

Librarians' Meeting Minutes: 4/1/2015

*Note: This is the first Librarians' Meeting held since January 2015

Present: Scott, David, Melinda, Rick, Paul, Ali, Ann, Fran, Mari, Stacy, Kristy, Gary

Agenda:

- 1) Dean's updates
- 2) Microfilm withdrawal project (Paul)
- 3) Springshare Investigative Team update (Gary)
- 4) Search committee process discussion
- 5) Chat reference button (Ali)

Agenda Items:

- 1) **Dean's Updates:** Updates were briefly presented, with the updates being sent via e-mail prior to the *Librarians' Meeting* so as to leave time for other agenda items. Refer to *Appendix A: Dean's Updates*.
- 2) **Microfilm Withdrawal Project:** For full text of proposal, refer to *Appendix B: Microform Withdrawal Proposal*. Paul introduced this proposal and indicated that withdrawal of the items specified in the proposal could allow for removal of the free-standing microfilm cabinets on the 2nd floor. The remaining microform should be able to fit in the wall shelving units. Paul proposed:
 - a. That the patents be withdrawn as this information is duplicated online, and is also backed-up with locally owned DVD-ROMs
 - b. Withdrawal of the *New York Times* because it is available via our subscription to *ProQuest Historical Newspapers*
 - c. Withdrawal of various other items that have limited runs (see **Appendix B: Microform Withdrawal Proposal**)

Discussion ensued about the *Microform Withdrawal Proposal* with Fran indicating concerns in particular regarding withdrawal of newspapers. Concerns about newspaper withdrawals focused on potential loss of content, as not all images/advertisements are guaranteed to be in the online versions, and also, if we end our subscription to newspaper databases, this would result in lost access. After further discussion, the following proposal was made:

- Withdraw the following items:
 - Patents
 - Those resources with less than a 10-year run listed in the *Microform Withdrawal Proposal*

After removal of the above items, space data should be secured and brought to the *Librarians' Meeting* to determine how to proceed.

All librarians present were in favor of the above proposal, except for one abstention.

- 3) **Springshare Investigative Team Update:** Gary introduced the *Proposal for LibGuides Class Help Page Menu* (see **Appendix C**). The proposal to switch the *Class Help Pages* webpage over to a *LibGuide* was accepted and Gary will create sample pages for consideration.

- 4) **Search Committee Process Discussion:** Melinda indicated that the librarians and the Library Dean were directed by General Counsel to have a jointly agreed upon procedure for faculty librarian searches. Scott observed that the chair of the search committee has many responsibilities and he encouraged collaboration in the process of creating a *Search Committee Procedures* policy. Ann indicated that an introduction is needed to the procedures document which includes reference to the *FFA Agreement*.
 - 5) **Chat Reference Button:** Ali shared Chat statistics (see **Appendix D**) that show a recent significant decline in chat sessions. It is believed that the decline in chat sessions is an unintended consequence of having the Chat button removed from the *Library's Homepage* when this webpage was redesigned. It was proposed that the Chat button be returned to a prominent position on the Library's homepage. This proposal passed.
- Submitted by Ali Konieczny

Appendix A: Dean's Updates

From: Scott Garrison

Sent: Wednesday, April 01, 2015 12:55 PM

To: Melinda K Isler; Frances K Rosen; Rick G Bearden; Gary Maixner; Leah M Monger; Alison M Konieczny; Paul D Kammerdiner; Kristy L Motz; Mari E Kermit; Ann L Breitenwischer; Stacy A Anderson; David A Scott; Scott Garrison

Subject: Dean's updates for today's meeting (Re: tentative agenda for meeting on April 1st.)

Everyone,

In the interest of efficiency regarding time and note-taking, here are the Dean's updates I have for today's librarians meeting. Please bring any questions about these items to the meeting, or ask me later at your convenience. Please forgive any redundancy with the next Dean's update email to all library faculty and staff.

