

# Library Senate Executive Board

## Meeting Minutes

4 September 2012, Hamilton Yap Room

**Present:** Stu Dawrs (Chair), Gwen Sinclair (MFS), Lori Ann Saeki (Elections), Jan Sung (Vice-Chair), Mike Chohey (LPC), Dore Minatodani (MFS), Sara Rutter (UHPA), Naomi Chow (Secretary, recording)

**Guests:** Beth Tillinghast, Sharon Ouchi, Allen Riedy (members of LPC)

**Convened:** 11:08 a.m.

### 1. Approval of minutes.

The minutes for the 14 August 2012 meeting were approved.

### 2. Reports

#### a. Chair (Dawrs):

- i. Thanked LSEB board members for serving the new 2012-13 term.
- ii. Sara Rutter appointed UHPA Rep for LSEB.
- iii. Transition time for Stu as going directly into Chair's position
- iv. ACCSFC Meeting (Senate Faculty Chairs)
  1. Gwen and Stu attended
  2. Pres. MRC Greenwood discussed the Stevie Wonder situation
  3. Greenwood also discussed the issue of shared access to electronic materials across the UH system
    - a. Pres. Greenwood would like to see uniform access across the system, but did not specify that more financial resources would be forthcoming to support the expanded access
    - b. Stu and Gwen subsequently reported this development during the Aug. 27, 2012, Library Leadership Team (LLT) meeting, and suggested that Gregg Geary take the issue to the UH Library Council so that the Council may take a more proactive role in discussions to make a clear case for what it would take to enact uniform access to e-resources across the UH system
    - c. In the short term, Stu proposed that he meet with Kris Anderson and Lori Ann Saeki to increase his working knowledge of the licensing issues and cost models, so that he may more fully present Manoa's specific case should the question appear on the ACCFSC agenda prior to any action taken by the Library Council.

- b. **Vice-Chair (J. Sung):** No report.
- c. **Secretary (Chow):** Eileen Herring provided training on the Library Senate website, listservs in changeover of duties to Naomi
- d. **MFS (Minatodani):** No report.
- e. **UHPA (Rutter):** No report.
- f. **LPC (Chohey):**
  - i. Will send a message this afternoon reporting some additional information Mike received from AVC McCreary at this morning's Tenure & Promotion Information Session. The LPC still hopes that the letters can be sent by the Library Personnel Office by Monday, September 10 at the latest.
  - ii. Promotion and Tenure applications due to Ann Marcia on October 5; Contract renewal applications due October 26.
  - iii. May need to call on LPC first alternate (Tokiko Bazzell) if Beth Tillinghast is assigned to Interim AUL position
  - iv. Mike as LPC Chair plans to attend more of the campus-wide sessions on Promotion and Tenure, then hold LPC informational meetings
- g. **Elections (Saeki):** No report.

### 3. Old business:

- a. **Update on Working Group on Strategic Planning (Sinclair)**
  - 1. Current members: Sinclair, Dawrs as Chair of LSEB, Chow, Claire Schultz as Chair of LSAG
  - 2. Sinclair working on recruiting more members
  - 3. Dawrs and Chow to help in recruitment
  - 4. Would like to get mixture of librarians, civil service, APT
  - 5. Difficulty getting commitments due to time
  - 6. Deadline for plan is end of Spring semester, 2013
  - 7. Facilitator training on October 1, 2012 (5 slots for trainees)
  - 8. LSEB posed question of whether can have committee members external to library (decided no, should be within library to honor spirit of Library Senate resolution)
  - 9. LSEB Discussion about ideal mixture on working group; ideal to include division heads such as Public Services (Gwen), Technical Services (Amy Carlson), someone from Library IT (question of whether interim IT AUL could serve on working group to represent IT perspective)

### 4. New business:

- a. **LPC's (and/or others') role in defining appropriate external evaluators**
  - 1. LPC committee members attended meeting (Chair Chohey, Ouchi, Riedy, Tillinghast)

2. Chohey provided background on issue arising from faculty question about external evaluators and wording on current documentation (“At or above rank you are applying for”)
  3. Some academic libraries do not have faculty status or same use of ranking
  4. Chohey confirmed that Beverly McCreary confirmed that this is problematic with suggestion to look for libraries that have faculty status for librarians
  5. Chohey attended an open Promotion and Tenure informational meeting and clarified with McCreary that most of the external reviewers should be from academic libraries and have professional stature (same years of experience, professional standing)
  6. LPC noted that UH official documentation is quite general (not specific)
  7. LSEB noted that it is difficult to create a document with specifics when dealing with many different skill sets and job descriptions for librarians at UHM
  8. LPC will consider issue when document is reviewed and updated as a whole
  9. LSEB brought up question of “Is the role of LPC to give advice on the application process?” Chohey reported that the LPC Chair would try to answer questions using resources of Library Personnel Officer and UH information sessions.
  10. In answer to some concerns raised by a library faculty member at this morning’s Tenure & Promotion Information Session, AVC McCreary said that a candidate can have additional information, such as a “statement of endeavors,” e.g., sent to external reviewers if the candidate doesn’t feel that the c.v. adequately describes his/her professional contributions.
  11. Chair Chohey will send out an email regarding external reviewers as stated in #5
  12. No further action is needed on behalf of LPC/Senate at this point in time
  13. Will recommend consideration of topics when making revisions to LPC documentation
  14. Dawrs thanked LPC committee members for their attendance
- b. Senate’s consultative role to library Administration regarding status of vacant positions in the library and processes involved with internal re-assignments (of faculty to administrative positions and vice-versa)**
1. Discussion about two main questions: Does the Senate want to give advice to the UL about movement of library personnel? Does the Senate want to create a document that covers how such communication could transpire? In general, what does the Senate think is proper consultation?
  2. Discussion occurred about how consultation should include more than solicitation of candidates and feedback about candidates.

Would like transparency and consistency with regard to how empty positions are filled, how personnel are moved from one position to another (e.g., does position number move with the person, is a “new” position created, is the person slotted into the open position number). Would like to be able to track position numbers, position descriptions, and understand position reporting lines for any reassignments and personnel moves

3. LSEB decided that it would be good to state what we hope for – to have a fair and transparent process by incorporating Library Faculty Senate help through advice and consultation
- c. **Announcement:** Sinclair mentioned that the UL position has been posted including description, requirements, and selection committee members. She will send out information to the library listserv.
- d. **Potential need for revisions/clarifying language in Library Senate Constitution & By-Laws to a) change or clarify procedures when an elected board member resigns or otherwise cannot fulfill duties; b) clarify LSEB’s role and limits in regards to acting on behalf of the full library senate.** (Tabled until next meeting)
- e. **Future LSEB Meetings will be scheduled in Room 27**

**Adjourned:** 12 noon

**Submitted by:** Naomi Chow