

## Librarians' Meeting 4/26/2016

**Present:** Gary, Fran, Carrie, Leah, Ali, Stacy, Ann, Kristy, Dejah, Paul, Mari

### Agenda:

- 1) Deans Update (Scott)
- 2) Rick's job description (Leah)
- 3) Committees Task Force (Carrie)
- 4) Librarians' retreat for summer 2016 (Scott)
- 5) Job descriptions process update (Scott)

### Agenda items:

1. **Dean's updates:** Updates were sent this morning via e-mail and briefly mentioned by Scott. Please see **Appendix A** for updates. Scott did note that he will send out an update when available about meeting with Provost Blake regarding the Literacy Center.
2. **Rick's Job Description (Leah):** 2 different draft versions of the job description were sent out, so following the meeting Leah will send the official, most recent draft for the *Technology Integration and Web Services Librarian* position (see **Appendix B** for most recent draft). Leah indicated that the name *Technology Integration and Web Services Librarian* was decided upon because it seemed to be most descriptive for the position's responsibilities. Ann indicated that the word accessibility should be added under **Required Qualifications** in the line stating: "Demonstrated commitment to the principles of universal design and user-centered design methodologies." This was agreed upon, although universal design is considered to include accessibility. There was also discussion regarding the job description versus the job advertisement, and it was clarified that they have different wording as necessitated by their function.
3. **Committees Task Force (Carrie):**

Carrie indicated that the *Committees Task Force* is doing well working on their charge. Feedback from open meetings last semester was used to aid with creating the following committees: *Collections Work Group, Social Events Work Group, Discovery Committee, File Sharing Task Force, Programming Committee, and Professional Development Committee*. Following the inventory of various FLITE [working groups, teams, task forces, committees, other nomenclature], these various entities underwent review and were updated, reconstituted, modified, or disbanded. It was decided that documents regarding the committees could be shared on the J Drive, and also a LibGuide will be created that indicates current membership and committee charges. Individual names will be removed from charges, and instead job title will be used. It was determined that the *FLITE Library Advisory Council (FLAC)* would be replaced with an *Advisory and Accountability Committee* composed of various FLITE employees. *Electronic Resources Group (ERG)* will be replaced by *Resource Access and Discovery Technical (RADTech) Work Group*. Carrie indicated that the *Committees Task Force* will soon be disbanding as they near the completion of their charge. Fran indicated that she would like further discussion regarding when the *Committees Task Force* should be completed, and information about what other committees should be a part of the institution. Carrie indicated that feedback could be provided to her as the task force continues on their charge.

4. **Librarians' Retreat for 2016 (Scott):** Scott requests feedback be sent to the administrative team by May 6 regarding what topics of discussion should be on the agenda for the proposed Librarians' Retreat.
  
  5. **Job Descriptions Process Update (Admin):** Carrie indicated that RIS has been meeting as a group and she will meet with RIS librarians individually to continue the process. Leah indicated that she is working with Fran and Dejah individually. Fran inquired as to which Team David Scott is assigned. Scott indicated that David is "currently in CAS." Fran further inquired about David's role as this will impact other job descriptions. Fran indicated that it is difficult when we have plans for CTs to take on significant work without job audits to clarify roles. She also indicated that people are doing jobs at a higher level than they are being paid for. Scott indicated that he is having discussions with the Provost on this topic.
- Submitted by Ali Konieczny

## Appendix A: Dean's Updates

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**From:** Scott Garrison  
**Sent:** Tuesday, April 26, 2016 1:40 PM  
**To:** FLT Librarians  
**Subject:** brief Dean's updates from today's librarians meeting

Everyone,

First, I'm pleased to let you know that the provost has approved the Optometry and Life Sciences Librarian position in PeopleAdmin, so all we need now in order to advertise is President Eisler's approval. He is away today.

Here are a few quick updates I mentioned this morning:

1. Please see Carrie's message from this morning regarding this week's Money Smart Week and next week's finals week activities. Note that we will have therapy dogs (outdoors, on the quad) on May 2, 6:30-8pm. I thank everyone who is playing a part in making all of these events happen.
2. I encourage you to attend the Honors Symposium Thursday April 28, 11-1 on our 2nd Floor.
3. Please plan to join bepress' Dave Stout for lunch next Thursday May 5, 11:30-12:45 at the Rock private dining room. Dave will be on campus that day to discuss bepress' Digital Commons scholarly repository platform with several groups including Deans Council. Josie will send an invitation shortly.
4. I am working on setting up a lunch meeting in May for our librarians and Provost Blake, to discuss his vision for the Center for Academic Literacies. Please stay tuned for more details.
5. I will invite you to a librarians retreat in summer 2016, to continue moving things such as our liaison and collection programs forward. Please let Carrie, Leah or me know if you have particular topics you would suggest we cover at the retreat, so the event may be as useful to us as possible.

