Minutes of February 28, 2017 –Librarians Meeting

Present: Garrison, Monger, Donovan, Rosen, Rubel, Kammerdiner, Isler, Motz, Maixner, Anderson, Breitenwischer, Scott,

Absent: Symon-Bassett (partial), Kermit-Canfield, Konieczny (excused)

The meeting was called to order at 11;00 a.m. The minutes were approved. Melinda Isler will be taking the minutes for todays meeting.

The Dean gave short updates. He had received a request for article processing charges for faculty publishing in open access journals. FLITE does not at this point but would like to be made aware of these requests. Librarians are requested to fill out Concur as soon as travel is finished. Also as soon as travel is approved, please fill out the preliminary travel forms. He is also considering a change to the August meeting to be more like other college meetings and include budget and strategic planning information. Fran pointed out that librarians attend other college meetings as part of their liaison duties and may not be available to attend this meeting. The Deans council is working with an organizational consultant named Dave Medema and these topics will be brought up for library faculty and staff.

The Dean passed out his “Guiding Ideas for professional development travel Process.” He said he wished to discuss the future instead of the past process and figures sent out. He noted that the number of staff has changed between fiscal years covered and as a general practice the trips are funded out of carry-forward dollars. Trips specifically related to the ILS system may be funded by FerrisNet dollars. Melinda Isler had a question from a non-present member who wanted to know the number of total trips approved and numbers of individuals approved in each year requested. Garrison requested more information about the motivation which was not available. He agreed to provide that information. Fran Rosen raised the question of whether this included all travel. Garrion said it did. Fran pointed out that some travel and dealing with vendors is an actual part of her job and not really professional development which meant perhaps they should be funded separately. Leah Monger noted that currently all that travel is only listed as professional development and funded accordingly and it reflects much of her travel. Dejah Rubel said this has made issues for her travel as well. Garrison said this was meant to help individuals to ask in advance, priorities requests and proposals and share back with the library. These are guidelines and not a policy. There was a discussion about how some individuals could stretch money further because of given circumstances and that should not limit their travel. That conversation was dropped because the individual was not there. Isler noted that there were policies in the past which allocated a minimum amount to each faculty in a given year. It was not a maximum but allowed everyone the opportunity to travel instead of picking and choosing which faculty could go in a given year. Garrison said he was not aware of travel reimbursement as a policy. Fran Rosen noted perhaps the library did not have funding to fund all faculty members at the listed levels. Gary Maixner noted that his ACRL original request reflected costs that he was no longer using because he was carpooling and sharing a hotel room, so that may free up money for others requests. Dejah Rubel requested greater transparency in knowing all requests, as she would consider giving up a second trip if it meant that Paul could go to the more expensive government document training. At some conferences not everyone in the library who wishes to attend can. The discussion was ended to allow other agenda items. Scott will provide answers to questions and the further actions needed.

Gary Maixner and Kristy Motz from the Website Usability team described the Google Scholar/SFx texting process. They had observers in the other room and any librarian is welcome to cobserve as needed. Motz said the most interesting finding is that students cannot find the go button. They are also confused by the fact that clicking on a title does not take you immediately to the actual article. And their instinct on how to get help is to call a librarian. The librarians voted to approve the recommendation to place GoogleScholar back on the list as it is being used by some liaison librarians. Ann Breitenwischer raised some concerns about the Find-It button. They also approved some minor wording changes within the SFX menu as presented by Dejah Rubel.

Fran Rosen brought up the issue of the Foundation Directory and its increasingly limited usage. Paul Kammerdiner pointed out since the removal of the off-building license, it is no longer used by classes. Gary noted that access had not technically been working for several months before being noticed. The general consensus is that this is perhaps not the best use of money for the current usage if an offsite license is unaffordable.

Fran also briefly discussed the questions about the Sage Collections. Some journal collections were grandfathered in on the last platform and may be showing up now even through not available. That complicates just turning them all on. Gary is working on a way to create an advanced search.

The rubric for free databases was postponed until the March meeting.

Meeting adjourned at 12:05.

Notes by Melinda Isler.

Appendix 1

Guiding ideas/questions for a professional development travel decison process (SG)

Updated draft February 2017

1. Faculty and staff who want to request support for professional development travel should start by speaking with their supervisor as far in advance of travel as possible.

2. As we have a limited budget for professional development/travel, those who plan to make multiple requests in one year should prioritize them, considering such criteria as presentation/poster and committee service opportunities. Requestors should consider other potential funding sources such as Timme Travel Grants (faculty) and the Library of Michigan Library Continuing Education Program (staff) when submitting requests, and be prepared to apply for funding from those sources.

2. Supervisors should consider professional development travel requests by criteria including:

* Is the request in scope of the requestor’s current position, role, and work plan and/or an agreed-upon near term future direction?
* How does the request help the requestor advance in their career, and how does it help the library move forward (i.e. what strategic plan goals or action steps could it advance?), e.g.:
	+ Toward tenure/promotion for faculty
	+ Equipping staff to take on new projects, initiatives and other work
* Does the requestor have a presentation/poster accepted, and/or serve on a committee (i.e. for an organization sponsoring a conference)?
* How many others have requested to participate in the same professional development opportunity (e.g. ACRL, MI-ALA, ALA)?

3. The dean and assistant deans will discuss requests and the dean will approve as many requests as possible that meet the criteria and the budget will allow. Approval will include an amount the library is able to provide, based on reasonable costs for location (considering potential cost-saving means such as room sharing) and the number and amounts of other requests. As of FY17, we will no longer use percentages for funding but offer a flat amount of funding.

4. Upon approval, requestors should create a request in Concur as soon as possible and make pre-travel arrangements such as registration, hotel reservation, and air/train travel.

5. Following professional development travel, requestors should submit any needed reimbursement in Concur within 30 days, to ensure prompt reimbursement and accurate accounting.

6. All who do professional development travel should report briefly on their experience either in writing or via a presentation, within one month of the experience.

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