Library Senate Executive Board

Meeting Minutes
2004-11-09

Present:
   Barnard, Cartwright, Christensen (chair) Flynn, Horie, Kwok (recorder), Sack
Excused:
   Chopey, Rutter, Wermager
Convened:
   10:15 am in the Center for Korean Studies Auditorium

1. Approval of Minutes

Minutes of October 20, 2004 approved.

2. Additions to the Agenda

3. Officers Reports

No reports.

4. Committee Reports

Staff Development Committee (Barnard): All Staff Development Committee (SDC) records were lost, but the SDC remembers that there were applicants who had applied for funding on professional development activities. All SDC web-based forms and records were lost that were stored on the library's web server under an account separate from the main Senate website. It is the Senate's understanding that the library's web server was not backed up.

UHM Faculty Senate (Chopey, Rutter): No report

Elections committee (Sack): All Elections Committee (EC) records were destroyed in the flash flood. Elections are scheduled to be held for the Library Personnel Committee. By existing rules the election has to be held by November 30 and the Senate notified by December 7. The Executive Board discussed the issue. Christensen pointed out that because of the reorganization of the University's timeline and review process for tenure, promotion, and contract renewals, there will actually be no candidates for review in the spring. The Library Personnel Committee, therefore, will not need to deliberate until next fall. In other words, all reviews are now performed in the fall. In consideration of the flood disaster, the Senate can adjust the schedule. Discussion will continue at a later date. Regarding reconstructing the Elections Committee records, the EC will have to build from the April 2004 five-year committee service record available on the Senate website. The Senate secretary will work with the EC to create electronic versions of EC documents.

Library Personnel Committee (Wermager): No report
5. Review of Library Administration

Christensen reported that Neal Smatresk, Manoa Vice-Chancellor for Academic Affairs, acknowledged receipt of the Senate's request for information regarding reviewing/evaluating University administrators and indicate that they are working on it. The Executive Board will send reminders to Smatresk and Perushek at the end of November.

6. Flood-Related Issues

Health and safety: The Executive Board discussed health and safety issues. It was agreed that for every next step of services and operations, health and safety must be Library Administration's primary concern. An example of a breakdown of this concern is with the pending provision of paging services for the retrieval of books. The health and safety concerns are outlined in the Library Senate meeting just prior to the Executive Board's meeting (2004-11-09, 9:03-10:15 am). Library Administration needs to convey health and safety issues to students and the Manoa Faculty Senate. The email distribution list uhmfac-l@hawaii.edu goes to all the whole faculty congress.

7. Announcements

UHPA (Horie): UHPA will hold a lunch meeting for library faculty at the Campus Center Executive Dining Room at 11:30-1:00 to discuss issues of concern for Library Faculty. J.N. Musto (UHPA Executive Director), Mary Tiles (UHPA President), David McClain (UH Interim President), Ed Yuen (UH Director of Human Resources), Sam Callejo (UH Chief of Staff), and James Nishimoto (Assistant to the President) will be present. Members can also send questions and concerns directly to UHPA by phone (593-2157) and by email (feedback@uhpa.org).

8. Next Meeting

Executive Board, November 17, 2004, 9:00-10:00. Center for Korean Studies Auditorium.

The meeting adjourned at 10:40 am.
Submitted by Theodore Kwok (Secretary)