**Librarians’ Assembly and Executive Committee (LAECC) Minutes**

**Librarians’ Assembly Meeting**

May 23, 2016 (Kyle Morrow Room)

The meeting was called to order by the Librarian’s Assembly Executive Committee (LAEC) chair, Bob Sabin, at 10:05 am.

Bob offered to read the last meeting minutes. Linda made the motion to waive the reading of the minutes and Anna seconded it. It was approved by general consent.

The Nominating Committee for the Librarians’ Assembly Executive Committee consists of Linda Spiro, Amanda Focke, and Janice Lindquist. Bob announced the slate of candidates for LAEC for the term of 2016-2018.

General Election: (Two candidates will be selected):

Scott Carlson

Andy Damico

Mang Sun

Scott Vieira

Bob called for more nominations during the meeting, but there was no more suggestion.

Nadalia Liu will be completing her two year term as the end of the election and Bob Sabin will be completing his one year special term. Amber Seely and Kathy Weimer will remain on the committee for one more year.

Sandi mentioned we will be electing two new member to the CAP Review Committee this year and one member will be appointed by Sara Lowman. The election will be held concurrently with the Librarians’ Assembly Executive Committee election. Voting will be in Karen’s office until Friday.

No old business to discuss.

No new business to discuss.

Meeting adjourned.

MINUTES

**Librarians' Assembly and Executive Committee (LAEC) Minutes**

**Librarians’ Assembly Meeting**

May 20, 2014 | Kyle Morrow Room

The meeting was called to order by the Librarian’s Assembly Executive Committee (LAEC) member, Denis Galvin, at 10:05 am.

Denis offered to read the last meeting minutes, Jet Prendeville made the motion to waive the reading of the minutes and Linda Spiro seconded it.  It was approved by general consent.

**LAEC member status:**

* Vacant Seat     (2012-2014)
* Jiun Kuo          (2012-2014)
* Dennis Galvin (2013-2015)
* Siu Min Yu     (2013-2015)

**Nominating committee for new LAEC members:**

Mary Brower, Dara Flinn and Mang Sun

Denis announced the slate of **candidates for LAEC** for the term of 2014-2016:

* Elka Tenner
* Jane Segal
* John Hunter
* Nadalia Liu

Call for nominations from the floor, there was no suggestion.

The two elected candidates will replace outgoing member Jiun Kuo and the vacant seat.

Dennis announced the **candidates for CAP** review committee:

Debra Kolah and Kim Ricker

No old business to discuss.

No new business to discuss.

Meeting adjourned.

**Librarians' Assembly Meeting**

May 29, 2013 | Kyle Morrow Room

The meeting was called to order by the Librarian’s Executive Committee chairperson, Jet Prendeville, at 10:03 am.

A motion was made to waive the reading of the minutes.  They were approved by general consent.

Jet thanked the members of the nominating committee, David Bynog, Dara Flynn and Jane Segal, for the slate of four candidates which was presented by Dara Flynn.  The slate of four condidates was Denis Galvin, John Hunter, Elka Tenner and Siu Mn Yu.  Two new members would be elected to replace outgoing members Jet Prendeville and Keith Chapman.  A call was made for additional candidates.  None were suggested.  The election was to be held May 31-June13.  The ballots were placed in the administrative office.

Jet read the list of nominees for election to the CAP Review committee.  The nominees were Keith Chapman, Alice Rhoades and Bob Sabin.  The election for one member was held from May31-June 13.

There was no old business.

Under new business David Bynog brought up CAP promotions.  He said there had not been any promotions listed to Proflib and would like to see the promotions listed again.

Melinda mentioned Siu Min Yu, Danis Galvin and Mang Sun as new members of the Librarian’s Assembly.

Sandi Edwards talked about the change in the process for petitioning to become a member of the LA.

Linda Spiro asked Sandi to explain the CAP Review process.

Melinda asked what would a good CAP Review file look like.

Jet adjourned the meeting at 10:20 am.

Respectfully submitted by

Keith Chapman, LAEC Secretary

**Librarians' Assembly Meeting**

May 8, 2012 | Kyle Morrow Room

In attendance:

John Hunter, Melinda Flannery, Keith Chapman, Mary Brower, Jiun Kuo, Sara Lowman, Jane Segal, Jet Prendeville, Debra Kolah, Amanda Focke, Jenn Miller, Linda Spiro, Bob Sabin, Elka Tanner, Kim Ricker, Esther Crawford, Janice Lindquist, Michael Meng, Andy Damico

Meeting called to order by Keith Chapman, chair of LAEC

**LAEC member status:**

Peggy Shaw and Amanda Focke rotating off service on LAEC, May 2012.

Jet Prendeville and Keith Chapman on LAEC for 1 more year, until May 2013.