1. Provost search: President Eisler said he expects to make a decision about whether to offer the position (and offer it) or start a new search by about April 10.
2. Metadata and Electronic Resources Management Librarian search: Josie is finishing the hiring proposal this week, so we may obtain provost approval for me to offer the position. She needs to confer with HR today before proceeding further.
3. Deans' Council: all colleges (including the library) are moving forward on a joint subscription to Digital Measures, for five years. There will be a joint Deans' Council/Academic Leadership Council meeting tomorrow afternoon.
4. My visit this week to the Staff Center for Training and Development yielded Lynda.com as a good resource for training videos on topics ranging from how to use software to customer service, building organizational culture, and having difficult conversations. Access FSU's subscription to Lynda.com via MyFSU (look on main tab under Training Resources). I will likely approach Jody Gardei to help design and facilitate one or more upcoming faculty and staff retreats. Other possible retreat prep/facilitation resources include FCTL's Todd Stanislav and Julie Rowan, communication professor George Nagel, and RSS' Brooke Moore.
5. My next meeting with Provost Blake is Thursday, April 9. Topics will include but not be limited to:
 - * library faculty tenure policy
 - * Learning Commons/Literacy Center development process
 - * following the pioneering work FANUC is doing, creating a plan to refresh other library spaces (e.g. Lower Level, Extended Study area, studios and seminar rooms) over time
6. I have begun conversations with Melinda, UA&M's David Lepper and MaryKay MacIver, and Provost Blake to envision a new building for University Archives and Special Collections. The process of getting a building built will likely be a long one, but we need to begin thinking and planning.
7. I was exposed many interesting ideas at ACRL last week, and will offer a report at the next all-FLITE meeting in April (and ask Gary and Mari to do the same). The spring meeting of the Michigan Academic Library Association will be at UM-Dearborn June 19, and I encourage you to attend.

8. I will have a few vacation days Monday 4/6 to Wednesday 4/8. Leah will serve as acting dean those days.

Scott

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Appendix B: Microform Withdrawal Proposal

Objective:

Withdraw patent microfilm from vertical drawer wall units (55 drawers) and withdraw enough microform materials from the two floor units to integrate all remaining microfilm into vacated vertical drawers. Withdraw or move Gale microfilm cassettes. Remove the two floor units and add vacated floor space to second floor furniture/student space project.

Microform Floor Units, Withdraw:

- Christian Science Monitor 1960-2005
 - [Historical Newspapers: 1908-2001; Lexis-Nexis Academic Universe: 1980-present]
- Detroit News 1976-2011
 - [Access World News: 1999-present]
- Flint Journal 1976-1979
- Journal of Commerce 1996-2000
- Lansing State Journal 1984-1990
 - [ProQuest: 1999-present]
- Los Angeles Times 1984-2005
 - [HN: 1881-1991; L-NAU: 1985- present; AWN: 2006-2009]
- National Observer 1965-1974
- New York Times 1851-2005 (Index – fiche 1851-1938, print 1939-1987, 1989-2001)
 - [HN: 1851-2010; L-NAU: 1980-present]
- Wall Street Journal 1955-2005
 - [HN: 1889-1996; ProQuest Business Collection: 1984-present]
- Washington Post 1982-2005
 - [HN: 1877-1997; L-NAU: 1977-present]

Microform Floor Units, Keep:

- Congressional Record 1873-1985
 - [Online: 1994-present]
- Big Rapids Pioneer
- Detroit Free Press 1984-present
 - [HN: 1831-1922]
- Grand Rapids Press 1984-present
 - [AWN: 2000-present]
- Lake County Star 2005-2011
- Michigan Census (56 boxes)
- Michigan Chronicle 1943-1971 (18 boxes)
- Michigan County Histories (56 boxes)

Appendix C: Proposal for LibGuides Class Help Page Menu

As part of our work, the Springshare Action Group has been reviewing other libraries' uses of their Springshare products. Through this review the team has noted a trend towards institutions using the LibGuides platform to create not only class help pages, but also pages for their website. Having conducted informal conversations with colleagues and evaluating our website, we have nominated the "Class Help Page" menu [<http://library.ferris.edu/instruction/specificclasses.html>] as an ideal first candidate to move to the Springshare system. There are several good reasons (listed below) for us to consider using the LibGuide system for our "Class Help Page" menu.

1. Ease of Access

Since LibGuides is a browser based application, it can be accessed from any computer at any time. Many of us have had the experience of needing to add a LibGuide to the "Class Help Page" menu and not necessarily being able to get to our office in time to make the change. Having the ability to edit the page on the spot, without the need of mapping its location or finding it through software such as Dreamweaver, allows for more flexibility as to the location that the page can be edited.

