Library Faculty Senate

Meeting Minutes
2004-11-09

Present:

Convened:
9:03 am at the Center for Korean Studies Auditorium, the meeting was called to order by Christensen (Chair).

1. Approval of minutes
Minutes of 10 August 2004 are pending.

2. Additions to the agenda
None.

3. Flood-related issues

Christensen reported that the chair of the All Campus Council of Faculty Senate Chairs (ACCFSC) requested that he give an update to the group on the status of the library at the next ACCFSC meeting on November 19, 2004. Christensen briefed the senate that the ACCFSC is the faculty unit that interacts with system-level university administration. President McClain is present at these meetings.

The floor was opened to questions and comments about flood-related issues. The senate requested that their questions, comments, and concerns be sent to Library Administration. Senate discussion often returned to the same themes, therefore the topics are summarized and in the form of topic, discussion, and questions/comments for Library Administration.

- **Topic**: Sign-in/Sign-out sheets for faculty and staff.
  **Discussion**: Library Administration has not clearly explained to all library staff about the purpose of having to sign in and sign out. At one administration briefing the University Librarian said that we have to check in and out so that they make sure no one was left in the building at the end of each day. However, there was/is no follow up for those who did not check out to see if they were okay. Some people were being asked to write the times they signed in and out, while others just placed check marks.
  **Questions/Comments**: What are the reasons for the sign-in and sign-out procedures, especially since no one follows up on the safety rationale? If it is only a matter of safety, then what is done with the forms after each day?

- **Topic**: Timesheets for faculty and staff
**Discussion:** Library Administration has not clearly explained to all library staff about the purpose of these procedures and all the various forms. Some members indicated their understanding was the forms were for disaster recovery documentation and insurance purposes; other members did not know the forms existed. Some people were told to describe what activities one did.

**Questions/Comments:** What are the reasons for timesheets for faculty and staff? If they are necessary for disaster recovery claims and insurance purposes, then streamline the procedures and the various forms.

- **Topic:** Access to floors 2-5 in Hamilton Phases I-II
  
  **Discussion:** There are tasks and responsibilities that require faculty and staff to be on floors 2-5 of Phases I-II. Many staff were told they should not be on the upper floors because it was unsafe and were told to leave; however, door guards were told people were permitted on the other floors if they normally worked there. Tomorrow (Wednesday, November 10), moreover, Library Administration plans to begin the paging of materials. Library faculty and staff feel that they are receiving mixed messages and conflicting information. A number of issues regarding health and safety were discussed, including lighting; air quality on each floor and in stairwells; air quality on the outside perimeter of the building from ground floor exhaust fans, the carrying of books up and down five floors of stairs; exposure to equipment, furniture, and wires. If it is not safe for faculty and staff to be on those floors under these conditions, how is it safe for student assistants to start paging on those floors tomorrow under the same conditions. The faculty and staff felt frustration at the lack of clear and consistent information coming out of Library Administration.

  **Questions/Comments:** Why are faculty and staff not allowed on floors 2-5 of Phase I and II, yet student assistants will be allowed to page materials for the public under the same environmental conditions starting tomorrow - Wednesday, November 9?

- **Topic:** Public Services Division leadership
  
  **Discussion:** The question was raised, "where's Randy [Hensley] in all of this?" It was observed that the other Division Heads (Bruner and Scharswalder) meet regularly and appear to be working closely with their departments and members.

  **Questions/Comments:** Public Services departments and members are not getting the necessary communication and leadership on public services matters. Public Services members need better leadership, consultation, timely communication, and a coherent plan for their division from the Public Services Division Head.

- **Topic:** Security
  
  **Discussion:** Members called for hiring additional security personnel. The library needs enough security personnel to watch doors around the perimeter of the building for security and public safety. The library needs relief, and it should not be in the form of volunteers and students. Library faculty, staff, and students need to perform their primary/regular work and recovery work.

  **Questions/Comments:** Ask University Administration to hire enough security guards to cover the needs of the library.

- **Topic:** Workspace for displaced faculty and staff
  
  **Discussion:** Concern was expressed regarding workspace for displaced faculty and staff. Discussion centered around finding out if anyone has heard anything.
Questions/Comments: What is the plan for displaced faculty and staff? Consult with the faculty/staff and share the information with everyone. If necessary, ask University Administration for space.