**Nomination committee for election of new LAEC members** was:

Mary Brower, Bob Sabin, Esther Crawford

**LAEC Election slate announced as:**

Jenn Miller, Jiun Kuo, John Hunter, Jane Segal.

Called for nominations from the floor. None were offered.

Voting to begin the following day.

**CAP nominees announced as:**

Jane, Bob Sabin, Jet Prendeville and Andy Damico

Voting to begin the following day.

No old business to discuss.

No new business to discuss.

Meeting adjourned.

Respectfully submitted by

Amanda Focke, LAEC Secretary.

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**Librarians’ Assembly Executive Committee Meeting April 16, 2012**Planned general Librarians Assembly meeting for May 8th, 9:30am, KMR.

LAEC nominating committee is: Mary Brower (chair), Esther Crawford, Bob Sabin

CAP committee: ready to begin nomination process for new CAP member, which Sandi Edwards (CAP liaison and Keith Chapman (LAEC chair) will discuss.No old or new business is expected to be discussed at this time.

Minutes by: Amanda Focke

**Librarians' Assembly and Executive Committee (LAEC) Minutes**

**Librarians’ Assembly Executive Committee Meeting**

August 9, 2010

Submitted by Lisa Spiro

Present: Amanda Focke, Rafal Kasprowski (outgoing chair), Peggy Shaw, Diane Butler, Kim Ricker, Lisa Spiro (outgoing secretary)

The main purpose of the meeting was to ensure a smooth hand-off between new members of the LAEC (Focke and Shaw) and those whose terms have expired (Kasprowski and Spiro).   Discussion focused on the following activities of the LAEC:

1. Coordinating get-togethers with area librarians

* These will occur quarterly, probably in October, January, March and July
* Rafal will still do the Evite
* The gatherings will alternate between lunches and happy hours to allow more people to attend.
* The next gathering will be a lunch in October.  The likely location is Jax Grill. In looking for good lunch locations, we will prefer restaurants offering counter service, good parking, and ample space.
* We will expand our list of invitees.  For example, Amanda will invite people from the archives list.

2.    Coordinating service projects

* The LAEC will pull together volunteer opportunities and post them on the Fondren web site.
* The LAEC will try to organize service opportunities that people can choose to participate in.  Prospective service opportunities include helping to organize a library at a new public school for underprivileged youth (Amanda will check into this) and helping to unpack books for Houston Public Library (Rafal passed on the contact info for the person involved in this to Peggy).

3.    Hosting quarterly library learning lunches

We will try to get the library learning lunches going again.  Lisa and Amanda will coordinate the first one of the semester (to be held in September).

4.    Selection of officers:

* Kim volunteers to be secretary for August 2010- July/August 2011
* Diane is chair

**Librarians' Assembly Meeting**

**April 29, 2010**

Submitted by Lisa Spiro

Attending: 22 librarians were in attendance, including Rafal Kasprowski (chair), Lisa Spiro (secretary), and Diane Butler (Executive Committee member), Linda Spiro, Anna Shparberg, Sandi Edwards, David Bynog, Melinda Flannery, Mary Du Mont Brower, Keith Chapman, Esther Crawford, John Hunter, Debra Kolah, Leah Krevit, Jiun Kuo, Janice Lindquist, Jet Prendeville, Alice Rhoades, Bob Sabin, Jane Segal, Peggy Shaw, Elka Tenner,

*Agenda:*

(1) Discuss changes to CAP document (see attachment). The current CAP document is available at: http://library.rice.edu/about/employment/librarians-assembly/career-advancement-program/

Esther Crawford suggested that the requirement to provide signed copies of the annual evaluation as part of the CAP portfolio may be onerous, since the librarians may not always receive a signed copy of the evaluation from their supervisors, the front office has stopped providing them, and getting access to your personnel file is difficult. Peggy Shaw suggested that the supervisor get 3 signed copies—one for the employee, one for the supervisor, and one for the administration.  The Woodson may also have copies of the evaluations.

The motion to change the CAP document was approved. Debra Kolah seconded the motion.

(2) Propose additional nominations for the CAP Review Committee.

Currently there are two candidates for two positions—John Hunter and Elka Tenner.  Although two nominations are sufficient, more nominations (including self-nominations) are encouraged.  Nominations will be accepted until May 7.

(3) Propose additional nominations for the Librarians' Assembly Executive Committee (LAEC).

Four people have been nominated for the LAEC: Amanda Focke, Janice Lindquist, Bob Sabin, and Peggy Shaw.

The voting will begin on May 7.  Both CAP Review Committee and LAEC will be voted on at the same time.

(4) Other items as needed.

(a) The LA sponsored a happy hour last week that attracted over 30 area librarians and was deemed to be a successful networking opportunity.  The events will alternate between happy hours and lunches.

