Voting Members: Kris Anderson, Jim Cartwright, Mike Chopey, Naomi Chow (recording), Ross Christensen, Stu Dawrs, Janet Dombrowski, Eileen Herring, Vicky Lebbin, Jodie Mattos, Dore Minatodani, Sharon Ouchi, Yati Paseng, Asako Shiba, Gwen Sinclair, Dainan Skeem, Hisami Springer, Jan Sung, Nackil Sung, Mabel Suzuki

Non-Voting Members: Gregg Geary

Meeting convened at 10:31 a.m.

Dawrs announced that IUL Geary was joining the meeting, and that the meeting would begin with the budget report from Geary, moving up Old Business, Item D to first in the agenda.

[From Old Business, Item D Budget request for library admin. Team]

IUL Gregg Geary addressed questions about the current 2013 Library budget that had previously been submitted by Library Senate to Geary/Admin.

Highlights from Geary’s talk:
Library has been in a “Perfect storm” with budgeting – new fiscal officer, new IAUL for fiscal/personnel and new financial system (Kuali Financial System) – This required Fiscal to retool the way they do things including learning to use e-Thority and Kuali for day to day operations. If Geary asks for reports, certain things don’t get done as attention and time spent on generating the reports (time intensive). Right now, monies are available for acquisitions.

Fiscal year, next fiscal year
As previously know, our Library budget deficit was anticipate at $1,174,461; Through successful lobbying with the UHM Chancellor, UHM VCAA, and Kathy Cutshaw, we have been verbally given approval for a one-time increase in funding to cover this current fiscal year, so our budget will balance –we are not in the red. Hopefully this will eliminate cuts aimed student help and other things.

Geary began inquiries for next year’s budget as to what is the budget process. The response from UH admin is that there is no process – it is broken, doesn’t work. We’ve been managing with flat budgets. Historically we have a line item budget and we populate the cost in the lines. With flat budgets, then numbers stay static and roll over. It fixes costs – they reflect historical spending – it is not dynamic—leaves Library in survival mode.

Geary’s top priority is addressing budget –trying to add monies to base—however, it is not fixed yet. Chancellor has stated that UHM Admin will fully fund request for increase monies for this year, however, we need to discuss your base budget for future years. Geary reports that an increase is anticipated.
Geary reports that conversations between UHM Admin and Library Admin are starting – the Chancellor is supportive, has followed through. UHM Admin has been responsive – but we still need to address the base budget. There is a budget committee to look at library that we need to be. Last week, the committee looked at memberships – are we getting value for membership—eg., ARL membership – where do we stand if we are not an ARL member with other research universities? Cost of doing business even if not dollar per dollar pay back. Today, the committee is looking at the materials budget /collections. The is also a collections based group consisting of Nackil Sung, Ted Kwok, Ross Christensen, and Eileen Herring that is taking a look at the materials budget.

Geary reports that if we use line item budget, then things remain very static, including the budgets for materials and personnel. A large percentage of the budget is expended on personnel and materials, with a little sliver for “other” – including innovation, other projects. Geary looking at “other” for ARL libraries – ours in comparison is very small. This covers, for example, open access, data curation, innovative things. Instead of just being supported from donated Foundation funds, innovation should be part of our budget. Geary has examined what should it be for a library of our size and reputation (peers and benchmarks) – we know what costs are for others -- $20 million, ours is $15 million. Questions include should it be one time monies (e.g, Outreach funds of $700,000) – or ongoing? Some functions are ongoing costs such as Saturday hours, resources for the UH System (e-resources). Library council has survey out to survey faculty and other libraries in the UH System to see what they want, and then will examine costs. There will need to be serious conversations about cost for resources plus training/marketing. The goal is to create an aspirational budget for the future (next year, year after).

