

Systemwide Library Facilities Board (SLFB)

Meeting Details

Date: 06/17/2025

Time: 09:00 - 11:30

Chair: Steve Mandeville-Gamble (UCR)

Note Taker: Anna Striker

Members in attendance:

M. Elizabeth Cowell (UCSC)

Bill Garrity (UCD)

Alan Grosenheider (UCSB)

Athena N. Jackson (UCLA)

Haipeng Li (UCM)

Steve Mandeville-Gamble (UCR)

Erik Mitchell (UCSD)

John Renaud (UCI, DOC Chair)

Chris Shaffer (UCSF)

Lorelei Tanji (UCI)

Günter Waibel (CDL)

Suzanne Wones (UCB)

Teresa Mora (UCSC, LAUC)

Maria DePrano (UCM, Senate)

Alison Wohlers (Shared Print)

Tim Converse (SLF-N)

Carlo Medina (SLF-S)

Guests:

- Doug Haynes (UCOP; interim vice provost, Faculty Affairs and Academic Programs)
- Chris Barone (SLF-S; SLF communications subgroup project manager)
- Todd Grappone (UCLA, DOC)
- Miquel Little (UCSF, DOC)
- Roger Smith (UCSD; Systemwide Persistent Deposits Strategy (SPDS) Working Group co-convener)

Staff:

- Danielle Watters Westbrook
- Anna Striker

Agenda & Minutes

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
1	Welcome	Open	9:00	00:05	Steve		Chris Shaffer will serve as the SLFB FY25/26 vice chair and FY26/27 chair-elect. Many thanks to Teresa Mora for her service as the Librarians Association of UC (LAUC) rep to SLFB! CoUL will work with LAUC to identify a new rep for FY25/26 - FY26/27.

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
2	Written updates	Open	–	–	Alison, Carlo, Tim	- General SLF-N, SLF-S and Shared Print Updates - Cross-regional Deposits Working Group Updates (FY24/25 Goal #2 updates)	<i>Please note:</i> Written updates only; no meeting time assigned. Please send questions to the SLFB listserv.

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
3	SLF MOU between UCB, UCLA and UCOP (<i>FY24/25 Goal #1 updates</i>)	Open	9:05	00:15	Steve, IVP Haynes		Update and informational item, from Interim VP Haynes to the Board.

Discussion notes:

IVP Haynes briefed the SLFB on the new SLF memorandum of understanding (MOU), which is currently under development and will document the revised terms, services and financial agreements for the systemwide facilities. The 2025 SLF MOU will replace the 1993 and 1994 regional MOUs between UCOP, UCLA and UC Berkeley, and bring forward the 2018 addendum regarding capital improvements. The three parties to the MOU will remain UCLA, UC Berkeley, UCOP. When the parties have a final or near-final draft (likely by early/mid-July), a copy of the 2025 SLF MOU will be shared with SLFB as an informational item via the listserv.

The Board emphasized their appreciation for IVP Haynes' leadership and partnership.

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
4	SLF Communication Subgroup (FY24/25 Goal #1 updates)	Open	9:20	00:15	Chris	- SLF Communications Subgroup Update	Opportunity for questions and discussion.

Discussion notes:

The Board thanked the SLF Communications Subgroup for their hard work over the past five months, including the creation of numerous systemwide communication objects and the recently launched [SLF FAQ](#) and web form. Two upcoming communications tasks remain:

1. UC Berkeley Library Communications will draft an SLF news article to post on UC Berkeley Library News + Updates; this communication object will be appropriate for a broad audience (library employees, as well as faculty and students more broadly). Once available, other UC libraries may cross-post the article. The release date is still to be confirmed by UC Berkeley Library Communications, but it is tentatively scheduled for publication in July.
2. Implementation of a technical transition checklist by SLF teams to ensure that websites, Alma, Active Directories and other technical infrastructure are updated to reflect the new SLF names (to be completed in FY 25-26).

Action/decision items:

Decision: The SLF Communications Subgroup has completed its work, and the subgroup has been discharged. Group members Christine Barone, Tim Converse, Jo Anne Newyear-Ramirez and Danielle Watters Westbrook will remain on standby, to support UC Berkeley Communications in their development of an SLF news article this summer and monitor the SLF FAQ web form and further build out the SLF FAQ until December 2025.

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
5	SLF Director First Year Work Plans Subgroup (FY24/25 Goal #1 updates)	Open	9:35	00:20	Anna	- SLF director first year work plans - First 12 months (projects) (Google sheet)	Decision item. Review and endorse, with or without edits, the “First 12 Months” priority projects. <i>Note:</i> SLFB members are welcome to review the rest of the plans, but feedback on other components is not required.

Discussion notes:

SLFB reviewed the work plan and provided the following friendly edits:

- Within the first six months, the SLF director should additionally have introductory meetings with the UC Mass Digitization Capacity project team as well as the Heads of Special Collections.