(b) The group discussed the possibility of the LA facilitating service opportunities.  These service opportunities might include helping local schools and community organizations that contact the University Librarian for assistance with library-related work; organizing joint volunteer activities such as assisting with a Habitat for Humanity house; or coordinating service that takes advantage of librarian skills such as organizing archival information.   Some suggested that this wasn’t appropriate role for the LA, since people already volunteer on their own. Others commented that any current volunteer activity already expresses the spirit in which this initiative was intended, while still others emphasized that this should not be an activity exclusive to librarians but should engage the entire library.  Several argued that service is a core librarian value and that joint service might build community at Fondren.

Ultimately it was decided that the LAEC will certainly not require service, but it will facilitate service opportunities, perhaps by sending out notices as opportunities come up, perhaps by seeking to organize service activities.

**Minutes, Librarians’ Assembly Executive Committee**

**March 30, 2010**

Submitted by Lisa Spiro

Present:

·  Rafal Kasprowski, Chair (2008-2010)

·  Lisa Spiro, Secretary (2008-2010)

·  Diane Butler (2009-2011)

·  Kim Ricker (2009-2011)

1.    We discussed the feedback to the minutes from December’s Librarians’ Assembly brainstorming meeting.  While we acknowledge that librarians’ responsibilities are guided by the CAP process and by consultation with the supervisor, we intend to move forward to organize *voluntary* professional development and community service opportunities for librarians who wish to develop their skills and/or perform community service.

2.    The members of the LAEC will coordinate quarterly learning lunches.  Rafal will schedule the next lunch, to be held in late January or early February.

3.    Diane and Rafal will organize networking events for Houston-area librarians.

4.    Lisa and Kim will work on developing a framework for community service opportunities in consultation with Mac Griswold and Sara Lowman.

5.    A  CREL research group led by Melinda Flannery is developing a voluntary checklist of skills for 21st century librarians.  We will look for opportunities to collaborate with that research group in linking training opportunities to the checklist.

**Minutes, Librarians’ Assembly Planning Meeting**

December 9, 2009

Attendees:

Rafal Kasprowski (chair), Melinda Flannery, Kim Ricker (Librarians' Assembly Executive Committee member), Leah Krevit, John Hunter, Amanda Focke, David Bynog, Esther Crawford, Diane Butler (Librarians' Assembly Executive Committee member), Alice Rhodes, Lisa Spiro (secretary)

The meeting was called to solicit input from the Librarians’ Assembly (LA) members about future directions for the LA.  Several ideas emerged from the discussion:

\* **Build community**

o Host regular gatherings of local librarians.  Twice a semester, the LA plans to invite area librarians (including colleagues at UH, HAM-TMC, St. Thomas, etc.) to a lunch, happy hour, or coffee.  So that it is easy for people to attend, we plan to hold the gatherings at places that offer counter service, are not too expensive, and ideally that offer a separate meeting area.  At least some of the gatherings could be themed, e.g. focus on institutional repositories, the next generation catalog, etc.  We can use mailing lists such as the list of attendees of this summer’s Scholarly Communication forum to reach a range of librarians.

o Investigate building community online, perhaps through ning or Facebook. [Rafal to look into ning]

\* **Encourage professional development**

o Collaborate with the Staff Travel & Development committee to host speakers and events

o Bring in speakers to address issues of concern to librarians

o Have local speakers address topics such as publishing your research or emerging technologies

o Ask for a budget to support such events

o To avoid exclusivity, make these events open to all

o Mentor new librarians, perhaps through a formal program to pair veteran and new librarians

o Partner with library schools

o Require that library school interns make presentations to the staff explaining what they learned from their internship experience and how it will affect their future career

o Define areas where all librarians should demonstrate their professional commitments and be proficient, e.g. by attending training sessions on OneSearch, working in the library at night to understand how it is being used by students, etc.  Perhaps have a frequently updated checklist of expectations for librarians.

o Foster a culture of innovation by modeling and recognizing professional development and service

\* **Encourage professional service**

o In the past, the focus of the Librarians’ Assembly has been on librarian rights.  Why not focus also on librarian responsibilities?

o Encourage librarians to work on public service projects, such as helping local organizations manage their collections, assisting school and public libraries, sponsoring or contributing to training programs, etc.

o Document and report community service activities that librarians already participate in, e.g. Archives Day, digital preservation training, etc.

o Perhaps work with local librarians to facilitate service projects (e.g. via the Ning site)

\* **Given that the LA’s objectives are “to advise the University Librarian and to deal with matters of concern to the professional staff,” the LA Executive Committee will solicit input from members on issues that should be addressed.  Mechanisms for gathering input include:**

o Web form [Diane Butler to set up]

o Annual call for expressions of concern

o If topics of concern are emerging, gather additional input through a focus group or survey

