Library Senate Executive Board

Meeting Minutes
9 October 2012, Hamilton Yap Room

Present: Stu Dawrs (Chair), Lori Ann Saeki (Elections), Jan Sung (Vice-Chair), Mike Chopey (LPC), Dore Minatodani (MFS), Naomi Chow (Secretary, recording)

Convened: 10:30 a.m.

1. Approval of minutes.
The minutes of the 04 September 2012 meeting were approved.

2. Reports
Chair [Dawrs]
University of Hawai‘i All Campus Council of Faculty Senate Chairs (ACCFSC) – did not attend this month’s meeting. Will forward approved minutes at a later date. Topic of UH library system-wide access to e-resources -- might not be brought up again in the near future. Will work on library system-wide recommendation.

   Comment – every resource would need to be relicensed. No firm pricing – would need to be renegotiated. Varies with vendor/publisher. Difficult to get firm pricing.

   Comment – what do people want access to? Databases? E-books? E-journals? Ask constituents what they want and make a prioritized list – library should be proactive and help quantify the request for “system-wide access”

   Comment – Bob Kajiwara, Head of Library Council, invited to meeting?

   Comment – Ask for prioritized list to be sent to a specific person, e.g., Chair of Library Council; Ask if each UH system library council member can find out what their constituents want

   Action Item – Stu will raise the topic with the full Senate to advise whether to place on ACCFSC agenda for Oct. 19th

Library Leadership Team Meeting (LLT) [Dawrs]
Highlights –
Saturday Openings: Hamilton Library will re-open on Saturdays beginning Oct. 20th. Access Services staff will use overtime; CLIC lab will re-open (receive $200 per week from library funding); 2 positions in Access Services to be returned to department (abolished in 2009 due to budget cuts) to sustain Saturday openings;
Access Services APT position approved 1 ½ years ago, but pending technical problems (and cannot be converted back into civil services position)

**Graduate Assistants:** Non-restricted foundation monies may be available to fund GA positions, and perhaps for student assistants. Tabled until Gwen Sinclair, Head of Public Services, obtains feedback from library department heads; Topic will be revisited upon Gregg Geary’s return from library trips.

**Budget:** Vice Chancellor Dasenbrock requested more movement on Sinclair 2\(^{nd}\) floor move; Library hopes to negotiate return of $1.8 million to budget; Library cannot plan its budget until University’s budget is approved. This affects open positions for librarians, civil service, and possibly student assistants. Cuts may be possible.

**Comment** – Is reduced initial budget allocation also due to more fiscally conservative approach of new library administration?

**Comment** – Also related to anticipated inflation of serials and materials

**Vacancies:** Gregg Geary’s response to Chair, LSEB questions – leaving vacancy decisions up to new University Librarian; AUL for personnel has been forwarded but not acted upon. SciTech: If suitable candidate found, offer position to begin in January 2013, otherwise hold

**Vice-Chair [Sung]** – no report

**Secretary [Chow]** – no report

**Elections [Saeki]** – no report

**Library Personnel Committee (LPC) [Chopey]**
Scheduling appointments with library candidates for tenure, promotion, and contract renewal; Will receive tenure and promotion application on October 22\(^{nd}\) from Library Personnel (Ann Marcia Ishiki) – 6 Tenure/Promotion candidates; 6 Contract Renewal candidates (not due till Oct. 26\(^{th}\))

**Manoa Faculty Senate [Minatodani]**

**General Education Committee** – Information Literacy Issue – have a couple of library volunteers, still recruiting for more committee members/volunteers.

**Professional Matters** – Post-tenure review – focusing more upon misbehavior than academic quality – such as negative/bad behavior, defrauding, dereliction of duty, not producing research

**University of Hawaii Professional Assembly (UHPA) [Rutter – absent]** – no report
3. Old business

a. **Update on Working Group on Strategic Planning**
   Working Group members received training – G. Sinclair, J. Shiroma, C. Schultz, C. Fukumoto, N. Chow; Next meeting scheduled for Oct. 10th; plotting out next steps for working group.

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)**
   D. Minatodani and G. Sinclair looking at position numbers and assignments as well as former occupants of positions. Questions include:
   - How are positions being used?
   - Where/how repurposed?
   - Are we all on board with this?
   - Should we be consulted with moves, conversion, how positions used? When people moved with their position number to another place?

   **Comment:** What are unintended consequences of moving around positions and new assignments?

   **Comment:** Perhaps ask for more discussion with library faculty and staff, though Admin has role of final decision maker.

   **Comment:** Propose consultative process where there are changes in position’s function

   **Comment:** If a vacancy arises, should there be a vetting process for opening and replacing the position?

   **Action Item:** Dawrs to draft letter to Admin about consultative process; Will send out to LSEB for review; Dawrs will place on next Library Senate meeting agenda (October 16th) for review, discussion, decision.

4. New business

a. **Senate response to hiring freeze**
   Discussion about how to handle this information. Discussed why hiring “freeze/hold” – no money in budget, leave up to new University Librarian to reorganize/decide

   **Action Item:** Minatodani to draft letter of response; Will send out to LSEB for review; Dawrs will place on next Library Senate meeting agenda (October 16th) for review, discussion, decision.

b. **Communication between Library Administration and Library Senate**
Discussion – would like to request for more direct communication; receiving filtered information where miscommunication may accidentally occur; Would like to request more timely responses to Administrative action items that Library Senate has been asked/given input. Non-response affects morale. Suggestion to request more timely updates, as well as be given longer lead time for response to provide feedback, e.g., If items on LLT agenda were released early, Senate could be consulted for input

c. 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]

d. Records retention schedule for senate documents going to UH Archives
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