• Topic: Student assistants and casual hires
  Discussion: Many units, especially Government Documents, need student assistants. It was emphasized that labor is needed. It was also pointed out that in addition to student assistants, casual hire librarians are needed too to handle certain types of work. It was also reported that existing student assistants were being turned away. In one example, while Government Documents needed student assistants, Library Administration was sending away student workers. Communication was lacking.
  Questions/Comments: Consult with departments on their needs -- [1] hire additional student assistants for various departments that need this level of labor, [2] hire additional casual hires for various departments that have work that require librarians, [3] do not turn away departments' student assistants, let them report to their respective departments.

• Topic: Support for Government Documents, Maps, and Collection Services
  Discussion: There was concern that Government Documents, Maps, and Collection Services will be left to speak for themselves. They need support, but that support should not come out of the budgets and resources of other library departments. The library and staff have been killing themselves for years absorbing massive cuts internally in resources and personnel. Every department cannot spare any more staff or resources. The Senate needs to be an advocate for our colleagues and their departments. We are told that support from UH Administration is available. Has Library Administration made such requests? For example, additional funding could hire Gary Fitzpatrick, who is willing to come and start a new map collection. Fitzpatrick is a GIS specialist retired from Library of Congress. He has also written the book *Early Mapping of Hawaii*. Additional money also needs to be added to Government Documents student budget for at least the next three years.
  Questions/Comments: Request supplemental funding from University Administration to hire additional student assistants and other library specialists. [ties into the discussion above for "Student assistants and casual hires."

• Topic: Need for a more open process
  Discussion: The Senate discussed that Library Administration needs to consult with library faculty and staff, to adopt a more collaborative management style, and to communicate effectively to the library faculty and staff. It also appears that within Library Administration "the left hand doesn't always know what the right hand is doing." A couple examples include the communication of meaningful health and safety information and the decision to provide services such as paging.
  Questions/Comments: Embrace a more open process of decision making, instead of adhering to an "administrative hierarchy" of decision-making and trickle-down communication.

• Topic: Library Administration needs to hear from the faculty and staff:
  Discussion: It was emphasized that Library Administration needs to listen to the faculty and staff. It was pointed out that the one group that was set up by Library Administration and was supposed to be representative of the various library
units - Library Departmental Council (LDC) - is not meeting. Library Administration was asked about this, but there has been no response. LDC should meet frequently and regularly.

Questions/Comments: Hold meaningful, frequent, and regular LDC meetings as an example of a way to hear from the library faculty and staff.

- **Topic:** Civil Service members
  - **Discussion:** Concern was raised whether or not Civil Service members’ needs in the library are being met. Are they meeting? What are their concerns? Is their union meeting with them? Who's advocating for them? Are they being briefed on what they need to know. One Senate member indicated that a HGEA member was urged to contact their union.
  - **Questions/Comments:** If Library Administration has not already, please encourage Civil Services members and their union (HGEA) to consult with each other to find out their concerns.

- **Topic:** Collection questions

- **Topic:** Health and Safety Issues
  - **Discussion:** One of the most serious issues discussed was the importance of health and safety. There was no confidence, from the communication via Library Administration so far, that health and safety issues were being addressed as a priority before recovery of services and operations. For example, staff were concerned that announcements were made on extremely short notice that paging of library materials is going to start tomorrow. However, the health and safety of faculty, staff, and students has not been addressed. There is no electricity to the Hamilton Phase I and II, which means there are no lights on each floor and in stairwells; there is foul smelling air and no air circulation (especially in the stairwells); no elevators; and large numbers of displaced furniture, equipment, and cabling throughout a dark library. The Senate is concerned that with no explanation student assistants will be expected to operate in this hazardous environment, especially carrying paged books up and down a five story building.
  - **Questions/Comments:** The Senate requests that the University Librarian address the situation immediately. The requests that Library Administration provide regular updates on air quality and health and safety issues. Send regular and meaningful updates on health and safety issues, including air quality (including potential hazards such as mold), asbestos exposure issues, lighting, and water.

