Library Faculty Senate Meeting
17 July 2012

VOTING MEMBERS PRESENT (18): Jim Cartwright (MFS), Erica Chang, Mike Chopey (LPC), Ross Christensen, David Flynn, Eileen Herring (Secretary), Eleanor Kleiber, Vicky Lebbin, Sharon Ouchi, Yati Paseng, Nancy Sack, Asako Shiba, Gwen Sinclair (Chair), Dainan Skeem, Hisami Springer, Jan Sung, Nackil Sung, Mabel Suzuki

NON-VOTING MEMBERS PRESENT (4): Gregg Geary, Kim Nakano, Claire Schultz, Susan Weber

Convened at 10:30 a.m. in the Yap Conference Room, Hamilton Library

1. Approval of minutes
The minutes for the 17 April 2012 meeting were approved as amended.

2. Reports
   a) Chair (Sinclair): Sinclair reported that Interim University Librarian Geary has expanded the scope of the Library Leadership Team (LLT – formerly LET) to include the Chair of the Library Faculty Senate, the Chair of CDMC, and the Chair of the Library Staff Advisory Group (LSAG). Attendance and participation was discussed and it was determined that it would be helpful to the group if the people in these positions attended as many LLT meetings as they can. To date, Sinclair has attended three meetings at which the following items were discussed:
      • Geary’s meeting with the new Chancellor, Tom Apple, which he felt was very positive
      • obtaining graduate assistantships for the Library
      • review of the planning sessions with Donna Ching
      • difficulties with the renovations of the Library portion of the Sinclair basement
      • adding the concept of a “research commons” to the plans for renovation of the first floor of Hamilton Library; the graduate assistantships fit into this plan in that they can be used to provide specialized assistance with software, statistics, etc.; Geary emphasized that this will help develop closer ties to the University’s work and the VCAA for Research office; the cost for approximately 8 graduate assistantships is estimated to be about $100,000; these ideas came out of recent discussions about e-science and the identification of UHM knowledge needs which cannot currently be met by the Library or ITS
   It was noted that the Chair should consult with the entire Senate when decisions need to be made. It was recommended that the Vice-Chair attend the LLT meetings when the Chair is unavailable.
   b) Vice Chair (Riedy): No report.
   c) Secretary (Herring):
      i) Task force on Senate Web pages: Herring reviewed the circumstances that led to the creation of the task force most notably the difficulties of updating the Web site because it is hand-coded in HTML. N. Sung presented
the task force’s work. He demonstrated what the site would look like, how it would reflect the organization of the current Web site, and explained the forms-driven updating system. Since both DNS and Systems have people who can assist with PHP and MySQL, the Senate would not need a Webmaster to maintain the code therefore no by-laws changed would be required. N. Sung stated that the task force would be reviewing the documents currently included in the Web site and will also bring forward a few documents that are currently on the intranet. The expected completion date is 31 August 2012 so it will be available for the new Secretary.

d) Elections:
   i) Elections for LSEB officers: Sinclair reported the recent election results. Stu Dawrs was elected, Jan Sung was elected Vice Chair, and Naomi Chow was elected Secretary. Their terms begin 1 September 2012.

e) Library Personnel Committee (Chopey): Sessions for tenure, promotion, and contract renewal applicants will be held in late August.

f) Manoa Faculty Senate (Cartwright): No report.

g) University of Hawaii Professional Assembly: Geary reported that the data for the special salary adjustments had been collected in accordance with the UHPA contract. Since Grosenheider is no longer at the Library, Weber will be working on this project and the information should be going to the Chancellor soon. Lebbin asked if Library Administration will provide a synopsis of the actions taken. Geary stated that is not in the contract so he would need to consult with UHPA about it.