**Minutes, Librarians’ Assembly Executive Committee**

Submitted by Lisa Spiro

November 23, 2009

Present:

·  Rafal Kasprowski, Chair (2008-2010)

·  Lisa Spiro, Secretary (2008-2010)

·  Diane Butler (2009-2011)

·  Kim Ricker (2009-2011)

1.    Rafal Kasprowski agreed to serve as chair and Lisa Spiro agreed to serve as secretary

2.    We will solicit feedback from the membership of the Librarians’ Assembly about future directions for the organization.  We will host a librarian learning lunch in early December where we discuss challenges that librarians at Rice face and determine how the Librarians’ Assembly might help to address these challenges.  Rafal Kasprowski will schedule the event.  We may use other means of gathering input as well, such as a web form or an online survey.

3.    The LAEC will meet in January to discuss feedback from colleagues and plan future directions for the organization.  Pending review of the feedback, we will plan library learning lunches for the spring semester.

4.    To foster greater conversation among librarians in the Houston area, we will organize a lunch outing for librarians from Rice, U of H, HAM-TMC, and other local libraries in the winter, and plan an icehouse gathering in the spring.

**Librarians' Assembly Meeting Minutes - June 24, 2009**

Anna Shparberg, Chair of the Committee called the meeting to order at 2:05 p.m. Twenty-four members were present. Anna asked if there were any additions or corrections to minutes from the previous meeting. Debra Kolah asked that the misspelling of her name be corrected. The minutes were accepted with that correction.

Sandi Edwards has two nominations for the CAP Committee, but will accept nominations until Friday, June 26. Nominations should be sent to Anna Shparberg by Friday. There were no nominations from the floor. Voting for new additions to the CAP Committee will begin on Monday, June 29 and continue until Monday, July 13 simultaneously with the election for the new members of the Librarians' Assembly Executive Committee (LAEC).

Alice Rhoades chaired the committee to select nominees for the LAEC. She announced the nominees are Diane Butler, Kim Ricker, Elka Tenner, and Shirley Wetzel. There were no nominations from the floor. Jane Segal asked how long a person had to serve as a librarian at Fondren before being eligible to serve on the LAEC. Alice clarified that CAP Committee membership has a service time requirement, but the LAEC does not.

Anna asked if there were any additional topics to discuss and a lively discussion followed. Melinda Flannery asked if the committee had a topic in mind to research or programs or lectures to sponsor. Jane Segal mentioned that the Third Thursday Salon came out of the LAEC. Linda Spiro explained that those lunches have been continued by the present LAEC members under the new name, Library Learning Lunches, and will not always be on Thursdays.  Anna mentioned that she will be organizing the next lunch next week. Bob Sabin preferred to have the Staff Travel and Development Committee sponsor programs to be more inclusive of all staff members.

Jane Segal mentioned that when HARLIC was active, we interacted more with other area librarians. Sarah Lowman said HARLIC has moved to special interest groups. Keith Chapman mentioned the Fine Arts SIG continues to meet on a semi-annual basis. Debra Kolah asked if mutual meetings could be held virtually such as on Facebook. Melinda Flannery said HARLIC had tried ListServs, but they did not take off since people could join national or international groups with more depth. Sarah Lowman mentioned that the only program still active is the HARLIC card.

Melinda Flannery suggested that the LAEC look into setting up happy hour meetings with other libraries. The suggestion was amended by Debra Kolah to be informal social activities and by Sarah Lowman to be self-funded social events. John Hunter seconded the amended motion and the motion carried.

Leah Krevit asked if the Librarians' Assembly looks at resolutions and issues of national importance such as the ARL notification about librarians who publish in scholarly journals not signing over their rights to publishers. She felt librarians could set an example for faculty to see that there are mechanisms to retain some control. Jet explained issues tackled by the Assembly in the past included a salary survey in the 80s and the writing of the CAP document. Linda Spiro mentioned the recent research done with peer universities about how University Librarians are hired.

Sarah Lowman said that the Librarians' Assembly manages the advancement program, but has delegated the management of CAP to Sandi Edwards.

Elka Tenner moved that the meeting be adjourned, John Hunter seconded, and the meeting adjourned at 2:30 p.m.

Submitted by Linda Spiro

**Librarians' Assembly Executive Committee (LAEC) Meeting Minutes - June 16, 2009**

Members Present: Rafal Kasprowski, Anna Shparberg, Linda Spiro, Lisa Spiro

Bob Sabin, Dennis Galvin, and Alice Rhoades have agreed to serve as an Ad Hoc Nominating Committee to select four candidates to run for the two slots Anna and Linda will vacate.

Anna will check the calendar to find a date when the Kyle Morrow Room is available for a Librarians' Assembly meeting, preferably next week.