- **Topic:** Like to hear from Government Documents, Maps, and Collection Services: what do they need?
  - **Discussion:** It was recognized that our colleagues from Government Documents, Maps, and Collection Services have been committing much of their time to the recovery/preservation of resources and other disaster-related task. However, Senate members would like to know their current and future needs. For example, Government Documents personnel were concerned when they heard that Matson wanted their freezer containers back. This puts a lot of unnecessary stress on staff.
Question/Comments: If Library Administration feels that Matson containers need to be returned, ask University Administration to rent them. This will relieve the anxieties about having to process rescued materials in an untimely manner.

- **Topic:** Needs of the rest of the campus

**Discussion:** It was emphasized that the library needs to keep in mind that the rest of the University is in motion and moving on. Although most of Library Administration’s efforts are focused directly on flood disaster issues, they and the library faculty and staff also need to think about the needs of thousands of students and researchers who are completing the fall semester.

**Questions/Comments:** What are the plans for meeting some of the needs of the library constituency? Keep the library faculty and staff informed.

As discussion on flood- and disaster-related issues came to a close, Christensen emphasized that he will be glad to represent the Senate's interests with ACCFSC, Manoa Faculty Senate, Manoa Administration, and Library Administration. Christensen reminded the Senate that the Executive Board meets every two weeks and the Senate every month.

4. Review of library administration

Christensen reported that the Chair of the All Campus Council of Faculty Senate Chairs (ACCFSC) has responded to the Library Senate's question about the review of administrators and this topic will be on the agenda of the next ACCFSC meeting on Maui.

5. Library Administration call for input regarding a faculty position for a collection development officer

Senate members briefly discussed the collection development officer (CDO) position. In light of the flood-disaster, there was a concern that Library Administration not lose sight of the CDO position and that they consult with the Senate on the position description and the hiring process. It was felt that the CDO is a faculty position and that the library does not need another layer of administration or person in administration. It was a concern that whoever the library hires actually know something substantial about collection development. Other senate members asked what were the priorities for positions in the library. There was a process not long ago where an audiovisual cataloger was the highest priority. A question was raised about when positions are returned to the library, who determines how those positions get filled?

Horie reported at the beginning of the meeting that she requested the position description for the last collection development officer from Jean Ehrhorn. Solyom also mentioned at the beginning of the meeting that the library has a collection development policy that might be useful when discussion resumes.

The membership questioned whatever happened to the Library Advisory Committee (LAC), which is supposed to be made up of faculty outside the library. What is LAC doing? Who’s on it? When and how often do they meet. It was emphasized that it is actually more important for LAC to meet regularly with the Library Senate as faculty to faculty, rather than only with the University Librarian. The University Librarian, by nature of the position, has access to faculty through the administrative structure of the
It was requested that the Senate inquire as to the status of the CDO position and to remind Library Administration that the faculty and staff still wish to meet regarding the position description, placement, and hiring of a CDO.

Christensen offered for people to send comments to him directly.

6. Announcements

**Library Faculty Senate website**: Christensen announced that the Library Faculty Senate website has been redesigned and is available on the UH Manoa Information Technology Services web server at http://www.hawaii.edu/libsen/. Apparently the library’s web server was not backed up prior to the flash flood. The Senate secretary, however, had most files. The site has been reorganized and intended to be more useful in supporting senate current interests and initiatives. Christensen encouraged members to read two resources: [1] the quoted excerpts from the UH Board of Regents (BOR) Policies and By-Laws located at the top of the senate's homepage, which reflect the BOR's guidelines for faculty and administrative governance of university affairs, and [2] an key article titled "Four Challenges Facing Faculty Senates," by James T. Minor (*Thought and Action*, Summer 2004), which will provide a basis for future senate discussion. A link is also provided on the homepage.

7. Next Meeting

Full Senate, December 1, 2004, 9:00-10:00, Center for Korean Studies Auditorium.

The meeting adjourned at 10:12 am.
Submitted by Theodore Kwok (Secretary)

**LIBRARY SENATE**
