LSA Executive Committee  
January 4, 2017  
Present: Leah Hallstrom, Sharon Riley, Sunita Gandhi, Marianne Reed, Greta Valentine

1. Approval of December 1, 2016 minutes  
   - Approved the minutes after a couple of amendments to wording

2. Discuss issues/committees survey results with new at-large representatives  
   - Looked at survey feedback with new at-large representatives  
   - Agreed many concerns are for LFSA as a whole, or are beyond the scope of governance  
   - Decided that LFSA should check in with LFSA/Salaries and Benefits about potential programming in the works  
   - Confirmed (in response to a comment on the LSA survey) that staff retirement parties can be hosted in any room in the library provided there is not a pre-existing conflict  
   - Decided to communicate to LSA that we are not creating any LSA-specific committees at this time. LFSA will be dealing with many of the concerns raised.

3. Determine who will come up with some language to LSA members re: contacting members of LSA Exec with questions/issues, etc., as discussed at our last meeting  
   - LSA Exec wanted to ensure that we convey that governance deals with issues that affect staff as a whole, not individual matters  
   - Convey that issues raised will be brought to LSA Exec and discussed in a group; emergency meetings can be called if needed.  
   - Sharon to draft an e-mail message that can be edited by the group

4. New Business  
   - Marianne requested that Greta, Leah, and Rebecca do an update for LFSA on changes to the website at next LFSA meeting (to be scheduled sometime in February)  
   - The group re-raised issue of appointing a liaison to LFA Exec  
   - Discussed when to send out agendas and minutes to LSA body. Marianne to collect agenda items a week in advance of the LSA Exec meetings (1st Wednesday of each month), and send out the agenda before each meeting  
   - LSA Exec to direct members of LSA body to the governance website for minutes rather than sending them out via e-mail

Action items:  
- Greta & Sunita: share Salaries & Benefits notes with LSA Exec  
- Sharon: Draft message to staff about approaching LSA Exec representatives/members to raise issues  
- Marianne: ask for agenda items ~1 week before LSA Exec and send out agendas to LSA before meetings  
- Greta: Send message to KULIB-L announcing when LSA Exec meetings are monthly