Library Senate Executive Board

Meeting Minutes
2005-09-14

Present:
   LSEB: Flynn, (chair), Cartwright, Riedy, Rutter, Schultz (recorder), and Stone

Excused:
   Minatodani, Peacock, and Sack

Convened:
   The meeting was called to order by Flynn at 9:05 am in the Yap Conference Room, A153.

1. Approval of 2005-09-07 Minutes.

Minutes were approved.

2. Officer Reports.

Flynn noted the September 7, 2005 letter he sent to the University Librarian notifying her of the change in LSEB leadership, the need to discuss with the new LSEB her request for the board's advice on management concerns and Inviting the UL to submit requests for agenda items on topic for either LSEB or Senate meetings.

3. Committee Reports.

Library Personnel Committee: Schultz reported that a second informational meeting was held last Wednesday for contract renewal, tenure and promotion candidates. From now until the first Oct. 14 document deadline the committee will be working on their internal meeting schedules for this year's round of evaluations.

UHPA: Cartwright said the Memo of Understanding (MOU) concerning Article XXIII, Paragraph A, Contract Between UHPA and the Board of Regents needs to be approved by the full senate. He will check on the status of the other MOU regarding Article X - Department or Division Procedures Governing of Tenure, Promotion, and Contract Renewal Procedures of the latest UHPA contract. (Recorder's note: Cartwright subsequently confirmed by e-mail that the MOU on Article X was approved.)

Staff Development Committee: No report.

Elections Committee: No report.

Manoa Faculty Senate: Rutter said that the UARC Committee had at long last received the business management plan from UH Manoa Administration and it is up on the MFS website. An open discussion meeting is set for September 21 at 3 p.m. in the UH Law Library. The issue will be on the agenda for the October meeting of the Board of Regents.
4. Preparation of the 9/21/05 Library Senate Meeting Agenda

The agenda was prepared and set for the full Library Senate meeting, September 21, 2005.

1. Approval of 2005-08-24 minutes
2. Reports of Officers and Standing Committees
3. Adoption of MOU Concerning Article XXIII, Paragraph A, Contract Between the University of Hawaii Professional Assembly, and the Board of Regents of the University of Hawaii, 2003-2009
4. Adoption of Evaluation of Library Administrators Survey and Instructions
5. Review of Draft Selected Examples in Support of the Vote of No Confidence in the University Librarian.

5. Review of Library Administrators

Final draft will be presented to the full Senate. If adopted, the Board will recommend that evaluation forms for the two current administrators be distributed to the Senate on October 3 and have a return deadline of October 17. The Elections Committee will coordinate the mechanics of the distribution and return of the forms and the LSEB will compile the results. Flynn will consult with past chair and secretary Christensen and Kwok about their investigation of issues regarding the dissemination of information on personnel matters. This will help in determining the next steps of this process once the results are compiled.

6. Inventory of Selected Examples In Support of No Confidence Vote

The Board determined that only the original submitter of an example should edit a particular list item. Statements #17, 22, 37, 49, 60, 61, 71, 72 and the last sentence in #9 were deleted from the Revised 9-13-2005 document since they were only general observations and did not contain any specific examples or incidents. Flynn will keep all versions of this inventory in order to track document sources of each numbered statements. Once adopted by the full Senate a determination will be made as to how and when the inventory will be delivered to the University Librarian.

7. Memo of Understanding—Article XXIII

The board agreed to forward the MOU to the full Senate for approval.

8. University Librarian's Request for LSEB Advice

Board discussed what LSEB's involvement should be in the University Librarian's request (letter dated August 24, 2005 to past chair Ross Christensen) for seeking the library faculty's advice in developing action plans for dealing with the faculty's statement of concerns. Flynn will include this advice request in his Chair's report to the Senate.

9. Scan of Senate Issues

Board discussed the need for follow up on several issues: travel policy, internal
transfers, search committee assignments and procedures, recent library reorganization proposal, posting of Senate minutes in public web space, policies. Rutter suggested inviting Gary Ostrander, the Vice Chancellor for Research and Graduate Education to a full Library Senate Meeting to hear his position on the library's role in the future of the University's Research arena.

The meeting was adjourned at 10:25 am.

Submitted by Elaine Schultz in the Secretary's absence.