

## **Minutes of Librarians Meeting, November 28, 2017**

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

**Absent:** Paul Kammerdiner, Ann Breitenwischer, Sela Constan-Wahl, Ali Konieczny

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

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

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

Scott did not present a Dean's update, but did open dialog for any questions librarians may have for him.

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

Minutes for the October 24, 2017 Librarians Meetings were approved as presented.

### **Digital Measures (Isler)**

Melinda indicated that having some fields completed in Digital Measurements is a Higher Learning Commission requirement. Melinda will offer faculty a refresher training on Digital Measures in the Spring of 2018 and the migration of data will be required by the end of that Spring. She indicated that educational qualifications and alternative position titles appear to be the only mandatory fields as well as some contact information. Melinda will distribute a document elaborating on the requirements.

### **Website Update (Monger & Maixner)**

Gary indicated that in recent weeks open and closed card sorts have been done with students to help determine potential organization and headings for a future iteration of the FLITE website. He indicated that he expected cards sorts with students, faculty and other relevant persons to be completed by the end of this semester so that work on wireframes could begin in January. He noted that the Website Architecture Team, Usability Team and other groups have been working collaboratively to accomplish modifications to the FLITE website. He indicated that work on an Affinity Wall will begin tomorrow. Once that is complete, all FLITE staff will be invited for a walk through. Stacy requested that Gary send written information regarding the same for those less involved with the website accessibility modifications and not as familiar with website architecture planning tools. Gary reminded the group of Sela's open door policy regarding website modifications and accessibility considerations. He also noted FLITE would be requesting an additional three months for website revisions, which would extend the target date from May to August of 2018. In addition to card sorting and other activities, Gary noted that websites at other institutions are being referenced for inspiration. It was noted that members of the Website Architecture Team and Usability Team as well, as non-members, attended a recent Springshare webinar regarding accessibility. Several attendees noted that some of that content appeared useful while other information did not appear as relevant.

Stacy reminded the group of the need for Website Architecture Team to be formally recognized by the Advisory and Accountability Committee as it is currently functioning as an Ad Hoc Committee. Scott will follow up with the Advisory and Accountability Committee regarding the same. Fran

noted the scoping impact of accessibility considerations beyond individuals and groups directly involved in planning modifications, such as in the case of faculty and staff communicating with library vendors regarding accessibility considerations. Scott indicated that several groups from the COLD Alliance were interested in coordinating an accessibility training and this group affirmed their interest as well. Mari noted that it may be challenging to describe screenshots in LibGuides adequately as related to accessibility considerations. Gary indicated that he anticipated written standards or best practices and one-on-one trainings regarding LibGuides in the future.

### **Primo Updates (Rubel)**

Dejah indicated that she had sent a summary of November 2017 Primo updates to the librarians in a recent email. She did note what she viewed as the two major updates- 1). Compatibility with Zotero. Zotero should function from the tool bar as it typically does though it may be somewhat visibly blocked by the Chat button. She indicated as far as functionality, citations appear to be parsing correctly for the most part, but parsing for non-article materials such as FIR documents or books may be of lesser quality. 2). Dejah also stated that the A to Z list was not turned on in Primo, but offered alternative routes to databases including using the resource recommender and our Springshare A-Z list. She also noted that databases may appear at the bottom of the resource type facet list, but patrons should be dissuaded from using these because they are often not electronically accessible even though they are being indexed. Dejah indicated that the next upgrade will occur in February and does not yet have details for it.

### **Refinement of Organizational Structure (Garrison)**

Scott provided and discussed a document informing some of his current thoughts in terms of organizational structure for FLITE. One part of the document included concepts he was considering in relation to various positions. The other part of the document included a summary of discussion themes and ideas related to organizational structure that were generated at a recent all-college meeting. Scott indicated some of the sources influencing his thoughts have been and will be the 2016 discussions of position descriptions, comments from the November 2017 all-college meeting and other input from the present Dean's review. He discussed a desire to foster more group collaboration rather than working in various group "silos" and what some of his thoughts were for how that might occur. He also discussed the vacant Assistant Dean position and one option for what a revised position description could be.

Scott indicated that his current thought is that it would be reasonable to extend FLITE's July 2015-June 2018 Strategic Plan by a year in light of the University's strategic planning process that will be occurring.

The meeting adjourned at 12:00 pm

Submitted by: Heather Symon Bassett

Approved with Correction 12/19/17