

Process for Cabinet conversations with Library colleagues and committees

October 2023

The UC Berkeley Library leadership team, Library Cabinet, welcomes conversations with individual colleagues and committees. In order to be respectful of guests' time and expertise, Cabinet developed a brief process and purpose statement for these meetings.

Process

- A Cabinet member may invite an individual or group to a meeting, or an individual or group may request a conversation.
- A designated Cabinet liaison for the meeting should be identified to ensure that communication is clear on all sides. The Cabinet member will work with the individual or group and the executive assistant to the university librarian to schedule the meeting, making sure there is enough time to develop an agenda and prepare any pre-reads. The Cabinet member will request that the item be added to the Cabinet agenda.
- Time should be allotted for introductions. The meeting will be set up as a hybrid format; guests are encouraged to join in-person if they are able.

Purpose of meeting

- An individual or committee would join a Cabinet meeting to:
 - Provide unique insight on a program area or topic
 - Inform a Library-wide priority or strategic topic
 - Provide an update that would benefit from a two-way dialogue
 - Present recommendations on expected actions, behaviors, or outcomes by Cabinet and/or the organization
- In advance, it is necessary to identify what outcome is desired, so that all colleagues are clear on the intended action or improvement from the meeting. For example: Is the meeting intended to serve as information sharing, a discussion, or a decision?

When might a committee meet with just the UL or an individual Cabinet member?

- All Library staff are encouraged to bring ideas to the relevant AULs/directors as a starting point for discussion to help all stakeholders understand the issues and determine next steps. Depending on the topic, that might lead to further meetings with the relevant AULs/directors or all of Cabinet. When discussing Library-wide projects and strategic topics, it may be appropriate to meet with Cabinet as a whole at some point in the process to ensure that all members of Library leadership have heard colleagues' thoughts and concerns and can work collectively on solutions.