Present:
Executive board members: Leah Hallstrom, Andi Back, Marla Schleuder, Lars Leon, Emily Beran, and Karna Younger
LFSA member: Callie Branstiter

Old business
No old business

New business
Elections
The executive committee filled officer positions through a process of nomination and volunteering. All positions were approved with a unanimous vote. The results are listed below.
- co-chair: Karna and Leah
- vice-chair: Marla
- secretary: Andi

Committee liaisons
Karna and Leah explained the basic duties of a committee liaison, and asked for volunteers to fill the positions. The results are as follows.
- Code: Marla
- Nominating and Balloting: Karna
- Salaries and Benefits: Emily
- Research and Scholarly activities: Lars

Appoint committee members
Members then discussed filling committee vacancies. It was decided Karna would email the Libraries listserv to solicit volunteers, giving people a deadline of 5 pm Mon., July 24. Below are the list of vacancies and the criteria for volunteers according to the Code. During the course of the discussion, Callie Branstiter volunteered to serve on the Committee for Research and Scholarly Activities, and the board accepted her offer.

Code
a) Vacancy 1: staff
b) Vacancy 2: faculty or staff

Nominating and Balloting
a) Vacancy 1: faculty or staff

Salaries and Benefits
a) Vacancy 1: faculty
b) Vacancy 2: faculty

*Research and Scholarly Activities*

a) Vacancy 1: Callie Branstiter
b) Vacancy 2: faculty or staff

**Special charges**

LFSA executive board then reviewed 2016-2017 annual reports to determine special charges for 2017-2018. The board’s determinations and recommendations are as follows.

**Code**

- Code will review and make recommendations regarding 2016-2017 LFSA executive board’s proposed additions to the secretarial responsibilities in the Code. The committee’s recommendations should address if the change is necessary as well as whether it is an editorial or an official amendment.
- Ensure that the Code is uploaded to the KU Policy Library, as well as any revisions.

**Nominating and Ballot**

- The committee will coordinate and aid LFSA executive board to market and promote Library governance.

**Research and Scholarly Activities**

- No special charges

**Salaries and Benefits**

- Continue to promote the Star Benefits program, working with the appropriate HR representative to do so.
  - This special charge will build upon the work the committee performed 2016-2017. To ensure the completion of the committee’s initiatives from last year, Leah will contact Mike Broadwell, executive director of administrative services and an ex-officio of the committee, to make certain the Health Quest question and answer sheet the committee developed will be shared Libraries-wide.

**Executive board**

- Schedule a presentation by University Archives for LFSA Exec/committee chairs/LSA; and
- Exec and LFA Exec to ensure that the committees understand what kinds of information needs to be archived.
  - LFSA executive decided to ask Letha Johnson to attend our August meeting to discuss archival criteria to meet both of the above special charges. LFSA executive members will be required to attend, and members from other governance committees will be encouraged to attend. Andi Back volunteered to email Letha with an invitation to our next meeting.
• In order to improve lines of communication between LFSA Exec and LFSA committees (i.e. committee reports, awareness of committee meetings and actions), and to consider ways to further clarify the roles of the LFSA Exec liaisons to the LFSA committees (Nominating and Benefits, Salaries and Benefits, Committee on the Code, Committee on Research and Scholarly Activity), LFSA executive will include a standing agenda item “Update from Committees” that will be provided by the committee liaisons.

• In order to ensure that committee minutes are delivered to the LFSA secretary in a timely fashion for posting on the website, liaisons will communicate the need to send approved minutes to the LFSA secretary within two weeks of approval and remind committees that minutes may be approved over email.

• Develop a marketing plan to demonstrate the value of shared governance and participation therein, including the functions of the LFSA/LSA/LFA bodies, and to recruit candidates for LFSA/LFA/LSA leadership positions.
  o LFSA executive decided to schedule a meeting with OCA to develop a marketing plan for governance. Leah will take the lead in scheduling this meeting for the fall.

Next meeting
Andi will schedule the next meeting for late August so that LFSA executive board may ensure the committees are in working order and to discuss the fall assembly.

Leah moved to adjourn. Emily seconded. The board unanimously passed the motion, and the meeting was adjourned at approximately 12 pm.