Minutes of Librarian's Meeting, June 27, 2018

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

Call to Order (Isler)
The meeting was called to order at 11am by Melinda.

Dean's Update (Garrison)
Scott provided a number of updates and will recap them in email. He offered the opportunity for input regarding the tech position pros and cons document sent previously (see "Dean's update for the week of 6/18" email sent 6/21/18). There was no input at that time and he indicated comments could be provided to him following the meeting. He reported highlights from the American Library Association conference he recently attended. He reminded librarians about posting professional development travel reports for Fiscal Year 18 on the JDrive and requested that those reports as well as updated librarian Work Plans be completed by the end of July. He indicated that librarians could submit a prioritized list of professional development travel requests to Josie for Fiscal Year 19 and encouraged librarians to consider applying for Timme travel grants. Other updates will be provided by Scott via email.

Approval of Minutes (Symon Bassett)
Minutes for the April 23, 2018 Librarian's Meeting and May 10, 2018 Special Librarian's Meeting were approved unanimously.

Vote on Access World News-Switch on and default versus advanced interface (Rubel)
Fran noted that in recent communications, she has learned that vendor needs us to switch to the revised Access World News by this fall. The group unanimously approved the advanced search interface (with the map) versus the default search. Changes may be implemented prior to fall.

Michigan Legislative Biographies to A to Z list (Rubel)
There was discussion as to whether to include the Michigan Legislative Biographies to the A to Z database list or not. Dejah indicated the resource is open access, includes 5,000+ biographies and is available through the Library of Michigan. There was discussion of where the appropriate location for the resource might be.   The group discussed options including the catalog, in LibGuides, with other databases in the A to Z list, etc. Since it was noted that there are other resources where there isn't a clear fit, the group decided to include discussion of this item as part of a more general conversation of how to handle such resources at a future meeting.

Website Status and Future of Web Related Groups (Constan-Wahl)

Sela still anticipates a target of July for beta of the new website and indicated that the big pieces are in place. She indicated usability testing is suggesting three particular areas of interest for the new website including the new Student, Faculty, and Research and Writing portals. With the Springshare and Web Architecture Taskforce merging into a sort of web branch committee, she anticipates that group will do most front-facing work for the website in the future, while working closely with the Rad Tech Work Group and the Web Services Usability Committee.

Interim Assignments for Gary's liaison responsibilities and Springshare (Garrison)

In light of soon having a vacant Emerging Technologies Librarian position, Scott listed the associated liaison area needs and requested ideas for coverage. There was some discussion of options and a tentative plan was developed. Heather will assume liaison duties for Psychology with Mari as backup, Dejah for Information Security & Intelligence, Dave and Sela for Computer Information Systems pending discussion with Dave, Mari for Graphic Design and Fran for Digital Animation and Game Design and Digital Media & Software Engineering. Scott indicated that Sela agreed to serve as overall administrator for SpringShare and Rodney is assisting with LibCal.

Reallocation of duties with Retirements (Monger)

It was noted that Leah provided a fairly comprehensive breakdown of the reallocation of duties as associated with recent CAS staff retirements in a document that was emailed prior to the meeting. Leah reiterated that staff and faculty on fourth floor would be processing the print reserves (Ereserves remains separate). Melinda requested notification of who was responsible for gift processing once that person was identified.

Study Room Booking Pilot for Fall 2018 (Monger)

There was considerable discussion of the fall room booking pilot. Leah noted two main impetuses for the pilot- 1). Anticipated reduced staffing at the Checkout Desk this fall and 2). No longer having tech support located at the OID. Tech assistance would be available at the checkout desk, but not to the degree and scope of what was previously offered. It is anticipated that not having to check out keys would free up time for tech assistance. Sela felt it would be possible to display real-time room availability for patrons and it was noted that room use statistics could be captured through LibCal, though they would vary from Sierra's. The librarians shared some considerations related to the pilot including potential overlaps of on-demand and reservation room use and for unattended personal property in unlocked study rooms. It was suggested that signs could be posted in study rooms about leaving possessions unattended and that the third floor could have signs as to where to lodge a room complaint as staff are not as readily available on that floor. Leah noted that rules are still being evaluated and that FLITE may get some direction from other university libraries who have implemented similar systems. Leah noted that she has been initiating, and will continue discussions, with Dave regarding appropriate signage and marketing, Sela for technical aspects and Stacy for assessment and that Kendall, FLITE Student Employee, may assist with the initial setup.

Patron Faxing at FLITE (Monger)

The group discussed and was in unanimous agreement with eliminating the fax service at FLITE for reasons such as the expense of providing the service (phone lines especially), alternate fax service availability (Timme, Copy Center and community resources), difficulties with equipment in receiving faxes, in light of decreased staffing and it being the most time-intensive technology assistance, and decreased student demand. For staff, efaxing options may be explored and there is a fax on the fourth floor. It was suggested that the international office be notified as those students seem to be the heaviest users of the service. The group discussed eliminating the fax service yet this summer and notifications will be sent to FLITE faculty and staff accordingly. It was also agreed that signage about the change should be posted in key areas, which might include information such as alternative locations for fax service.

The meeting adjourned at 12 pm.

Submitted by: Heather Symon Bassett

Approved August 28, 2018 (No July Meeting)