim procedures for solicitation of external evaluator names that follow the guidelines for the upcoming round of tenure and promotion applications. LPC will put together a motion for the upcoming Library Senate meeting. It was pointed out that there needs to be separate procedures for department heads. LPC informational meetings will be scheduled after the procedure question is resolved. Chopey also noted that new campus requirements will be enacted shortly. This includes the Manoa Faculty Senate resolution on standardizing publication terminology in dossiers.
   f. Manoa Faculty Senate (Minatodani): No report.
   g. UHPA (Rutter): Kris Hanselman at UHPA does not feel that the new annual report format will have any impact on faculty evaluations. Ruth Horie has agreed to continue serving as an UHPA representative, but notes that she will be retiring at the end of 2012 before the two year term is over.
3. **Old Business** – Sinclair discussed the following unresolved issues with Interim University Librarian Gregg Geary and Interim Associate University Librarian Susan Weber.

   a. **Reorganization vis-à-vis SRC**: Currently, the Special Research Collections unit is still functioning as outlined under the proposed reorganization plan. All units and reporting lines need to revert to the previous organizational chart that is still in force.

   b. **Screening committees**: The Library Senate commented on the Grosenheider’s proposal on the composition of screening committees. Geary will report at the next Library Senate meeting.

   c. **Travel funding**: Confusion exists about the two-year period for the $1,000 in travel funding. The policy needs clarification on when the period starts. Some think it is based on FY and others that, for new hires, it starts in their employment date.

   d. **Strategic planning (was Public Services forum)**: Sinclair has not received any responses to her call for volunteers. She will send out another call.

4. **New business**

   a. **Retention schedules for officers and committees**: As the LSEB had requested, Herring asked Cartwright for a draft Library Senate Records Retention Schedule. The LSEB agreed on the following related items
      - Emails are not considered formal correspondence and will not be retained
      - Formal correspondence refers only to signed memos and letters
      The “Suggested Retention Time” on many of the items was unduly long since the items are posted to the Web site and paper copies do not need to be kept for reference. The “Suggested Date of moving to Archives” should correspond to the end of the officer’s term. Herring asked about retaining the current “Resolutions” section on the new Web site. The LSEB members felt it was helpful and should be maintained.

      Discussion was not completed due to lack of time. The incoming Secretary will be apprised of the discussion.

Adjourned: 12:00 p.m.

Submitted by Eileen Herring