Anna will check to be sure Lisa and Rafal have full rights on OwlSpace so they can add the new committee members after the election.

Anna will organize a Library Learning Lunch the last week of June, and Rafal will organize one in August or September.

Submitted by Linda Spiro

**Librarians' Assembly Executive Committee Meeting Tues., Nov. 11, 2008**

Attendees:

Rafal Kasprowski, Anna Shparberg, Linda Spiro, Lisa Spiro

Anna was elected chair and Linda agreed to serve a 2nd term as secretary.

Anna will update the list of members of the Librarians' Assembly posted on Fondranet and will add Lisa and Rafal to OwlSpace. (Anna found out that Sandi Edwards updates the list of members of the Librarians' Assembly as part of her duties as Cap Committee Chair.)

On Fondranet Linda will add Lisa and Rafal as new members of the LAEC.

Members discussed ways to revive the Third Thursday Salon. The committee suggested the following changes:

* \* Change the name to Library Learning Lunches.

\* Hold the lunches every other month.

\* Instead of always holding the lunches on the same day of the week at the same time, the LAEC committee member in charge of a lunch will decide the day, time, and topic and will advertise the event to Fondren staff.

\* LAEC committee members volunteered to be in charge of the following months: Jan. - Linda; Mar. - Lisa; May - Rafal; July - Anna.

Submitted by Linda Spiro

**Librarians' Assembly Meeting**

**Minutes - May 27, 2008**

The Chairman, Andy Damico, called the meeting to order at 10:20a.m.

Twenty members were present.

Andy asked if there were any changes to the previous minutes. There were none.

Sandi Edwards distributed nomination forms for the upcoming CAP election. Nominations should be submitted to Andy Damico by June 6. The election will take place between June 9 and June 16. Continuing members of the CAP review committee are Keith Chapman and Peggy Shaw. The terms of Esther Crawford, Debra Kolah and Elka Tenner will expire at the end of June 2008.

Alice Rhoades announced the election for two new Librarians’ Assembly Executive Committee members. Continuing LAEC members are Anna Shparberg and Linda Spiro. The ballots and the ballot box will be in the Administrative Office. The election starts tomorrow, May 28, and runs through June 3, 2008.

Andy asked for further nominations from the floor. No nominations were made.

A motion was made and seconded for the meeting to be adjourned.

The meeting was adjourned at 10:35 a.m.

Andy Damico

Chair

**Librarians' Assembly Executive Committee (LAEC) Minutes – Special Meeting – Oct. 30, 2007**

Members Present: Andy Damico, Phil Montgomery, Anna Shparberg, Linda Spiro

The purpose of the meeting was to review progress made in researching the process other peer institutions use to hire a University Librarian.

Anna reported about procedures from Harvard, Duke, and UNC. Linda discussed data from Vanderbilt and Yale. Andy and Phil will continue to try to get data from Tulane and Emory. If we need more data, we can pull from the URL links Linda emailed committee members on 10/12/07 (Subject: Online Research) which lists University Librarian (UL) search information from such places as Cornell, Northwestern, Rutgers, etc. Linda also scanned and emailed committee members an ERIC Occasional Paper, Selection of the University Librarian. We will include the abstract of the document with our report.

Linda suggested we make a spreadsheet for quick viewing of the results. Anna suggested a table would be easier since we do not need to manipulate data. Phil volunteered to make the table with information sent to him by other committee members. The following topics (reworded as needed) will be on the table followed by a note field to clarify entries: (The following abbreviations will be used to make the table manageable: SC=Search Committee, LS=Library Staff.)

· Provost Level Position

· SC Includes LS

· Presentations to LS

· Open Contact with LS

· Restricted Contact with LS

· Comments from LS

Anna will check into creating a work space on OWL-Space for the LAEC. If this is too time consuming for our immediate need, we will email information to each other and use OWL-SPACE in the future.

When the chart is ready, we will include it with a description of our search process and a summary. If OWL-Space is ready, the committee will work on the report there. We will email the final version to Librarians Assembly members to read before a special session of the Librarians' Assembly is called again (in November or December) to review the results.

Andy will set up a meeting next week to review the final version and choose the date for sharing the results with the Librarians' Assembly.

Mention was also made of Bob Sabin’s email about clarifying titles in the Library Organization chart. Library Administration is looking into this matter. Anna will seek additional information from an administrator.

Submitted by Linda Spiro

**Librarians' Assembly Executive Committee Meeting Wed., July 25, 2007**

Attendees:

Phil Montgomery, Andy Damico, Anna Shparberg, Linda Spiro

Since this is the first meeting of the year with newly elected members (Anna and Linda), Phil Montgomery was elected Chair. Linda Spiro agreed to serve as Secretary.

