

## SOPAG Action Minutes

Conference Call  
January 18, 2013

1pm-3pm

Note taker: Felicia Poe (CDL)

Present: Elizabeth Cowell, Chair (UCSC), Bernie Hurley (UCB); Gail Yokote (UCD); Vicki Grahame (UCI); Emily Lin (UCM); Susan Parker (UCLA); Ann Frenkel (UCR); Martha Hruska (UCSD); Gary Johnson (UCSB); Julia Kochi (UCSF); Felicia Poe (CDL); Lisa Rowlison de Ortiz, LAUC (UCB)

### **1. Agenda Review/Suggested time allocations**

#### **2. Minutes to review/approve:** 01/04/2013 SOPAG Meeting Minutes

**ACTION:** SOPAG members to send comments or suggestions for change to Elizabeth by Tuesday 01/22/13.

#### **3. CoUL Steering Committee Updates –**

**ACTION:** In her role as SOPAG convener Elizabeth attends the CoUL Steering Committee meetings; she will continue to keep SOPAG up-to-date on the activities.

#### **4. Central Funding for Digital Reference**

SOPAG has reviewed and endorses the plan as outlined described in the report.

**ACTION:** Elizabeth Cowell will forward the proposal, with a transmittal memo from SOPAG endorsing the plan, to CoUL for inclusion in its 02/21/13 consent agenda.

#### **5. RSC/HOPS Response to ILL Charge**

Background: In May 2011, the CoUL charged HOPS/RSC via SOPAG to review interlibrary loan policy and procedure. The charge asked HOPS/RSC to take a “holistic look at ILL within UC to ensure that UC Libraries provide efficient, effective services in this changing environment,” with specific attention given to special collections lending procedures; media and non-circulating materials policies and procedures; and faculty loan/renewal periods.

**ACTION:** Ann Frenkel will finalize SOPAG’s transmittal memo; Elizabeth Cowell will forward to CoUL Steering Committee for inclusion in 01/23/13 meeting discussion.

#### **6. E-Research Workshop – Follow up (5 minutes)**

Erika Wilson (CDL) has kindly completed transcribing the workshop meeting notes and they have been forwarded to the workshop planning group. The planning group will now draft a formal report and forward it to SOPAG in time for the Feb 8<sup>th</sup> SOPAG meeting. SOPAG will discuss / review before forwarding the report to CoUL.

#### **7. NGTS MT Hruska/Grahame**

**ACTION:** Vicki Grahame is revising the Y2 Charters document and will forward to SOPAG for discussion on local level; will distribute to SOPAG via LISTSERV during week of 01/21/13.

B. POT1 reports and activities

**ACTION:** Felicia Poe will present on POT1 deliverables and recommendations to SOPAG on 02/21/13 and to CoUL on 02/22/13.

**8. Advisory Structure Discussions**

Background: On 12/07/12 the Council of University Librarians held a conference call where Elizabeth Cowell was invited to present on SOPAG's progress toward redesigning the CoUL Advisory Structure. The CoUL endorsed the ideas put forward, provided feedback, and requested that SOPAG continue moving forward with developing the details of the new structure.

Documents and other information relevant to the project are on a public wiki: <https://wiki.library.ucsf.edu/display/AdvisoryStructureRedesign/UC+Libraries+Advisory+Structure>

**ACTION:** A small UCL Advisory Structure Implementation Project Team will be charged, with Elizabeth Cowell at the lead. Complete before 01/25/13.

Membership to include:

Elizabeth Cowell, SOPAG Chair (UCSC)

Ellen Meltzer (CDL)

Adrian Petrisor (UCI)

Lisa Rowison de Ortiz, LAUC Representative to SOPAG (UCB)

Sarah Troy (UCSC)

**ACTION:** Elizabeth Cowell will send a memo from SOPAG to the full UC Library staff including the goals of the restructuring, introducing the project team, and including information about the timeline, URL to public wiki space, etc. Attached to the email will be a memo from Ginny Steel, Chair, CoUL, formally announcing the launch of the implementation phase of the restructuring project. Felicia Poe will assist Elizabeth in drafting the memo and preparing the public wiki space. Complete before 01/25/13.

**9. Next Meeting: February 8, 2013 / Notes: Frenkel (UCR)**