Library Faculty Senate

Meeting Minutes
2005-09-21

Present:
LSEB: Cartwright, Flynn (chair), Minatodani, Peacock, Riedy, Rutter, Sack (recorder), Stone.
TOTAL ATTENDEES: 26.

Convened:
9:00 am in Hamilton Library Room 301; the meeting was called to order by Flynn (chair).

1. Approval of the 2005-08-24 minutes.
Approved.

2. Reports of Officers and Standing Committees
Flynn reported that LSEB has met twice since the September 1 transition. Minutes of the August 31 meeting with Karen Cross and Kem Lowry of the UH Program on Conflict Resolution are on the web at www.hawaii.edu/libsen/lseb_minutes_20050831.htm. He also announced that the UL has requested that LSEB meet with her to provide LSEB/Senate advice on issues raised in the senate's statement of concerns (1/19/2005).

There were no other officer or committee reports.

3. Adoption of MOU Concerning Article XXIII, Paragraph A, Contract Between the University of Hawaii Professional Assembly, and the Board of Regents of the University of Hawaii, 2003-2009
UHPA agreed to the MOU wording with one additional recommendation: that department "chair" be changed to department "head," the term in use in Library Services. Discussion ensued about the implications of the two terms. It was also suggested that the MOU might not be necessary. A recommendation was made and accepted to ask J.N. Musto to meet with the senate again on this issue.

4. Adoption of Evaluation of Library Administrators Survey and Instructions
Thanks were expressed for the efforts of Christensen and Kwok and the other members of the previous board for their work in developing the evaluation instrument.
Flynn reviewed the most recent changes to it and announced that if the Senate is ready to proceed, the board is ready to administer the evaluation process. Flynn has requested clarification and is awaiting a response from the Office of Human Resources about sharing the results of the evaluation with voting senate members and the administrator's immediate supervisor. It was suggested that reporting of results be deleted from the instructions page and incorporated instead into a new procedures page, which would also include a timetable, method of distribution and collection, tabulation of results, and archiving of the original documents.

A motion was made and seconded to adopt document version 20050826 as the senate's survey for use in evaluation of library administrators. The motion carried.

A motion was made and seconded to evaluate all library administrators simultaneously this semester. The motion carried by voice vote.

Evaluation forms and instructions are scheduled for distribution on September 28 with the due date of October 28.

5. Review of Draft Selected Examples in Support of the Vote of No Confidence in the University Librarian

In the discussion of the revised draft, some senators suggested that similar examples be consolidated and that people be referred to by title rather than by name. The importance of adding position titles, even if names remain, was mentioned, particularly if the document is distributed beyond the library. Some submissions that were inadvertently omitted will be added. The need to vet examples for validity was expressed. Flynn will send an e-mail message asking people if they are uncomfortable being mentioned by name.

A motion was made and seconded that the Library Senate request again input or changes to the document, and that following a period of one week, the document be forwarded to the University Librarian, with the addition of job titles where names are mentioned. The motion carried by voice vote.

6. New Business

Regarding the UL's request for LSEB/Senate advice regarding issues raised in the statement of concerns, the senate recommended that LSEB invite the UL to begin attending part of one of its regularly scheduled semi-monthly meetings and that she apprise LSEB in advance of the topics she wishes to discuss. Flynn will advise the UL of the senate's recommendation.

Peacock made a brief announcement about following up with Jim Kardash on the temperature in Hamilton Library.

7. Next Meeting

October 19, 2005.

8. Adjournment

The meeting adjourned at 10:45 a.m.
Submitted by Nancy Sack, Secretary

LIBRARY SENATE
