Library Faculty Senate

Meeting Minutes
2008-02-19

Present:
LSEB: Grosenheider, Horie, Kellett, Lebbin, Polansky
LIBRARY SENATE: Cartwright, Chang, Dawrs, Flynn, Hasegawa, Mohammed, Ni, Ouchi, Peacock, Suzuki
ASSOCIATE MEMBERS: Mochida
VISITOR: Uratani

TOTAL ATTENDEES: 17
TOTAL VOTING MEMBERS: 15
NOTE: 18 voting Senate members are required for a quorum. Lacking the required quorum the Senate could not conduct its standard business (i.e., approval of minutes, submitting and voting on motions).

Convened:
10:05 am in Hamilton Library Room 301 by Lebbin (Chair).

1. Minutes of 11 December 2007 and 22 January 2008 meetings

Lacking a quorum, minutes were not approved.

2. University Librarian Talk on Status of Vacant Positions and Budget

Mochida began by thanking the Senate for conducting the Evaluation of Administrators. She expressed pleasure with the results overall but acknowledged there are performance categories (particularly fund-raising and financial/budget) were her performance was rated unsatisfactory or unknown. She hopes to be more active in reporting on these areas.

Mochida reported the library has spent $190 thousand in clean-up expenses due to flooding caused from roof leaks. The UHM Administration covered the cost to repair the roof but not the clean-up. It is hoped insurance will cover this clean-up expense; if not the library will request funding from the UHM Administration. The library’s supplemental budget request (previously the biennial request) is at the state legislature. Mochida is lobbying legislature members and responding to requests for information.

Mochida announced the position announcement for the Head of Acquisitions is being drafted. She explained the two AUL positions will be advertised in July following the strategic planning. The librarian faculty members temporarily in Division Head roles and a Assistant to the Interim University Librarian role have been asked continue until September 2008. Mochida polled the Department Heads of each division for input on continuing with these temporary appointments.
A question-and-answer session followed. Some of the problems/questions raised included:

- **When will recruitment begin for a University Librarian?**

  Mochida explained the previous UHM Vice Chancellor for Academic Affairs Neil Smastresk recommended to Chancellor Hinshaw that a search for new library director be postponed until the library improves. Mochdia conveyed that Chancellor Hinshaw has supported this recommendation and determined to recruit and fill the AUL positions before recruiting for the University Librarian.

  Several senate members recommended filling the University Librarian position first to enable that individual to play a role in the selection of the management team. The opportunity to select a management team could be attractive to potential University Librarian candidates and may assist in the recruitment of qualified AULs. It was also noted potential AULs candidates may be apprehensive of applying for a position when the University Librarian position is vacant; unsure if they would share the management style of next University Librarian.

- **What rank will the Head of Acquisitions be advertised considering the Senate’s recent resolution on rank of department heads?**

  Mochida acknowledge she had not yet responded to LSEB on the resolution. Generally she prefers having a range so as not to narrow the field of applicants. She will confer with Anderson, temporary Division Head for Collection Services, who is drafting the position announcement.

- **Why have recent librarian position announcements been so lengthy than in the past and no longer include a statement on faculty status and expectations for tenure?**

  Mochida stated she had not realized that recent position announcements are lengthier than in the past. If this is the case, she attributes it possibly to the input on the announcement from numerous individuals. She was not aware the statement on faculty status and expectations for tenure had been removed and requested sample wording that could be included.

- **What positions are the eight positions being requested in the Supplemental Budget request?**

  Mochida indicated the Supplemental Budget Request is on the Library Intranet. The eight positions requested are: (1) IT Specialist/Programmer, (2) Metadata Specialist, (3) IT Media Digitization Specialist, (4) ILL/Acquisitions Specialist, (5) Physical Plant Manager, (6) Instruction Support Specialist, (7) Instruction Support Specialist, (8) Librarian III Web Design Coordinator

  [NOTE: The Supplemental Budget Request was not on the Library Intranet. Senate Chair Lebbin obtained a print copy and made copies available for interested Senate members]

### 3. Reports of Officers of Standing Committees

Kellett, Manoa Faculty Senator, reported the Manoa Faculty Senate is preparing for its elections. Diane Perushek is listed in the constituency of Library Services. After a discussion, it was decided that the LSEB would discuss Perushek's membership in our constituency and report back to the Senate.

Grosenheider, chair of the Staff Development Committee, reported on behalf of Saeki that the committee’s current series What the Heck is Web 2.0 continues to be attended by a both a core group of participants and several new participants at each program. The committee is working on ideas for a series for next year and is
discussing ideas around improving productivity and workplace environment such as organizing your desk and files, identifying your learning style and how to work with other styles, communication, meeting management, time management, managing email, at desk exercises to complement breaks. Further ideas may be shared with the Committee.

4. Discussion of Bargaining Issues

UHPA Representative Cartwright and UHPA Board of Director member Horie announced that UHPA has initiated contract discussion with the University. The University has been unresponsive, a prohibitive labor practice. UHPA is currently not filing a prohibitive labor practice charge with the hope of discussions beginning in April 2008.

UHPA members have been asked to create non-hawaii.edu email accounts and update their contact information with UHPA (via the website www.uhpa.org). Those librarians unwilling to create a non-hawaii.edu email accounts please contact Cartwright and he will investigate methods to communicate with these individuals by print.

The UHPA Collective Bargaining Committee has expressed interest in hearing from UHPA members on bargaining issues of concern. Librarians are encouraged share their suggestions with UHPA representatives Cartwright and Lebbin, UHPA Board of Director member Horie, or members of the UHPA Collective Bargaining Committee.

5. Update on Strategic Planning Process

Grosenheider reported that a retreat was held on 01 February 2008 consisting of department heads and one or two departmental representatives totaling 37 participants [not counting members of the Planning Logistics Team]. The outcomes from the retreat were shared with library staff through email and three open meetings. The open meeting participants (a total of 48 including several retreat attendees) recommended several suggestions for improvement. These suggestions will be incorporated into the second retreat to be held 29 February 2008.

The meeting was adjourned at 11:15 am.

Next Senate meeting: March 18, 2008, at 10 am.

Submitted by Vicky Lebbin, Chair

LIBRARY SENATE

