Library Senate Executive Board

Meeting Minutes
2008-03-04

Present:
Vicky Lebbin, Ruth Horie, Ross Christensen, Pat Polansky, Bron Solyom, Alan Grosenheider, Sara Rutter

Convened:
The meeting was called to order by Lebbin at 1:35 pm in the BHSD Conference Room.

1. Approval of LSEB minutes for February 5, 2008.

Minutes of the February 5, 2008 LSEB meeting were approved.

2. Reports of Officers, Standing Committees, and MFS Representatives

Manoa Faculty Senate: Christensen reported on the Manoa Faculty Senate Committee on Administration and Budget (CAB) recent survey on faculty budget priorities. Results of the survey are linked on the MFS website at http://www.hawaii.edu/uhmfs/minutes/2007_08/cab_min_20080124.html. Christensen noted that he is now the chair of CAB. CAB will be meeting with the VCAFO to request that the budget advisory group that included faculty members be reestablished.

Elections Committee: Solyom reported that other than electing a new elections committee there are no more impending elections planned.

Strategic Planning: Grosenheider reported that he would like to have some time at the next Library Senate meeting to give an update on the outcomes of the strategic planning retreats and open meetings. He would like the senate to consider formally supporting the plan with a resolution. ACTION: The LSEB approved Grosenheider's request for time on the Senate agenda for the March 18th meeting. It is expected that the update will take 15-20 minutes.

3. Evaluation of Library Administrators

How should LSEB handle the individual instruments submitted by librarian faculty members (destroy or retain)?

The LSEB approved the following actions regarding the completed evaluation forms:

- The LSEB agreed that the evaluation forms from the most recent administrator review should be shredded. Solyom will meet with Ann Marcia to use the administrative offices shredder to shred the forms.
- Solyom noted that the Elections committee still holds the forms from the previous administrator reviews. It was agreed that these should be shredded as well.
- The reports of the reviews are to be archived with the Library Senate archives.
• The report from the previous review that is posted on the web will be removed from the Senate website.

4. Resolution on the Rank of Departments Heads

Lebbin sent an email on behalf of the LSEB on 02/11/08 to the Interim University Librarian notifying her of the Library Faculty Senate's Resolution on Rank of Department Chairs. The email welcomed a response on the resolution. Lebbin followed up with an email message on 02/25/08 asking the Interim University Librarian if she has a response to the resolution. The Interim University Librarian responded she does not yet have a response because she has had so many other things due with deadlines. Lebbin will follow up again in a week.

5. Library Personnel Committee Policies and Procedures Revisions

Polansky, chair of LPC, will forward the revised LPC Policies and Procedures document for approval to J.N. Musto UHPA and UHM Administration Beverly A. McCreary, Program Officer in the Office of Vice Chancellor of Academic Affairs. It is hoped that the LPC documents will reflect the approved changes for the Fall 2008 tenure and promotion applications.

6. Nina D.P. Horio Excellence in Librarianship Award

The Nina D.P. Horio Excellence in Librarianship Award has not been given for 10 years. Lebbin located the document in the archives that describes the award purpose and procedures for awarding. Lebbin will send out an email noting that the award fund has recently received a donation and requesting nominations. There was a brief discussion about where the plaque with the engraved names of winners should be housed. It was decided that currently the plaque will stay with Lebbin but it was agreed by the board that a more public display of the plaque is desirable.

7. Composition of Librarian Faculty Search Committees

The LSEB discussed the need for more transparency and communication about search committees for librarian positions. Polansky noted that there is a document that was created by several librarians that detailed the procedures and that was used for several years by John Haak in forming search committees for faculty positions. The LSEB also wants to review the interview process that is now in place for faculty positions. The LSEB will review the earlier document and request input from the interim University Librarian as to whether those guidelines are still being taken into consideration.

8. New Business

Grosenheider reported that the new biennium budget cycle will begin soon.

Next Library Faculty Senate meeting on Tuesday March, 18, 2008 at 10:00am
Next LSEB meeting on Tuesday, April 1, 2008 at 1:30pm