As always, please let me know if you have questions about these or other things.

Scott

Scott Garrison  
Dean  
Ferris Library for Information, Technology and Education

## **Appendix B: April 26 Draft Job Description**

### **Technology Integration & Web Services Librarian**

#### **Summary of Position:**

The Technology Integration & Web Services Librarian ensures that library systems and web services support and enhance student learning. Primary responsibilities include management and design of the library website's architecture, oversight of the technical and administrative aspects of the library management system and other library enterprise applications, and the seamless integration of all library web-based services. Collaborates with other library faculty and staff to provide reliable electronic access to online resources and to improve the accessibility, usability, responsiveness, and overall user experience of the library's website. Serves as a liaison to other campus units including Information Technology Services. The Technology Integration & Web Services Librarian is a 12-month, tenure-track faculty position based in the Collections & Access Services team and reports to the Assistant Dean for Collections & Access Services.

#### **Duties and Responsibilities:**

1. Provides collaborative and innovative leadership to build, implement, maintain, integrate, and assess public-facing and internal websites, digital services, and applications to support delivery of library services and resources with a commitment to universal design and usability
2. Provides technical support and system administration of library enterprise applications including the library management system
3. Participates in troubleshooting online access and technical issues with vendors, library staff and users, and Information Technology Services personnel
4. Provides a leadership role in library planning initiatives involving technology
5. Maintains relationships with technology vendors, online service providers, and other technology units and leaders on campus
6. Trains other faculty and staff as needed and documents processes and procedures
7. Participates in the library's collection management and liaison programs
8. Participates in the library's assessment and improvement efforts
9. Serves as a member of library and university-wide committees. Participates in library-wide projects and activities as needed or assigned
10. Participates in library meetings and works collaboratively with colleagues to implement the agreements reached through collective decision-making
11. Maintains membership and participates in the activities of position-relevant professional organizations
12. Stays abreast of current trends and best practices in areas of responsibility and participates in continuing professional development activities including attendance at conferences and workshops

#### **Required Qualifications:**

1. ALA accredited master's degree in library or information science by the time of hire

2. Minimum 2 years recent experience in administration and configuration of a major enterprise system, such as a library management system
3. Minimum 2 years recent experience in designing and managing a large-scale website using HTML5, Javascript, and CSS
4. Demonstrated commitment to the principles of accessibility, universal design, and user-centered design methodologies
5. Recent experience with object-oriented programming and scripting languages used to support a website
6. Experience working in a Unix/Linux environment
7. Experience with SQL and maintaining MySQL, PostgreSQL, and/or Oracle databases
8. Knowledge of web site analytics and experience with making data-driven decisions

**Preferred Qualifications:**

1. Experience with authentication and web security protocols, including Active Directory, LDAP, and proxy services such as EZproxy
2. Knowledge of library and non-library metadata standards, e.g. MARC, RDF, XML/XSL, JSON
3. Experience writing documentation and user manuals
4. Experience deploying and/or developing SOAP or REST based web services and/or XML-based APIs
5. Experience working in an academic library
6. Additional graduate degree
7. Significant coursework or degree in computer science, information systems technology, or closely related field

**Knowledge and Skills:**

1. Ability to work collegially and collaboratively with diverse faculty, staff, and students and with other campus constituencies including Information Technology Services
2. Ability to set priorities, coordinate and manage projects, and work independently as a self-starter
3. Knowledge of technology trends in both higher education and libraries, ability to adapt to new technologies quickly, and flexibility in an ever-changing environment
4. Effective oral, written, and interpersonal communication skills; ability to communicate effectively about technical issues with non-technical audiences
5. Knowledge of content management systems, emerging trends in web site development, responsive design, device and browser testing, user-centric design, accessibility, and usability
6. Knowledge of database structures, creation, application, and maintenance
7. Excellent problem solving skills and sound judgment in dealing with work-related challenges and issues