The Library budget needs to take into consideration of calculations for annual inflation rates as well. We’ve been looking at 5%. ARL institutions like Duke University were also looking at this. Geary is receiving dynamic information via email, for example, for the past five years – some ARLs had cuts, some had some increases of 3-4% a year (depending upon institutions) – increases to library budgets can be doable. There are other libraries in the nation that can do it. Monies would need to be found, which is a political decision on campus – such as, who gets funding means others will not have funding.

Current total allocation:

$15,174,559 million total

- Tuition special funds (S) = $10,018,131
- General (G) funds = $5,101,864

General funds pay for items such as salaries, however, we pay $8 million plus for salaries, so the $3 million remainder is taken from S funds

Priorities for Geary

- Finances
- Space
• Technology

With tight budget, Geary’s goal is to save personnel – cut materials before people. That being said, there has been an increase in monies for materials with the one-time Outreach Discretionary funds ($250,000 of $700,000 allocated to selectors for firm order purchasing).

In last budget meeting --- looking at turning on the gathering plan with $400,000 from $700,000 (or could take from $1.7 million if that comes through) because there is the desire to test the gathering plan – also considering having a deposit account with YBP that allows generation of material orders in a consistent fashion – sort of like bridge funding between fiscal cycles.

Deadline for selection – March 31 for spending allocations
$190,000 allocated towards YBP – as deposit account, but $90,000 of this needs to be spent by end of fiscal year so commit by March 31 (ASAP).

Geary would like to protect the money to keep from being swept. Nackil Sung states that Acquisitions will make prepayment with deposit with leftover monies.

Personnel issues
• Waiting to hear about UL position.
• Geary will meet this afternoon with admin team about options to see what can be worked out in meantime with staffing situation.
• Balancing act between immediate needs and waiting for UL

DNS monies have been approved and gone through

Question – Developing a budget that matches our aspirations – providing access to all the campuses? Is that part of our budget or system level? – the university will need to deal with this (Geary response). University wide purchases -- does library lose its control? Can we be in an advisory role? Contract to university as a whole rather than library? Other universities have done similar things – so doable. Fiscal part up to university – could impact our budget. (Elsevier, EbscoHost) (Anderson – there are formulas for funds for system-wide purchases e.g., EbscoHost) – Geary says this is old and possibly outdated – so need an update change.

Geary left the meeting, along with budget committee members.

Still have quorum.

The meeting continued with the agenda items.

1. Approval of minutes for January 15, 2013 -- approved

2. Reports:
a. Chair (Dawrs)
   i. All Campus Council of Faculty Senate Chairs – poll from all of campus senates—any other ideas? Dawrs to compile and send to ACCFSC. Council will be meeting on Friday—need input by Thursday, February 22, 2013.
   ii. System-wide access – UH West Oahu – MRC Greenwood – people working on it –University Library Council/Kris Anderson consulting with that group
   iii. LLT – no discussion of budgetary matters recently as another budgetary committee working on this now.
   iv. Volunteer for travel funding committee – wanted originally to vote a representative from Senate – please consider volunteering -- LSEB found some issues the way the call was sent –faculty and staff pooled funding, merit based, competitive based –how to compete with different requirements for job and staff and faculty, and LDC sub-committee to determine awards—get together with LSEB to help represent senate concerns and view
      • Comment from Minatodani – at LSEB – asked S. Rutter as UHPA representative to check with UHPA about committee structure (staff and faculty), that travel has implications for faculty for tenure and promotion – it is possible to separate faculty travel funding rather than combine together as a lump sum (staff and faculty)

b. Vice-Chair (J. Sung) – no report

c. Secretary (Chow)—Old senate minutes that had broken or missing links was updated on the senate website

d. LPC (Flynn) –report from Flynn read by Dawrs
   i. LPC met on January 9 and selected Flynn to serve as the 2013 chairperson. The committee will meet again on February 21 to resume ongoing work on revisions to our Policies and Procedures document
   ii. A summary report will be presented at the March 19 Library Senate meeting outlining previously adopted Policies and Procedures revisions that remain unapproved by campus administration
   iii. A minor procedural revision proposal based on feedback from campus administration will be presented for vote at the March 19 Library Senate meeting

e. Elections (Saeki) –no report

f. MFS (Sinclair, Minatodani) – no report
g. UHPA (Rutter, Ghosh) Rutter has no report, and will follow up on Minatodani’s question about travel and UHPA contract