- Within the first twelve months, the SLF director should additionally have a project flagged to partner with SLFB and UCOP to initiate work on the annual budget augmentation mechanism, and individually engage each campus' experts and stakeholders in related SLF core work (e.g., campus AUL for collections, SCLG member, special collections departments and others).
- Grant opportunities should not be a standalone tab; the existing grant opportunities item in the 12-month projects tab is sufficient.
- Where UCOLASC is named, additional clarifying language should be included to state that UCOLASC is a UC Academic Senate charged committee.
- Throughout the work plan, where the SLF director is slated to meet with a UC Libraries governance group, the default should be for the director to meet with the entire committee/group (as opposed to just the chair).

Action/decision items:

Decision: With friendly edits, SLFB endorsed the proposed systemwide work plan for the inaugural SLF director.

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
6	New SLFB subcommittees and project team <i>(FY24/25 Goal #1 updates)</i>	Open	9:55	00:20	Anna, Steve	<ul style="list-style-type: none"> - Draft Budget charge (standing subcommittee) - Draft Admin charge (time-limited subcommittee) - SLF reporting schedule straw proposal - Draft Capital Improvements charge (time-limited project team) 	Opportunity for questions, feedback and discussion. Endorsement will be requested via the SLFB listserv following the meeting.

Discussion notes:

SLFB reviewed the three charges and proposed reporting schedule. The Board discussed SLF capital improvement challenges and the backlog for both facilities; members agreed that in compiling the inventory of capital improvement projects, costs and risks through the proposed project team, the Board and director can more strategically engage UCOP in FY25-26.

SLFB provided the following friendly charge edits:

- For the SLFB Budget Subcommittee, the charge will be revised to include review of quarterly operating expenses reports and the UCLA UL will be added as an ex officio subcommittee member.

Action/decision items:

Decision: With friendly edits, SLFB endorsed the proposed SLFB Budget Subcommittee, SLFB Administrative Transition Support Subcommittee and SLFB Capital Improvements Inventory Project Team charges, as well as the SLF reporting schedule to UCOP.

Action: The SLFB Steering Committee (and SLF Director, once they arrive) will begin further developing the strategy and content for the two SLF reporting obligations, to start in 2025-26, for SLFB review and endorsement.

Action: The SLFB Steering Committee will launch the SLFB Budget Subcommittee, SLFB Administrative Transition Support Subcommittee and SLFB Capital Improvements Inventory Project Team.

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
7	Systemwide Persistent Deposits Strategy (SPDS) Working Group (FY24/25 Goal #2 updates)	Open	10:25	00:35	Alison, Roger	<ul style="list-style-type: none">- SPDS update- Shared principles for systemwide persistent deposits & Framework to identify collections prioritized for persistent deposit- Mechanisms and recommendations for further work	Decision item. Review and endorse, with or without edits, the principles, framework, and mechanisms/workflows.

Discussion notes:

SLFB reviewed and discussed the SPDS outputs and provided the following friendly edits:

- Across documents, refer to the facilities as “the systemwide library facilities” or “the SLF.”
- On page 01 of the mechanisms document, change “UC Libraries Preservation staff” to “UC Libraries preservation staff” and ensure the overarching preservation action is for the SLF teams to look for a replacement copy *within* the UC libraries.

CoUL members on SLFB noted that shared and/or systemwide preservation-related services and activities have been discussed previously by the council and agreed that preservation needs and services should be a CoUL parking lot item to discuss in the coming year.

Action/decision items:

Decision: The SLFB endorsed the SPDS principles, framework, mechanisms and recommendations for further work.

Action: SPDS leads and the SLFB Steering Committee will plan next steps, including timeline and actions for advancing the SPDS recommendations.

Item no.	Title	Closed / Open	Time	Duration	Responsible	Documents	Notes
8	SLFB/SLF FY25/26 Goals & Priorities	Open	11:00	00:30	Steve, Athena	- Draft SLFB FY25/26 Goals & Priorities	Opportunity for questions and discussion. Endorsement will be requested via the SLFB listserv.

Discussion notes:

The Board affirmed the need – across all annual priorities – to make strategic, data-driven decisions, including as it relates to new policies, procedures and methods, and to build-in regular opportunities to assess and iterate when needed.

The Board also agreed to the following friendly edits:

- Special collections should be moved from the SLF parking lot and become an SLF priority for FY25-26. The initial focus for this priority will be exploratory projects to examine and assess how the SLF can better optimize existing space and collections management practices and policies for special collections and archival collections; this work should engage special collections experts, and may necessitate changes at the SLF and campus levels. This exploratory work may in future inform the SLF allocation methodology.
- The parking lot item focused on digitized materials should be revised to reflect that Project LEND has concluded and the new-to-2025 Mass Digitization Capacity Project Team has been charged and launched to further advance work in this space.
- The parking lot item focused on SLF discovery optimization should be revised to include a timeline: This item will become an SLF priority in FY26/27. SLFB members acknowledged that discovery optimization is an existing topic of discussion and work for the UC Libraries and SILS governance groups; this SLF-specific timeline does not negate those existing discussions.

Action/decision items:

Decision: With friendly edits, SLFB endorsed the FY25-26 goals and priorities.