Library Faculty Senate  
December 17, 2013  
Hamilton Library Yap Room

Voting Members: Kris Anderson, Tokiko Bazzell, Amy Carlson, Naomi Chow, Ross Christensen, Stu Dawrs, Carolyn Dennison, Janet Dombrowski, David Flynn, Monica Ghosh, Eileen Herring, Susan Johnson, Carol Kellet, Eleanor Kleiber (recorder), Jodie Mattos, Dongyun Ni, Sharon Ouchi, Rohayati Paseng, Sara Rutter, Asako Shiba, Jan Sung, Nackil Sung, Mabel Suzuki

Non-Voting Members: Irene Herold, Gwen Sinclair

Meeting convened at 10:35 am

I. Approval of minutes  
a. November 19, 2013 Library Faculty Senate Meeting  
i. Minutes approved

II. Reports  
a. Chair [J. Sung]  
i. ACCFSC discussed the credentials of the UH President. A committee has been formed to define these and they are gathering input. J. Sung will distribute the website information. Please send any feedback to J. Sung and she will communicate this to the ACCFSC.

b. Vice-Chair [Johnson] – no report  
c. Secretary [Kleiber] – no report  
d. Elections [Dennison]  
i. Elections for 2014-15 LPC was conducted and Pat Polansky and Susan Johnson were elected to serve.  
ii. The Elections Committee will be sending out revisions to the Committee’s Policies and Procedures.  
iii. The Elections Committee will schedule a special election in January for LSEB secretary (to cover January-August 2014)

e. Mānoa Faculty Senate (MFS) [Flynn] – no report  
f. University of Hawai‘i Professional Assembly (UHPA) [Ghosh] – no report

III. Old Business  
a. Strategic Planning Working Group – Progress Report  
i. J. Sung – The affiliation of this Working Group to the Library Senate officially concluded on the 15th of December 2013.  
ii. G. Sinclair – The work of the group continues. They completed the poll concerning the mission and vision with a 70% response rate with useful comments. Work concerning the goals of the library is ongoing.

b. Internal Transfer ad-hoc taskforce report
i. G. Sinclair – D. Ni and Y. Paseng volunteered to serve on the taskforce. The draft has been distributed. The task force wants the document to meet the needs of faculty, so feedback is requested before the 31st of December 2013.

ii. G. Sinclair – Although the contract doesn’t directly address situations of internal transfer at this level of detail, the taskforce will consult with UHPA concerning the content of the document.

c. Vacancy Prioritization procedure report
   i. G. Sinclair – Status of currently prioritized positions:
      1. Associate University Librarian position description has been finalized and the committee has been formed. A. Carlson is chairing the committee.
      2. Hawaiian specialist Librarian position description has been finalized and the committee has been formed. However, waiting for HR approval to fill the position. S. Dawrs is chairing.
      3. Hawaiian language cataloger position description has been finalized. However, the committee not yet been formed.
      4. Supervising LT II in Access Services: waiting for permission to fill.
      5. LTV in Acquisitions: waiting for permission to fill
   ii. I. Herold – LDC discussed the Vacancy Prioritization Procedure. It was concluded that this procedure should only cover BOR positions, not civil service positions. Received feedback that the voting process was not deemed particularly effective, but still want to engage staff in the process. Also like to emphasize the need to complete the Strategic Planning process in the spring so that it can inform future decisions related to vacancies and internal transfers.

d. Sinclair Library and the Student Success Center
   i. I. Herold – The goals and purpose of the SSC still align with those of the library, and a collaborative relationship will continue, just not as a unit of the library.

IV. New Business – none proposed

V. Meeting Adjourned at 11:18 am.

Next Meeting: January 21, 2014, Hamilton Library, Yap Room