Library Senate Executive Board

Meeting Minutes
10 April 2012, Hamilton Rm 027

Present: Present: David Flynn (UHPA), Eileen Herring (Secretary), Dore Minatodani (MFS), Allen Riedy (Vice-Chair), Sara Rutter (LPC), Nancy Sack (Elections), Gwen Sinclair (Chair)

Convened: 10:30 a.m.

1. Minutes Approval

The minutes for the 13 March 2012 meeting were approved as amended.

2. Reports

a. Chair (Sinclair): No report.

b. Vice-Chair (Reidy): No report.

c. Secretary (Herring): Herring reported that the Web site task force is working on their recommendations which will include that the Senate have an official Web master.

c. Elections (Sack): Sack is preparing for the May officer elections.

d. Library Personnel Committee (Rutter): The LPC will be meeting with Beverly McCreary and Alan Grosenheider in late May or early June regarding changes to the LPC procedures and about collegiality.

e. Manoa Faculty Senate (Minatodani): Minatodani reported that the Manoa Faculty Senate passed a resolution asking that the time limits for residence in faculty housing be enforced now that there are more new hires. The maximum length of stay was increased from 3 years to 5 years in the resolution. Enforcing the time limit may eliminate the need to build new housing. There have been objections to the resolution concerning both process and content including some from librarians. Librarians with concerns about the resolution should contact our MFS representatives. The tenant association has contacted the SEC so will likely be additional discussion at upcoming Manoa Faculty Senate meetings.

f. UHPA (Flynn): Sara Rutter will be one of the new UHPA representatives. The Library still needs one more representative and UHPA will be soliciting volunteers.

3. Old Business

a. Letter to new faculty regarding Senate membership: The draft email that the Library Faculty Senate Secretary will send to future new members was approved as amended.
b. Faculty recruitment practices: The LSEB discussed Library Administration's recommendations regarding faculty recruitment practices noting that the response date was 20 April 2012. Most of the discussion revolved around the section concerning the suggestions for promoting screening committee diversity and the recommendation that the department head not be included in the committee. In general, the LSEB felt that knowledge about the position and its requirements was more important in selecting screening committee members than requiring a specific composition of library job classifications. It was also generally felt that the department head is the person most likely to have in-depth knowledge of the requirements of the position and the most able to answer questions that an applicant might have about the position. It was agreed that Sinclair will bring the proposal up for discussion at the next Library Faculty Senate meeting.

c. Primo: Sinclair reported on the information shared at the last Library Department Chairs meeting (LDC minutes were not yet available on the intranet). Geary stated that James Adamson would be the team leader for PRIMO implementation and that the existing Voyager committees will be involved. ExLibris will be leading the implementation in coordination with Adamson. Company personnel will be here in Hawaii later this month to establish a timeline for the implementation. We are currently anticipating a late summer or fall implementation. Training is included in the subscription to Primo and, since it is not client-based, no local software or additional expertise will be required. Many or all LibGuides will need updating. Although Primo is a systemwide issue, library faculty may need contact information for the Voyager committees in order to obtain more information. Sinclair will send a list of Manoa members of Voyager committees to the Library Faculty Senate listserv.

4. New Business

   a. Request for exception to MQs for Congressional Archivist: We were advised that the requirement for an MLIS for a Librarian (B) position is in the Board of Regents policies. The policy regarding equivalencies refers to non-U.S. degrees and does not address the issues relevant to this position.

   b. Public Services issues - how to frame discussion: There was a brief discussion about what functions of the library are public services and whether or not the topic is a Library Faculty Senate issue. Further discussion was deferred due to lack of time.

Submitted by Eileen Herring

---

From Library Faculty Senate secretary to new library faculty hires,
approved 10 April 2012

Aloha (name),

Welcome to the University of Hawaii at Manoa Library and to the Library Faculty Senate! As a new library faculty member, you are automatically a member of our
Senate. As you will read in the Library Senate's constitution, "The Library Senate and its Library Senate Executive Board, standing committees, and various ad hoc committees function as forums for professional discourse and consideration of such policies which have Library-wide concern and relate directly to the intellectual life and educational process of the University."

We look forward to your participation in committees and working groups, and contributions in discussion and debate.

The Senate meets every month and an email reminder is sent out approximately one week before the meeting. The schedule of upcoming meetings as well as links to the Constitution, minutes, and correspondence are available on the Library Faculty Senate Web site at [http://www.hawaii.edu/libsen/](http://www.hawaii.edu/libsen/)

There are two very low volume listservs for library faculty:

- **libfac-l** - this list is for voting (faculty) members of the Library Faculty Senate only. The regular voting members of the Library Senate are all library faculty who: (1) hold Board of Regents appointments, (2) hold positions that are half-time or more, and (3) hold appointments that are no shorter than four months.
- **libsen-l** - this list includes non-voting members of the Library Faculty Senate. The University Librarian, the Associate University Librarians, librarians with less than half-time appointments, and APT (Administrative, Professional and Technical) staff are non-voting members of the Library Senate.

Shortly, you will receive email notifications of your addition to these lists.

If you have any questions about the Library Faculty Senate, please do not hesitate to talk to me or one of the other officers of the Senate.

As a library faculty member at the University of Hawaii at Manoa, you are also automatically a member of the Manoa Faculty Congress. Information about the Congress and the Manoa Faculty Senate can be found at [http://www.hawaii.edu/uhtmfs/about/index.html](http://www.hawaii.edu/uhtmfs/about/index.html)

Sincerely,

(secretary's name)