<u>**Librarians' Meeting Minutes: January 27, 2015**</u>

Present: Gary Maixner, Kristy Motz, Scott Garrison, Melinda Isler, Stacy Anderson, Rick Bearden, Leah Monger, Ali Konieczny, Fran Rosen, Ann Breitenwischer, Paul Kammerdiner, and Stacy Anderson

Agenda:
1) Provost Search Committee Update (Kristy, Scott)
2) LP Records Collection Update (Mari, Melinda)
3) Metadata/ERM Search Update (Fran)
4) Assistant Dean Position Update and Interim Structure of Research & Teaching Services Leadership (Scott)
5) Springshare Investigative Team Proposal (Gary)
6) Strategic Planning
7) Art Liaison Responsibilities

Dean's Updates:

There will be a meeting of the Dean's Council on January 28. Please let Scott know if there are any topics in particular that you feel he should report on.

Agenda Items:

1) **Provost Search Committee Update:** 2 candidates have been on campus, 3 more will be coming to campus. Open forums for each candidate are being held and Melinda plans on attending all open forums to ask the same question of the Provost candidates - how they view the role of a library in a modern public university and to please give any examples in which they worked with the library in one of their positions. Melinda will report back on the candidates' answers.
2) **LP Collections Update:** Mari and Melinda are working on a proposal for the LP collection and listening room. There are approximately 5000 LPs that have not been catalogued, but Leah will work to ensure that the cataloguing of the LPs moves forward. Most of the work involved will be copy cataloguing. Contacts have been made to get recommendations for listening stations.
3) **Metadata/ERM Search Update:** For the week of February 2nd, 4 phone interviews are scheduled from the small pool of candidates.
4) **Assistant Dean Position Update and Interim Leadership of RTS:**
    a. Final drafts of the job descriptions are with the Provost currently.
    b. It's been challenging to find a meeting time for RTS – Scott proposes the first Wednesday of the month in the afternoon as the new meeting time, and hopefully this will encourage maximal attendance.
    c. Holding the Librarians' Meeting on the 3rd Tuesday of the month appears to work, so this meeting time will remain the same.
    d. Scott hopes to find a time to meet with the checkout desk team separately from the rest of the department and have student coverage during that time.
    e. Meeting goals include: Identifying problems that need to be solved, gaps that need to be filled, operational issues to address, and working on strategic planning.

5) **Springshare Investigative Team Proposal:** The team proposal was presented at the Librarian's meeting. Following some discussion and suggested minor revisions, the team proposal was unanimously approved. (See finalized proposal, Appendix A)

6) **Strategic Planning:** Scott is learning how strategic planning works at FSU. He will be meeting with library personnel regarding strategic planning on February 4 to discuss topics such as:

   a. Aligning with University Academic Affairs' Priorities: Identify gaps, action items, and what is already being done for alignment.

   b. How do we live our core mission, vision, and values

   Templates are being used for the strategic planning process, and these templates include measures of success. Stacy recommended that these templates be applied not just at the library-wide level, but also at the department level to align all of the plans. Prior to the Feb. 4 meeting, Scott will send a reminder about the documents available on the shared drive regarding this initiative, and he will update us on the timeline for the strategic planning process following the Deans' Meeting.

7) **Art Liaison:** Michael Kruzich at Kendall was asked by Scott to be the "point person" for art. Michael has contacted faculty in Arts & Sciences and is available for all liaison responsibilities. Much discussion ensued regarding why Michael is a "point person" rather than a liaison. Scott indicated that he is seeing this position as an interim position. Based on concerns expressed regarding how liaisons are selected or appointed, a longer discussion of liaisons is in order. Since there is not any clear delineation between Michael's role, and that of an official liaison, Rick will add Michael to the library's website as the liaison to Art. Fran indicated that she is working closely with Kendall for electronic art resources.

Open forum: Rick reported that he and Gary went to a meeting on the new MyFSU, and that it is a more user-friendly interface that will allow the library's MyFSU presence to be better managed. The system is expected to go live in May.

- Submitted by AK

Appendix A: Official (Approved) Springshare Investigative Team Charge

Springshare Investigative Team Charge

<u>Purpose</u>:

Recognizing that FLITE could utilize the suite of Springshare products more fully to disseminate information, collect and analyze data, communicate with patrons, enhance web guides, and more, the purpose of the ***Springshare Investigative Team*** is to examine the suite of Springshare products and attempt to optimize their use within this organization.

This document is intended to formalize the ***Springshare Investigative Team*** which consists of the following members:

Gary Maixner, Emerging Technologies Librarian, (Team Lead)
Ali Konieczny, Health Sciences Librarian
Paul Kammerdiner, Government Documents/Patents & Trademarks Librarian
Stacy Anderson, Distance Education Librarian

<u>Process:</u>
Beginning with the Spring 2015 semester the team will meet on a regular basis to discuss and take action on our charge. In addition to the core team, library faculty, staff, and administration will be utilized and asked to participate in the process on relevant aspects so that primary stakeholders have needed input and involvement. The team will present an additional report in the Spring of 2016 that will reflect the work the group has completed and a mechanism for further assessment of Springshare products. Key stakeholders currently identified:

E-mail reference: Ann Breitenwischer
LibAnalytics: Mari Kermit-Canfield, Kristy Motz, Melinda Isler, Leah Monger
Chat: Service-point providers at OID and Circulation
> **Note:** This will be an iterative process as products are examined more thoroughly and input will be sought as other primary areas are identified.

<u>Goals:</u>
- Examine avenues to integrate Springshare products more thoroughly into work flows and web presence
- Evaluate current subscription-access Springshare products
- Research and present on new developments within the Springshare community
- Investigate Springshare products not currently subscribed to and make recommendations for potential acquisition based on utility
- Create a framework by which the FLITE librarians can routinely check and reexamine their own guides. This would be a reoccurring process, and one that will allow the library to maintain the quality of information presented to patrons and the quality of the guides themselves.
- Train FLITE personnel on using Springshare products more fully
- Showcase exceptional uses of the products
- Work with ***Web Team*** and ***Usability Team*** on product integration