

Library meeting minutes January 27, 2016
Submitted by Fran Rosen

Present: Dave Scott, Dejah Rubel, Kristy Motz, Fran Rosen, Stacy Anderson, Ann Breitenwischer, Melinda Isler, Carrie Donovan, Gary Maixner, Mari Kermit-Canfield, Rick Bearden, Paul Kammerdiner, Leah Monger

Scott asked if there were any questions about the Dean's Update that he had sent. Ann asked whether there is a time frame from the Provost for investigating & deciding on the Learning Commons idea.

Scott talked about the framework document he has created for people to use to propose Action/Initiatives. He included a section about goals to articulate what we are trying to do, to help in getting things done, to improve buy-in, and to provide a framework. Some questions were: should we include the tie to the strategic plan and should we include what things depend on this initiative. Scott said he added "responsibility" to Section 1, a timeline to Section 3, and that Section 4 might be used to request some money that is under the Assistant Deans' control.

We talked about what to test this framework with. One idea is the current job description process. There are also other things we are doing.

Melinda asked what should be the mechanism for approval. We need a consistent sort of process – policy/procedure might be different from action/initiative. There was a general discussion of how the framework might be used to help us clarify what we are considering, communicate decisions, build support with stakeholders, etc. Stacy suggested that the document would guide us in developing a consistent way of thinking about the work.

Scott said he would talk with other staff. He asked for feedback by February 11th. The goal is to confirm at the next all-FLTIE meeting and start using the framework; we can re-evaluate in August.

Scott talked about the jobs description process, referring to Action Step 4.2 of the Strategic Plan. Scott, Carrie, and Leah talked with Dave last fall about his job and Scott wants to have the other faculty librarians meet with the Dean & Assistant Deans. Afterwards, they will bring it all back together, and bring common things and unique ideas back to the group. There was some discussion about the purpose and goal of this process. Scott said Carrie would send out some questions when she sets up the meetings.

We also discussed the need for written job descriptions for all the librarians. There was some discussion about internal descriptions and whether HR would be included.

Scott said he would apply the framework to this process – learning what librarians currently do, what we think about what we do, and developing a written job description for all librarians. Scott hopes we'll be able to look at what we are spending time on and discuss if that is the right mix of assignments. Paul said there has to be room for people to move & change what they do. Ann stressed the importance of a communication mechanism and a shared understanding of the frequency of the communication.