(Item 4b – MQs for AULs was taken out of order because Geary had to leave before the end of the meeting)

4. New Business
   b) MQs for AULs (Geary): Geary explained that the topic is actually MQs for Library executives including both AULS and the University Librarian. In light of the recent waiver of MQs for the Congressional Papers Archivist, Geary wanted to begin the discussion about MQs for executive positions. Currently, an MLIS is required for Library administrators. This might not be an advantageous position for the Library. He gave the example that a person hired into the Congressional Papers Archivist position without an MLIS would not be eligible to be considered for a Library executive position. Cartwright inquired where the policy on MQs for executive positions is available and Weber indicated that she would send out that information.

a) Search Advisory Committee for University Librarian: Sinclair reported that there were nine library faculty members who were willing to be on the Search Advisory Committee. She forwarded their names to Vice Chancellor for Academic Affairs Dasenbrock and Michele Tom. In addition, the comments on the position description were compiled and sent on the VCAA’s office. Sinclair will share the compilation with Senate members. She also transmitted the names of non-UH people who were suggested as committee members.
3. Old Business

a) Planning Forum for Library Services – formerly Public Services forum:
Sinclair reviewed the activities of the two planning sessions that had taken place so far. The focus of the process changed from “public services” to a more general planning effort because most, if not all, of the Library is involved in “public services” and the facilitator, Donna Ching, felt that the process needed to be more inclusive. Sinclair pointed out that the Library Faculty Senate had not yet endorsed the process. She made the following motion, which was seconded, to endorse the process:

Whereas:
- Earlier this spring Library Senate agreed that there was a current need to discuss the scope and priorities of the library’s public services.
- A strategic planning consultant advised the Library Senate Executive Board that the library needed first to: 1) establish common values and definitions; 3) review its strategic plan; 2) build capacity for facilitating its own planning processes.
- It has been 4 years since the library's current strategic plan was written.
- The Interim University Librarian supports the current efforts of Library Senate and Library Staff Advisory Group to begin a planning process.
- The current planning efforts seem to dovetail with the Interim University Librarian’s stated intention to conduct a library review process in the summer of 2012.

I move that the Library Senate:
- Endorse and agree to participate in a review of the library's current strategic plan, and as necessary in the updating or re-writing of the strategic plan.
- In shared governance, work with library administration in this effort.
- Work with Library Staff Advisory Group in this effort.
- Form a Library Senate working group to steer this effort on the Library Senate’s behalf, and: 1) authorize that working group to act on the Library Senate’s behalf; 2) ask that 2 members of the working group attend training in facilitation; and 3) ask that working group to report back to the Library Senate Executive Board monthly.

Lebbin asked how the timing of this process will be integrated into the search for a permanent University Librarian. Sinclair reported that the planning group had discussed this and felt that the documents from the process could be used during recruitment. In addition, she noted that they also have value beyond the development of a strategic plan. Lebbin inquired how many faculty and staff had attended the sessions. Sinclair advised that about 50 people, or approximately one-third of Library personnel, had attended at least one of the sessions. If the Library continues the process, there will be opportunities for more people to participate.

Christensen asked if there are specific plans for subsequent steps. Sinclair reported that the planning group had met with Geary and he supports the process. He is
willing to provide funding for five people to attend Donna Ching’s workshop; this would be two faculty, two civil service or APT, and one selected library-wide. This training will allow the Library to continue the “appreciative interview” process with small groups.

Herring expressed the opinion that the existing motion was too detailed and restrictive. Cartwright made a motion to amend the original motion by removing the entire “whereas” section. The motion to amend was seconded and carried.

There was additional discussion and some unsupported motions regarding the wording of the final statement regarding the formation of the working group. Sack made a final motion to amend that was seconded and carried. The approved motion reads as follows:

I move that the Library Senate:
   - Endorse and agree to participate in a review of the library’s current strategic plan, and as necessary in the updating or re-writing of the strategic plan.
   - In shared governance, work with library administration in this effort.
   - Work with Library Staff Advisory Group in this effort.
   - Form a Library Senate working group to steer this effort on the Library Senate’s behalf and direct the LSEB to form the working group’s charge and bring that back to the Library Senate for approval.

The meeting was adjourned at 12:00 p.m.

Submitted by Eileen Herring