

## **Minutes of Librarians Meeting, October 24, 2017**

**Present:** Gary Maixner, Dejah Rubel, Heather Symon Bassett, Mari Kermit-Canfield, Sela Constan-Wahl, Melinda Isler, Leah Monger, Kristy Motz, Scott Garrison, Fran Rosen, Ann Breitenwischer, Ali Konieczny, David Scott, Stacy Anderson

**Absent:** Paul Kammerdiner

### **Call to order (Isler)**

The meeting was called to order at 11 am by Melinda.

### **Dean's Update (Garrison)**

Scott provided the following updates:

- FLITE is now at the contracting stage with ExLibris/Alma
- He reminded the group of the Prayer/Meditation Space Campus Introduction on Thursday, October 26, 2017
- He requested that topics for the all college meeting be directed to Josie's attention
- He reported a Dean's review would occur in November and he encouraged participation if an invitation was extended

### **Approval of Minutes (Symon Bassett)**

Minutes for the September 26, 2017 Librarians Meetings were approved as presented.

### **Website Team Update (Constan-Wahl)**

Sela indicated the project plan for the FLITE website accessibility modifications is complete. Goals, requirements and activities have been identified for Phase One of the plan. She indicated the Office of Civil Rights needs to approve the plan and then there would be one hundred and eighty days to complete it after approval. For the sake of being proactive and moving forward, the end of the Spring semester has been identified as the target date for Phase One website modifications. She indicated work to be done includes: evaluating the content strategy including what different elements of the website can support, determining workflows of how patrons as well as faculty and staff use the website, developing checklists and best practices for developing library guides, and modifying and/or paring down library guide assets. She noted that documentation of the entire project needs to be available for the Office of Civil Rights. Sela anticipates being able to map out website accessibility tasks and activities onto a calendar soon. She indicated that staff and faculty interviews are being conducted to determine mapping for the website. She visited the library at the Kendall College of Art and Design recently and noted that accessibility remediation and considerations for the library should be fine in fixing the five pages on the FLITE server. She did note an unrelated concern of Primo functioning very slowly on the Kendall servers.

Scott noted that an accessibility statement will be inserted into the ExLibris/Alma contract and thanked the Website Architecture Taskforce for their collective efforts under Sela's leadership.

### **Center for Academic Literacies (Garrison, Kermit-Canfield, Breitenwischer, Anderson)**

Scott shared general information regarding the Center for Academic Literacies initiative as well as a timeline of developments and considerations pertaining to FLITE involvement. He noted that the Center may provide a variety of student supports to promote student academic success. He indicated that conversations with the Provost occurred this summer regarding FLITE's involvement

with the Center and both were in agreement that additional academic disciplines could be housed in FLITE. He noted a meeting that occurred October 3, at which all FLITE staff and faculty had an opportunity to learn more about the Center and how FLITE might be involved. Resulting from that meeting, the Provost requested volunteers for a committee and Scott identified committee members as himself, Ann, Mari, Stacy, Kelly and Myrna. He indicated that the Committee convened for their first meeting on October 19 and discussed the Center within the context of the HLQ Quality Initiative. There are preliminary plans to bring the Academic Support Center and Writing Center into FLITE and the Committee met today to discuss various space considerations and complete a walkthrough of first and second floor spaces. Scott indicated that attendees of today's Librarians meeting could refer to a forthcoming email to review a complete summary of what he relayed. He requested that librarian Committee members in attendance share any related comments they might have.

Several comments were made with respect to the Academic Support Center and the Writing Center moving to FLITE. Stacy indicated that she was glad to have Committee input regarding space considerations and the relocation of those offices to FLITE. She will record statistics for current utilization of FLITE's first and second floors. Ann encouraged all to visit the Academic Support Center and Writing Center in their current location to get a sense of space needs. She also indicated that she viewed the Writing Center coming to FLITE as a positive move and an opportunity to streamline roles of various services as librarians get many citation questions and the Writing Center's brochure currently lists research assistance as available help. Scott added that though FLITE would be the main location for both the Academic Support Center and the Writing Center, there may be after hour supports at other locations.

#### **Other Updates (All)**

Leah reported that she will plan on listening to conference calls for the first wave of libraries migrating to Alma and that she may periodically send emails relaying some of their experiences.

Dejah indicated that she is attending the LITA Forum in Denver November 11<sup>th</sup> and 12<sup>th</sup>. This event examines technology solutions for both public and technical services. If you would like her to attend a specific session, please examine the schedule [Lita Forum](#) and let her know as soon as possible.

The meeting adjourned at 11:40 am.

Submitted by: Heather Symon Bassett

Approved 11/28/17