The main action item of the meeting was to address the following motion which was approved at the last meeting of the Librarians Assembly: “to research the best practices in the hiring of University Librarians and comparable positions at peer private institutions and to survey the library literature in order to determine an action in response to the Vice Provost and University librarian hiring process.”

To complete the study mentioned above the following peer institutions and questions were identified along with which member of the Executive Committee would contact each institution:

Peer Institutions

\*Duke – Anna

Vanderbilt – Linda

Emory – Phil

Tulane – Andy

Washington University (St. Louis) – Phil

The following institutions have already been contacted:

\*Duke – Anna found that candidates for the position of University Librarian are interviewed in the library and give presentations to the library staff. Anna found similar results at Cornell.

Yale – Linda discovered that a committee consisting exclusively of faculty members comes up with a list of candidates, decides on finalists, and then solicits opinions from some (though not all) of the library staff regarding those on the short list. Then the faculty committee makes a decision. For the most part, the process is handled outside of the library and librarians have little (if any) control over the decision. Once appointed, the head of the Yale libraries is the “University Librarian,” and does not have dean or provost status.

Harvard – Anna will also check with contacts at Harvard.

Questions

Introduction: Members of the committee will state that they are researching the best practices for hiring a university librarian who is as the vice provost level.

1. a. In your institution what role do librarians play in hiring the head of the university library system?

b. What are that person’s title and job responsibilities?

2. What is your institution’s process for conducting a search at the vice provost (or comparable) level?

Phil will call another meeting of the Executive Assembly in a week or so after members have a chance to do some preliminary research.

Submitted by Linda Spiro

**Librarians' Assembly Executive Committee Meeting Andy Damico, Phil Montgomery, Randy Tibbits, Jane Segal June 27, 2006**

Officers: Phil was unanimously elected chairman. Jane agreed to continue as secretary.

The membership list of Librarians’ Assembly members needs to be updated. Phil will get a list of professional librarians from Elizabeth Baber.

The group discussed the mentoring program that was approved in the last Librarians’ Assembly meeting. The group is not sure if this program is going to be sponsored by the Staff Assembly. Phil will talk to David Bynog in order to clarify this.

The journal club (also approved in the last Librarians’ Assembly meeting) has had an organizational meeting. Participants chose Third Thursday Salon as the official name of the group. Jane has created a folder for the salon in Plone and added a page containing information on the organizational meeting. See <http://128.42.35.184:8080/fondren/main/Members/segal/third-thursday-salon>. The Salon will be open to all library staff.

We discussed other possible projects for the Librarians’ Assembly. Randy suggested that we might want to sponsor a speaker. There is possibility that Chuck Henry might be willing to fund this.

The next meeting of LAEC was scheduled for Wednesday Sept. 20 at 1:30. Phil will send out an email to proflib closer to the meeting date.

Submitted by Jane Segal

**Minutes of the Librarians’ Assembly Meeting**

**June 19, 2007**

The chairman called the meeting to order at 1:00 p.m. Twenty-one members were present.

The chairman summarized the purpose of the meeting which was to discuss the hiring process for the new Vice Provost and University Librarian. He opened a discussion. The group discussed this issue.

A motion was made to investigate the hiring process at peer institutions and to express our concerns to the appropriate people regardless of the outcome of the investigation. The motion was seconded.

A motion was made to amend by striking out the phrase “regardless of the outcome of the investigation.” The motion to amend was seconded.

A motion was made to amend the motion as follows: to research the best practices in the hiring of University Librarians and comparable positions at peer private institutions and to survey the library literature in order to determine an action in response to the Vice Provost and University librarian hiring process. The motion was seconded. The amended motion was discussed. The chairman called for a vote on the motion and the motion carried.

A motion was made to refer the research to the Librarians’ Assembly Executive Committee. The motion was seconded. The chairman called for a vote on the motion. The motion carried.

The meeting was adjourned at 2:00 p.m.

Submitted by Jane Segal

**Minutes of the Librarians’ Assembly Meeting**

**May 3, 2006**

The Librarians’ Assembly met at 10:00 a.m. on Thursday May 3 in the Fondren Library Instruction Room. Amanda Focke, Chair of the Executive Committee, called the meeting to order.

Amanda asked if anyone had old business to discuss. There was no old business.

Simone Roemhild demonstrated Plone, the software which will be used for the new Fondren web site. She said she had created a prototype site for evaluation in consultation with library departments as well as with the Marketing and Services Team. Usability studies have started and the site is still under development. The web site is tentatively scheduled to go live in mid June.

Simone showed how information in Plone could be edited. All Fondren staff members will have passwords so that they can make changes to relevant pages.

