

Librarians' Meeting 5/28/2015

Present: Scott, Ali, Ann, Mari, Stacy, Kristy, Dave, Fran, Gary, Rick, Melinda, & Leah

Agenda:

1. **Dean's Update**
2. **Library budget discussion including travel.** An email was sent by Scott with further details and is included as **Appendix A.**
3. **Discussion of appropriate team placement of vacant faculty position**

Agenda Items:

1. **Dean's Update:** Scott met with the library assessment team and discussed the importance of a strategic planning document for the team's and library's work.
2. **Library budget discussion including travel:** For prioritizing travel, we should look at what would help us most in our job for our professional development travel budget. Fran discussed that with "auxiliary" professional development, such as trending topics, webinars may fill the need to some extent for everyone to have the opportunity to learn. The option of bringing in speakers to inform us was also suggested.

Budget – One Time Equipment Requests: The following suggestions were made:

- Scanners
 - Copying equipment (this is currently under review so not considered for this discussion)
 - Reading room replacement tables
 - Replacement office furniture requests are appropriate per Scott
 - Hand dryers
 - AEDs on every floor
 - Trash/recycling bins
 - New desk for Mary Eustice-Gallagher
 - Anything needed for security/safety?
 - Security camera lower level of alumni building
 - Acoustical engineer consultant to investigate sound dampening
 - Journal back files
3. **Discussion of appropriate team placement of vacant faculty position:** A handout was provided of the **Library Functional Working Groups by Reporting Relationship**. Input included:
 - a. Need Librarian to better engage faculty
 - b. Fran stated some librarians uncertain of own role or may want role change. Will want to collectively look at roles to reduce silos between teams
 - c. Kristy brought up growth in the College of Health Professions and Ann expounded on this
 - d. Fran and Stacy spoke of "gaps" in program/major coverage and indicated we should first:
 - i. Determine the gaps
 - ii. Rearrange current people as fitting
 - iii. Determine role of new position

- e. Fran suggested a chart to show clear “holes” as some holes have been filled as needed, but others still open
- f. Scott said strategic plan as to where we’re going would help inform this conversation and would like to speak with individuals prior to next Librarians’ Meeting to determine where needs are (open forums)
- g. Ann brought up scholarly communications and information literacy and looking into the literature
- h. **Learn > Build > Do** suggested by Scott. Start with literature review and build programs and (do) try the programs

- Submitted by Ali Konieczny

Appendix A: E-mail, 5/20/2015

Colleagues,

For the budget discussion, I would like to know what you would like to know about our budget and where we currently stand for the year. I've discussed the RIS Team budget with the team very recently, and Leah could do the same with CAS. I've also discussed the Archives budget with Melinda a bit this week. If you have specific questions, please let me know by Friday and I'll do my best to answer them at Tuesday's meeting (or perhaps before or at the June Librarians meeting if needed).

When I meet with the provost on Friday, I will ask him whether we will continue to have an opportunity to request one-time funds for "equipment" requests as in years past (and what qualifies as "equipment"). Assuming we will, please come on Tuesday with ideas for one-time "equipment" expenses for FY16. This could be furniture, technology, perhaps even one-time collections costs like back file purchases. We need to start working on our wish list so we're ready with dollar figures and justification for each item by fall.

I can also report that of the \$24,000 guideline figure I allocated for faculty professional development for this fiscal year, we will likely have used about half to two-thirds of it for the year. Some of you have asked for no professional development travel support, some have asked for less than my guideline figure of \$2,000 per person, and some have asked for more than \$2,000, this year. Some have also gotten support from other sources like the Timme Travel Grant program. Especially as we are asked to spend down our carryforward balances, and reduce the amount that flows into carryforward each year, we need to be more intentional about how we apply professional development support going forward, i.e. to support our goals and initiatives in our coming strategic plan (more soon about that, in advance of our meeting on June 2).

Scott

Scott Garrison
Dean