Library Senate Executive Board

Meeting Minutes
May 21, 2013, Hamilton Library, Yap Room

Present: Gwen Sinclair, Jan Sung, Stu Dawrs, David Flynn, Carolyn Dennison, Dore Minatodani, Sara Rutter, Naomi Chow (recording)

Convened: 10:35 a.m.

1. Approval of minutes
The minutes of the April 9, 2013 meeting were approved.

2. Reports:
   Chair [Dawrs]
   a. ACCFSC (UH All Campus Council of Faculty Senate Chairs)
      • System wide access to electronic resources has been put on the agenda for the ACCFSC Annual Retreat. Kris Anderson from the Library has been invited to attend.
      • Dawrs recommends Sung also attends as incoming Senate Chair
   b. LLT (Library Leadership Team)
      • Sung attended on behalf of Dawrs
      • Ron Cambra, Asst. Vice Chancellor for Undergraduate Education will await input from new University Librarian, Irene Herold about Student Success Center (SSC).
      • Geary plans to return as Head of Sinclair Library, however, not including oversight for SSC.
      • Sinclair Library Second Floor will be included in review of space for University (???)
      • Congressional Papers librarian position descriptions are being created; temporary positions will be opened when described and approved

Vice-Chair [Sung] no report

Secretary [Chow] Will be streamlining minutes note taking and reporting

Library Personnel Committee [Flynn]

a. Minor revisions to LPC Policies and Procedures
   • 6 revisions were polled and approved by e-ballot
   • LPC will incorporate into policies and procedures document
   • Sent to Geary, then Bev McCreary for review; Waiting for approval

Elections [Dennison]
a. New chair is Carolyn Dennison
b. Committee will ask for corrections on roster of faculty eligible for election nominations

MFS [Sinclair, Minatodani]
a. Sinclair announced that notes from the May 1 meeting of the Manoa Faculty Senate were sent to all librarians by Flynn (Flynn’s MFS term started May 1)
b. Minatodani’s LSEB term as MFS representative ends June 30. Flynn’s term as MFS representative on LSEB begins on July 1.

UHPA [Rutter]
a. Annual meeting was held.
b. Packet of summary notes was distributed by UHPA
c. Directors meeting will be held on 6/1/13
d. Disaffiliation will be effective 9/1/13
e. JN Musto’s term ends in 2015

3. Old Business:
a. Update on Working Group on Strategic Planning (Sinclair)
   - Values, vision and mission will be presented at Senate meeting on 5/28/13 with online poll to follow
   - LSAG representative, Melissa Arakawa, has left Library
b. Update on travel policy committee (Chow)
   - Committee has finished proposed guidelines and criteria
   - Documents will be sent out to the senate listserv for review
   - Presentation and discussion at the 5/28/13 Senate meeting
c. Communication of Senate’s chief priorities to incoming UL
   - Poll will be created and sent out asking for Senate members suggestions for chief priority topics. Dawrs to work with Minatodani.
d. Follow up on questions to UL regarding Budget Committee
   - Dawrs to distribute email reply to questions from Geary to Senate
   - Discussion about what steps to take next regarding budgetary process

4. New Business:
a. VCAA presentation to the library
   - VCAA meeting with library on 5/23/13 at 10:30 a.m. Yap Room
- Dawrs to introduce VCAA
- Questions sent out on email will be submitted

b. Senate Agenda for May 28, 2013 meeting include Old Business Items A-D, New Business Item A

**Meeting adjourned** at 11:30 a.m.

**Next Meeting**: June 11, 2013 Hamilton Library Room 301