3. Old Business:
   a. Update on Working Group on Strategic Planning
      i. Trying to revise the SP – working on vision and mission statements – will be presented to library as a whole for comments, revisions

   b. Revisions to Library Senate Constitution & By-Laws to clarify procedures when an elected board member resigns or otherwise cannot fulfill duties.
      i. No update

   c. Update on request for information from IAUL Weber regarding process to fill position vacancies.
      i. What happens with positions from time they are vacated and they are filled – short version – according to everything they have, Vice chancellor does not automatically sweep – but we need to send justification to VC/Chan when ready to advertise – therefore we’re not sending yet. Being held for new UL currently.
         - Question – is this also true for redescribing a position, for example having rotating department instead of a permanent head for Asia – Response: Dawrs/Minatodani understand that still needs to be reviewed by IAUL Weber– assume internal review with UL then to VCAA. Not sure where it is now for Hwn/Pac department.
      ii. Geary -- Positions are being held for either UL confirmation or failed search results – If faile, then Admin with revisit positions – LSEB holding for now

   d. Budget request for library admin. Team (Geary responded early in today’s meeting)
      - Question regarding travel funds – can travel funds be shared with others if not funded? Response – no – not really allocated for each person -- more as needed. Cartwright may volunteer for travel committee.
      - Wait and see what happens with budget group
      - Discussions on budget are not covered in LLT --- now with budget committee (does not include LSEB and LSAG reps)
      - Comment – Answering a list of question from senate submission over a month ago
      - Ideas and comments to Dawrs or LSEB about budget questions/scenarios – perhaps idea of continued communication about status of budget—sharing of information
      - Question – LSEB onto budget committee or vice versa to have communication chain on a regular basis. – BAGS? Ross, Gwen,
Nackil, Amy, Kris Anderson, Eric F. May be just need to ask for a report to LSEB. Clarify whether they can share information.

- Comment – BAGS – If there are decisions made about things other than direct areas – perhaps need to have faculty input or at least communication.

- Comment – not sure what budget group does that includes many members of senate? Is this giving input on changing in budget structure for next fiscal year? Response from CDMC (Herring) – seems like re-envisioning of budget – impression that no action is going to happen right now – perhaps future understanding.

- Comment-- if deciding budget future/new structures – what is group, what is function, what decisions may be impacted – can we ask a senate what’s going on – get into information loop – Faculty senate as a body responsible to communicate – go both ways – input and output. (senate as a body).

- Comment – CDMC and Head – grew organically – no formal appointment --- ask clarification about group and purpose and decisions or not (responsibilities of group) and why there—appointment, volunteer, current positions.

- Comment – in response to chancellor request for budget request for future – ideal library that you want.

- Comment -- recognize that it is a good thing, but need input, communication – response to planning process.

- Question – what is going on with current budget? Formation of group needs to happen – but more proactively state that would like to have broader consultation.

- Comment – not opposed to what the group may be trying to do – information to present to new UL (hoped for).

- Comment – what about strategic planning? How does this fit into budget process? “Other” monies if could be found for activities. Pie charts percentages for different purposes. Comment—impression that needed more resources – not at expense of personnel and materials.

- Action—at next LLT – ask for formal minutes/communication (Dawrs)

  e. Revision of LPC policies and procedures
     i. Tabled till next meeting (D. Flynn absent)

4. New Business

5. Meeting adjourned at 11: 44 a.m.

6. Next Meeting March 19, 2013 10:30 a.m. Hamilton Library, Yap Rm.