I. Introductions

Group introduced themselves and their roles in the Library Faculty Assembly (LFA) and Library Staff Assembly (LSA).

II. Election of Officers

a. Chair: After some discussion, the group suggested that due to the newness of the Libraries’ governance structure, it may be useful to have co-chairs for these leadership positions, at least in the first year. The Code does not stipulate that only one person must hold this office. Rebecca Orozco moved that Sara Morris and Marianne Reed be named co-chairs of the Library Faculty and Staff Assembly (LFSA) Executive Committee. Greta Kliewer seconded, and the motion passed.

b. Vice-Chair: Rebecca moved that Leah Nelson and Karna Younger be co-vice-chairs of LFSA, and Marianne Reed seconded. The motion passed.

c. Secretary: Greta Kliewer volunteered to serve as LFSA Executive secretary. Marianne moved that the group vote on this nomination, and Sara Morris seconded; the motion passed.

Sara suggested that in preparation for coming work, the group read the new code in order to understand new structure.

III. Overview of LFSA work in the near future

a. Meetings with Dean: traditionally, the chair and chair-elect of LFPA, KULSS meet with the Dean once a month. LFA and LSA chairs/vice-chairs will need to schedule meetings with the Dean in the future; LFSA will likely meet with him less frequently.

b. Website: LFPA and KULSS websites exist currently. New Code specifies LFSA will have a single website. Marianne suggested that LFSA Exec create a sub-group to address this, which can include membership outside the committee. Several participants volunteered to meet initially to discuss what LFSA Exec would like its web presence to look like before consulting those outside the group for technical help. Greta Kliewer, Leah Nelson, and Rebecca Orozco will meet initially and create a report to share outside the committee regarding what this web presence could look like. This report is due to LFSA Exec by August 15, 2016. Members of this group to refer to the Code regarding what materials are required to be posted on the LFSA website, such as minutes from all committees, meeting agendas, and committee reports. More broadly, Greta to create a OneDrive folder for LSA, LFA, LFSA for minutes/documents until there is a website/place of record to post them.

c. Policy File: New Code needs to be uploaded to KU Libraries Policy Library (policy.ku.edu > Libraries). Need to establish who the “policy owner” for the Code document is. The group thought it logical to choose someone in the Dean’s office rather than a rotating secretary position from one of the assemblies. Leah to ask Mike Broadwell about how to approach this
and designate a contact, since no one from the Dean’s office or administration has been a contact up to this point.

IV. LFSA Standing Committees

Sara provided the group with a list of LFSA standing committees and the vacancies on each (Code & Bylaws, Nominating and Ballot, CRSA, Salaries & Benefits). Sara and Marianne to send out a list of positions needed and talk to those eligible to serve on these committees.

Each of the committees will have a liaison in LFSA Exec; it is the liaison’s responsibility to call the first meeting and have them elect a chair and secretary. LFSA Exec decided the liaisons for each of the standing committees as follows:

- Committee on Research and Scholarly Activities (CRSA) – Greta Kliewer
- Nominating & Ballot – Leah Nelson
- Code & Bylaws – Rebecca Orozco
- Salaries & Benefits – Karna Younger

Remaining tasks regarding these committees are to review the annual reports for the past year’s committee, fill vacancies on the committees before calling the first meeting of the new fiscal year, and determining any special charges for these groups in the coming year. Greta to call another meeting of LFSA Exec the week of July 18 to discuss these reports, determine continuing/special charges, and make committee appointments if volunteers have been identified.

V. Goals for 2016-2017

Sara asked the group whether they could think of potential special charges or action items for LFSA Exec for the 2016-17 year as the Libraries transition to the new governance structure. Items discussed included:

- Creating an LFSA Website
  - End-of-year report templates need to be updated with new special charges
- Create a new membership roster – need to discuss how to organize this
- Schedule a Fall meeting, and possibly subsequent meetings if changes to the Code need to be made

Rebecca to send out e-mail announcing LFSA Executive Committee officers.

Marianne suggested using assembly initials (LFSA, LFA, LSA) in the titles of any e-mails from these assemblies to avoid confusion.