Library Senate Executive Board

Meeting Minutes
2005-10-12

Present:
Flynn, (chair), Cartwright, Frost, Horie, Peacock, Rutter, Sack (recorder), Schultz

Excused:
Minatodani, Riedy

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

1. Approval of 2005-09-28 Minutes.
The minutes were approved with corrections.

2. University Librarian

a. Stakeholder participation in decision-making (requested by UL)
Perushek said she had a list of topics about which she seeks LSEB advice regarding the inclusion of stakeholders in the decision-making process. She first asked if communication about the recent campus-planning day at which the chancellor, vice-chancellors, deans, directors, and department chairs discussed the budget, is something that should go to stakeholders. LSEB members replied that the best policy is to share such information as widely as possible. Because sources of funding and budgetary allocations are of interest to everyone in the library, a presentation or brownbag talk seemed an appropriate means of disseminating the information.

Perushek's second example concerned UH membership in CRL. UH canceled its membership some 18 years ago; GWLA is encouraging all its members to join CRL. If a request for special funding were turned down, the $26,000 membership fee would have to come out of the library's materials budget. In that case, LSEB said that selectors should be included in the decision-making. PSD, CDMC, and/or an all-selectors meeting were suggested as appropriate venues for discussion.

The third example Perushek mentioned was fire evacuation debriefing. There is a need to notify staff that some procedures had not been followed and also to coordinate with external organizations in order to evacuate people who are deaf, blind, or have mobility impairments. LSEB replied that information could best be disseminated by LDC, as it is made up of representatives from all units of the library. LSEB said that Admin must take responsibility for ensuring that all workers and patrons in the building are safely evacuated in an emergency. If campus security will not get involved, administrators must summon the fire department directly.

LSEB reiterated that the senate serves as an advisory body on policy development, particularly in regard to collections, services, and instruction. Administration needs to understand the role of the senate and to articulate the rationale for its own positions.

b. Update on draft of proposed minor reorganization (requested by LSEB)
Perushek stated that the initial purpose of the reorganization was to formalize the separation of Archives from Special Collections. Because the proposal was delayed and Jean Ehrhorn and Randy Hensley's positions became vacant, the minor reorganization draft incorporated additional proposals. Admin has decided to go forward only with the initial part of the proposal and to try to fill the E/M and/or faculty position on a temporary basis. The reorganization within the Acquisitions Department has been withdrawn. Perushek clarified that the alternative reorganization plans posted to the web would be used as the basis for future discussion. LSEB members suggested that the pros and cons of various alternatives could be discussed at one or more library-wide brainstorming sessions.

c. Implementation of more collegial management style (requested by LSEB)
Tabled due to lack of time.

3. Reports of officers, standing committees, and MFS representatives

Flynn reported that the list of examples had been delivered to the UL and the evaluation-of-administrators packets had been distributed to voting senate members. He is still waiting for a response from the Office of Human Resources regarding sharing the results of the evaluation.

Rutter (MFS): The Senate Executive Committee is working on the process for faculty involvement in the search for a Manoa chancellor. The SEC is also working on developing a process for the senate to discuss the UARC after the September meeting, which saw a presentation by the ad hoc committee on the UARC and the vice-chancellor for research's presentation of his management plan for the UARC. Right now, a senate meeting is scheduled for October 19th at 3 pm and a congress to follow (architecture auditorium) at 4 pm. The UARC will be the main agenda item for the congress.

Schultz (LPC): Committee meetings are starting.

Frost (Elections): No report.

Cartwright/Horie (UHPA): The MOA regarding department heads' being allowed to serve on LPC was approved by Musto and Yuen, although it hasn't yet been signed by the Board of Regents. Arrangements are still being made for a meeting with J.N. Musto, Mary Tiles, and Ed Yuen regarding the rank of department heads. It may be easier to schedule a meeting with LSEB than with the full senate.

4. Preparation of 10/19/2005 senate agenda

LSEB voted to cancel the Oct. 19 senate meeting.

5. Senate minutes in public web space vs. password-protected

Tabled until a future meeting.

6. New business
None.

The meeting was adjourned at 10:50 am.

Submitted by Nancy Sack, Secretary