

Minutes of Special Librarians Meeting, May 10, 2018

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

Absent: Paul Kammerdiner, Ali Konieczny, Dejah Rubel, Leah Monger

Call to Order (Isler)

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

Dean's Update- (Garrison)

Pertaining to librarian suggested topics for discussion of student hours and budget, EReserves, Oval Information Desk coverage, liaison delegation, instruction coverage and Springshare management, Scott offered some known information and updates on efforts. He indicated projected enrollment declines for the University, which result in many budget considerations, some of which will be discussed in Deans Council meetings. He shared general information about the Early Retirement Incentive Program and the prospective impact to FLITE in terms of staffing, as well as known staffing changes. He noted having discussions regarding known and potential staffing changes with the Assistant Dean to discuss job descriptions and tentative ideas for how duties might be reassigned. He indicated there is a much work to be done to facilitate the move of the Writing Center and Academic Support Services into FLITE and that it may offer an opportunity to rethink services. He indicated that he plans to continue to advocate for an Operations management position. With respect to student workers, he needs more specific information regarding hours needed, but expects to support those positions with carryforward funds. He indicated that it would be worthwhile to evaluate whether to continue offering EReserves (especially in light of new accessibility requirements and potential staffing constraints). He indicated that many options for budgeting and streamlining services are being explored, requiring multiple conversations.

The Librarians relayed some considerations and questions regarding the update information provided. It was noted that the topics discussed tend to be intertwined and could present challenges for workload, scheduling, Oval Information Desk coverage etc. The Librarian discussion reinforced the need for multiple perspectives and input from various employee groups to inform planning for any reassignment of tasks, especially as to avoid the impact to other positions that may be less obvious. Several librarians suggested that if potential staffing changes necessitate Collection and Access Services staff to assume additional duties that pay grade and level should be a consideration. Challenges and benefits associated with the present EReserve system were discussed. The importance of utilizing the University and FLITE Strategic plans to inform service priorities was noted. There were questions and discussion about student worker availability as related to the budget (see commentary in preceding paragraph), their roles at FLITE and the importance of training. Librarians discussed different budget and service considerations for FLITE and suggested that not staffing the service desk during the Summer Semester break week could be explored as potential cost savings.

The meeting adjourned at 12:00 pm.

Submitted by: Heather Symon Bassett

Approved June 27, 2018