Amanda reviewed the digital projects that are currently under development at Fondren. These include the Travelers in the Middle East Archive (TIMEA), *The Thresher*, selected performances from the Shepherd School of Music, and the Museum of Houston. Details were provided in a handout. The Digital Resources Steering Committee, which meets monthly, coordinates these projects. Suggestions from Fondren staff for future projects are welcomed. Sara Lowman added that budgeting for digital projects comes from various sources, including library money, grants, and donations.

Topics brought up in discussion included:

* \*Preservation issues \*Digitizing Rice documents, such as faculty papers. \*The need for an institutional repository (I.R.) policy and a checklist to be followed for each digital project. \*The possibility of federated searching as an aid to locating digital materals.

Amanda showed the Woodson Research Center web page for digital projects.

Phil Montgomery proposed that the Librarian’s Assembly sponsor a mentor program. This would pair librarians who have been at Fondren for at least two years with librarians new to Fondren or with library school students on the staff. The mentor would inform the mentee about such topics as library committees and culture, the profession, professional organizations and publishing. Phil recommended that an ad hock committee be established to discuss and plan the program. Amanda asked for discussion.

Elka Tenner mentioned that the Staff Travel and Staff Development Committee has been discussing a similar program for all staff.

David Bynog moved to establish a committee as suggested by Phil. The motion was seconded and approved.

Jane Segal proposed that a journal reading group be established. The group would meet to discuss library and related literature. People attending an initial, organizational meeting would work out details. Amanda asked for discussion. Esther Crawford suggested that each person in the group summarize a different article instead of everyone discussing and reading the same article. Jane agreed to notify the group about the first meeting.

Randy Tibbits distributed nomination forms for the upcoming CAP election. Nominations should be submitted to Amanda Focke by May 17. The election will take place between June 7 and 14. Amanda Focke and Alice Rhoads will remain on the committee with Peggy Shaw, Elka Tenner and Randy stepping down. An additional member will be appointed by the library administration.

Debra Bailey announced the election for two new Librarians’ Assembly Executive Committee members. Esther Crawford, Phil Montgomery, Ann Shparberg, and Andy Damico have agreed to run. Continuing LAEC members are Randy Tibbits and Jane Segal. The ballots and ballot box will be in the Administrative Office and the election starts today and will end on May 8 at 5:00 pm.

Amanda asked for further nominations from the floor. No nominations were made.

A motion was made and seconded for the meeting to be adjourned.

The meeting was adjourned at 11:00 am.

Submitted by Jane Segal

April 9th, 2003

**Librarians' Assembly Meeting Minutes,**

Attending: Sandi Edwards, Rita Marsales, Sara Lowman, Randy Tibbits, David Bynog, Elizabeth Baber, Jet Prendeville, Kinga Perzynska, Jiun Kuo, Janice Lindquist, Debra Bailey, Shirley Wetzel, Mary Du Mont, Susan Leister, Alice Rhoades, Bob Sabin, Kerry Keck, Mandy York, John Hunter, Melinda Flannery, Peggy Shaw, Chuck Henry, Lisa Spiro, Keith Chapman.

Susan Leister presented old business with a re-cap explanation of the Important Information for Librarians with Professional Appointments New to Fondren Library and the Checklist for Orientation of Fondren Library Staff documents. A special thanks was extended to Mary DuMont for html mark-up and posting to the Fondranet webpage.

Jet Prendeville made comments about the nominating committee for the two positions to be open on the Librarian’s Assembly Executive Committee when the terms of Mary DuMont and Alice Rhoades expire in June 2003. The nominees are: Keith Chapman, Elizabeth Baber, Barbara Kile, and Peggy Shaw. Ballots will be in the Administrative offices. Election commences April 10th, 2003, and runs until Friday, April 18th. Kerry Keck made the motion to approve the slate of candidates. John Hunter seconded.

Alice Rhoades presented information about the nominees for the open position on the CAP committee. Nomination Forms were handed out at the beginning of the meeting and are to be turned in to Alice Rhoades by the end of the day on Thursday, April 24th. Elections will be announced after nominations are received. Elizabeth Baber pointed out that one member is to be elected, and one will be appointed. Esther Crawford, Jiun Kuo, and Jane Segal are continuing members of the CAP review committee; Sandi Edwards and David Bynog are the members whose terms will expire at the end of June 2003.

Chuck Henry presented background for the Proposed Revisions to the CAP document, with Sara Lowman also presenting information. A motion was made by Susan Leister to accept the proposed revisions.

Kerry Keck seconded. A vote was held by all present with 21 for, 2 against.

Submitted by Debra Bailey.

**February 26, 2003, 9:00 am**

**Librarians' Assembly Executive Committee Minutes, meeting of February 26, 2003, 9:00 am**

Present: Debra Bailey, Mary Du Mont, Susan Leister, Alice Rhoades (chair)

A discussion was held regarding a petition for a change to the CAP Document, and plans were made for a follow-up >meeting in order to obtain more information and decide how to proceed.