2. Ease of Editing

HTML is not difficult to write or edit, but it does allow for mistakes to be made, even when one is doing something as simple as copying/pasting their guide's URL. While the solution through LibGuides is not completely fool-proof, it is a simpler, easier system to use. LibGuides has a content-type that is specifically for linking to other LibGuides. To add a page to the list one only needs to find their guide from a drop-down menu, and to reorder the list LibGuides uses in its simple drag and drop interface. This is much simpler than using anchors and editing in HTML.

3. Security

With the increased number of attacks to webpage providers around the globe, managing permissions and protecting data has become even more important than ever before. Given that universities are prime targets for these kinds of attacks and that our own server has been hit within the last year, it seems a good idea to move the pages like the "Class Help Page," that get accessed and edited the most, by the greatest amount of people, off of our own server.

Permissions to the page can be managed within LibGuides. This means that we merely have to add people as an editor (or, if they already have admin status, then do nothing) to give new librarians access. It also allows more of our colleagues to participate in stewarding this page. Despite the ease and speed at which we can add new collaborators through LibGuides, this method is still more secure, as it silos these permissions from our webpage at large.

4. Ease of Locating Previous Guides

LibGuides has a built in search function and from the splash page allows us to customize organization of all of the LibGuides that we create. Instead of organizing past LibGuides by semester, the pages can generate an A-Z list, or we can tag the guide in such a way that it is searchable by semester.

With these benefits in mind, we propose that we move forward with a more serious investigation into using the Libguides system as an aggregate for each semester's "Class Help Page" menu. These next steps would include mock-ups of the page and some testing and training with the librarians.

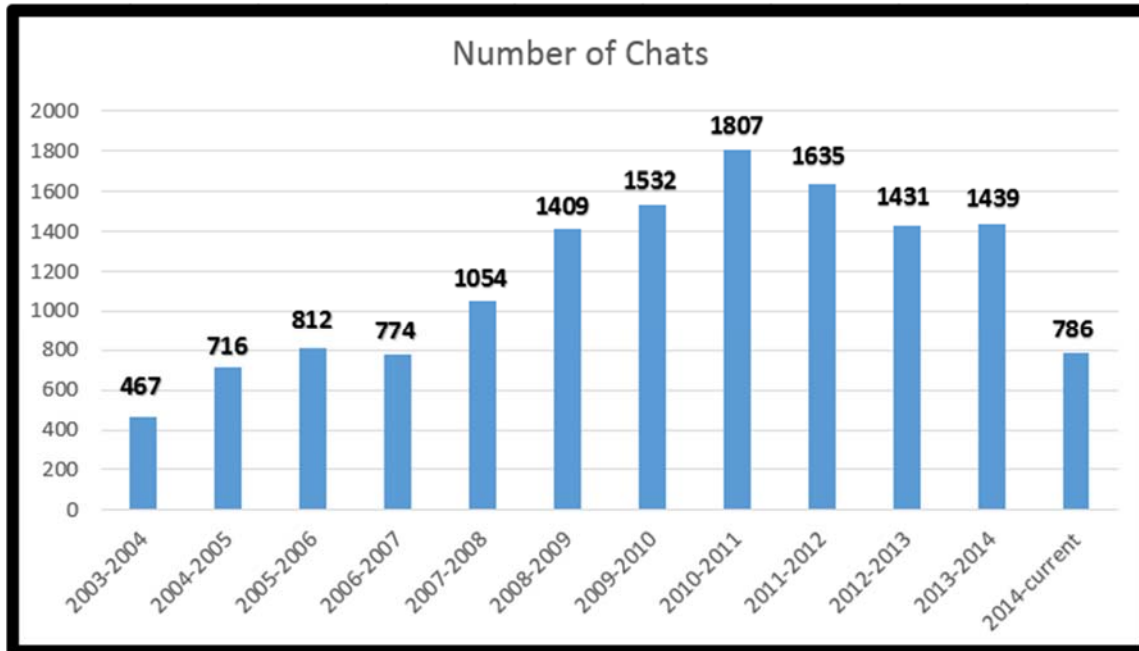
Appendix D

Librarians' Meeting April 1, 2015

Re: Drop in Chat Statistics

Proposal: Return chat button to prominent position on Library's Homepage

Note: The new library webpage went live Fall 2014



-Submitted by Ali Konieczny on behalf of the **SpringShare Action Group** (members Gary Maixner, Stacy Anderson, Paul Kammerdiner, Ali Konieczny)

4-1-2015