Library Senate Executive Board

Meeting Minutes
2006-03-08

Present:
Carlson, Flynn (chair), Frost, Mattos, Peacock, Riedy, Rutter, Sack

Excused:
Minatodani

Guest:
Diane Perushek (University Librarian)

Convened:
The meeting was called to order by Flynn at 9:05 am in Addition Yap Conference Room A153. The first order of business was agenda item 3, after which Perushek left the meeting.

1. Approval of LSEB minutes for February 22, 2006

The minutes were approved.

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

Flynn asked about contacting Smatresk regarding LSEB's January 18 response to him vis-à-vis external facilitation for conflict resolution. LSEB urged him to write to the vice chancellor. Flynn is going to provide the board members with a copy of the possible new business items that he's collected so that the board can begin prioritizing those.

Rutter announced that she was elected to the Manoa Faculty Senate Executive Committee. The MFS congress will meet on Wednesday, March 15 at 2:00 pm at the Law School, and will be followed by a senate meeting at 3:00.

Peacock reminded LSEB that the next scheduled meeting would be her last until she returns from her sabbatical.

Carlson reminded LSEB of tomorrow's meeting with Ed Yuen, J.N. Musto, and Mary Tiles to discuss Article XXIII.

Frost announced that the Elections Committee would soon be preparing the five-year roster.

Riedy informed LSEB of a request that the Staff Development Committee fund a serials training workshop for $870. The committee agreed to fund the workshop but expressed its wish that future training workshops be funded by admin.

There were no other reports.

3. University librarian
a. UL: Increased participation of stakeholders in planning processes (with a review of the ground floor redesign process if there is time). The discussion began with a review of the ground floor redesign process.

UL: Bob Schwarzwelder tried to ensure that every stakeholder had input. Did you hear that anyone felt left out?

LSEB: The feedback was that the planning process was difficult, which was a given, but there were additional problems that arose because of the way the process was conducted: part way through the process the plans were changed, without notice to all the participants. (After the library-wide sessions were concluded, a new plan was presented, which was totally different from the earlier plan.) The lesson here is to avoid making changes with a small group when there is an ongoing process with a larger group; any additional input needs to go back to the group as a whole.

The pressure to move quickly nearly derailed the process. Fortunately, Steve Pickering presented a compromise plan. Before that, Schwarzwelder had proposed a coin toss as a viable means of deciding between two plans, one that was favored by the three Collection Services departments and one that was preferred by the LIS program and Government Documents & Maps.

Other minor stakeholders also need to be involved, e.g., BHSD, because plans and construction would have impact on that department as well.

UL: Facilities was concerned that the process was taking a long time.

LSEB: A lot of the delay was due to the wait for the chancellor’s task force to be formed.

b. UL: Expansion of information about budgets and fair use of resources

UL: Part of Paula's job is to do planning for the library. After the ULC retreat, Paula wants to tie budgeting to planning. We’re planning now for July 2006 (i.e., FY2007) but budget requests are due at the end of this month for the 2007-2009 biennium.

LSEB: It's good that departments had the opportunity for input. Departments will have more opportunities for input before final decisions are made, e.g., the LDC retreats March 16 and April 13. Many librarians are eager to see what will ultimately be requested and what will be approved.

UL: Last year the library's budget document was put on the web. Should that be done again?

LSEB: Yes.

UL: Paula hopes that departments will be able to see the budget document before it goes to admin, but it may be only one day in advance. In the future, planning for budget requests will begin earlier in the year (January or February). The half-day LDC planning retreat on March 16, at which department heads will bring ideas from their departments, will be largely connected with budget. The second meeting in April will be devoted to planning. The assumption is that the department heads will have met by then with their departments and gathered input. [Wil later corrected: Actually, the March 16 LDC retreat will focus on biennium planning and the
April 13 retreat will focus on the FY2005 annual plan.

**LSEB**: Department heads need to be informed that next week’s meeting is about budget, with the following meeting on planning.

**UL**: Is there a feeling that faculty input is not being requested in the right way? Or is the right way via the departments?

**LSEB**: Through the departments is the right way.

### 4. March 15 senate agenda

1. Approval of minutes for February 15, 2006
2. Reports of officers and standing committees
3. Unfinished business
   - LSEB resolutions relating to the evaluation of library administrators
4. New business

### 5. New business

Amendment to constitution regarding composition of LSEB

Evaluation report

The meeting was adjourned at 10:32.

Submitted by Nancy Sack, secretary