Dates were suggested for the Spring meeting of the LAEC. The Committee is looking at a morning sometime during the week of April 7,2003.

A list of potential members of a nominating committee was drawn up so that we can begin the process of electing two new members to the Committee. A slate of candidates will be presented during the April meeting.

Submitted by Susan Leister

**November 18, 2002**

**Librarians' Assembly Meeting Minutes, meeting of November 18, 2002**

Attending: Rita Marsales, Sara Lowman, Randy Tibbits, David Bynog, Elizabeth Baber, Sandi Edwards, Esther Crawford, Jet Prendeville, Kinga Perzynska, Jiun Kuo, Janice Lindquist, Samantha Hager, Debra Bailey, Shirley Wetzel, Mary Du Mont, Susan Leister, Alice Rhoades, Bob Sabin, Kerry Keck, Mandy York, John Hunter.

Alice Rhoades, chair, made an explanation on library staff being included in General Annoucements and commented on the possibility that Fondren Library could create a web page that would include staff names, contact information, and degrees conferred. No discussion.

Alice called for a motion to strike first paragraph of the Orientation document, and to add a statement that the LAEC is responsible for minor changes. Kerry Keck made the motion and John Hunter seconded. All present voted yes.

Esther Crawford wanted confirmation that information taken out of the LA orientation document would be present in the new document that the Staff Travel and Development Committee will be creating with input from the LAEC. Susan Leister spoke to this with positive confirmation.

Samantha Hager wanted confirmation that the LAEC orientation document would not go away before the Staff Travel and Development document gets posted. The LAEC page will remain up until the STD page is posted.

Kerry Keck wanted confirmation that PROFLIB information will be in the new LAEC document. Positive confirmation on this from Alice Rhodes.

Susan Leister made a motion that all the remaining information that is general in nature to the staff be removed from the LAEC document and that the title be changed from Checklist for Orientation of Librarians with Professional Appointments New to Fondren Library, to Important Information for Librarians with Professional Appointments New to Fondren Library. Mary Du Mont seconded.

Motion carries with no nays.

Meeting Adjourned.

Respectfully submitted by Debra Bailey.

**October 30, 9:30 am**

**Librarians' Assembly Executive Committee Minutes, meeting of October 30, 9:30 am**

Present: Debra Bailey, Mary Du Mont, Susan Leister, Alice Rhoades (chair)

A Librarians’ Assembly meeting will be scheduled for November 18 to vote on proposed changes to the orientation checklist that currently exists on the Librarians’ Assembly web site. The Staff Travel and Development is currently at work on a document that will serve as a more official checklist of staff orientation procedures. Discussion ensued as to whether or not there might be a need for some sort of document with helpful information for new librarians to remain on the LA web site in place of the orientation checklist. The next LAEC meeting was scheduled for November 13, 10am in Fondren 404.

**July 31, 2002, 10 am**

**Librarians' Assembly Executive Committee Minutes, meeting of July 31, 2002, 10 am**

Present: Debra Bailey, Mary Du Mont, Susan Leister, Alice Rhoades (chair), Melinda Reagor Flannery (guest)

The Committee invited Melinda Reagor Flannery to present her views and ideas on the checklist of orientation procedures for new hires. A general discussion followed as to how the Committee should procede with revision of the document. The next meeting was tentatively scheduled for August 14, 10am.

Submitted by Susan Leister

**Meeting of July 24, 11 am**

**Librarians' Assembly Executive Committee Minutes**, meeting of July 24, 11 am Present: Debra Bailey, Mary Du Mont, Susan Leister, Alice Rhoades (chair)

The Committee met to do a general overview of the checklist of orientation procedures for new hires and to have a discussion on its structure and content. The Committee decided it would be informative to invite Melinda Reagor Flannery to the next meeting to get her views and experience with the document before it procedes with revisions. The next meeting was tentatively scheduled for July 31, 10am.

Submitted by Susan Leister

**July 3, 2002**

**Librarians’ Assembly Executive Committee Minutes**, meeting of July 3, 2002

Present: Alice Rhoades (chair), Debra Bailey, Mary Du Mont, Susan Leister

The Committee elected Alice Rhoades as chair. Committee members will rotate

taking minutes of each LAEC and Librarians’ Association meeting. Mary Du Mont

agreed to serve as web liaison for the Committee’s section of Fondranet. A

general discussion of old and new business followed, including updates

needing to be made to the checklist of orientation procedures for new

hires, and the inclusion of librarians’ names in the Rice University General

Announcements. The next meeting was tentatively scheduled for July 24, 10am.

Submitted by Mary Du Mont, July 15, 2002