

## **Minutes of Librarian's Meeting, August 28, 2018**

**Present:** Heather Symon Bassett, Mari Kermit-Canfield, Melinda Isler, Kristy Motz, Fran Rosen, Leah Monger, Scott Garrison, Stacy Anderson, Sela Constan-Wahl, David Scott

**Absent:** Paul Kammerdiner, Ali Konieczny, Ann Breitenwischer, Dejah Rubel

### **Call to Order (Isler)**

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

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

Scott indicated that he has been receiving professional development travel requests for the Fiscal Year 19 and wanted to remind folks that he needs each individual's requests in a batch, with context information and prioritized. He will review requests and compile a list of everyone's requests indicating what has been approved thus far, and then circulate it. He thanked the librarians for submitting professional development travel reports on the JDrive for FY 18 and Kristy for organizing them into folders. Scott offered an opportunity for questions.

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

Minutes for the June 27, 2018 Librarian's Meeting were approved unanimously.

### **Discussion on Current Organizational Structure (Garrison)**

Scott distributed draft documents of a proposed organizational structure and a list of proposed responsibilities for the Assistant Dean and Dean (and areas of overlap), both of which he shared at the All College meeting. He acknowledged that a lot of positions have changed out of necessity with positions unfilled or vacant at FLITE for a variety of reasons. He cited examples of positions changing as Leah working more on the public side of service as well as the technical side and Sela working on new tasks and projects. He reported there seems to be some frustration with organizational structure and shared some feedback he recorded at the All Staff meeting regarding the same: a need for a closer connections indicated between technical (i.e. Collection & Access Services) staff and technical librarians, that the structure is too flat and out of balance, objection to the separation of the University Archivist and Government Documents/Patents & Trademarks Librarian from other librarians with direct reporting to the Dean (and no reporting relationship to the Associate Dean), and a need for clarification/connections noted for faculty and Associate Dean, and Faculty and Dean. Librarians offered some additional feedback including a general concern of how to maintain the same level of service in light decreased staffing levels and less time for core tasks such as instruction because of redistributed tasks to existing personnel. They wondered if services needed to be scaled back, how those decisions would be made.

Scott reported his view that job descriptions should be revisited for all vacant positions with a focus first on services provided, and secondarily, the how of supporting those services. He indicated of the proposed Library Technology/Applications Manager position (Digital Services Associate presently), that it could represent one way to rework a position to address a perceived

gap, in this case for technical staff. He also noted the position could be lead for systems such as Ezproxy and ILLiad, and serve as backup Alma administrator for Sela. Fran stated that she is not in favor of the proposed Library Technology/Applications position as she feels that she works well directly with technical staff rather than having an intermediary delegating tasks. Leah thought the position would still allow for that collaboration though the position would have administrative coordination for staff. She indicated that after the Alma migration she will not be involved as deeply in technical services and it would no longer make sense for her to be the direct supervisor of technical staff.

### **Making the case for two vacant positions formerly held by Gary and Jason (Isler)**

Melinda indicated the Provost needs to know the case for filling the vacant Digital Services Associate and Emerging Technologies Librarian positions and what is being requested. Discussion of the faculty Emerging Technologies Librarian position occurred first. The Web Services Librarian offered that she is noticing a gap in workflow in as the Emerging Technologies Librarian had been her backup for the website and had assumed primary responsibilities for both the Springshare and PILOT systems. At least several librarians noted that the Emerging Technologies Librarian serves as a pivotal connection between the public and technical service sides. One librarian characterized the position as a “bridge and a translator” and a “problem solver.” It was noted that the Emerging Technologies can effectively communicate with vendors utilizing technical jargon and appreciates perspectives of both technical and public service sides in a way that informs best uses and customizations of various systems and/or technologies. Several librarians pointed out the important role the Emerging Technologies Librarian serves in research assistance and instruction as well.

There was some discussion of retaining both technical positions (Emerging Technologies Librarian and Digital Services Associate). One point made was that the two positions tend to complement each other. It was noted that FLITE will have less servers in lieu of using cloud technology, which may decrease some technology needs. However, Leah also noted that some residual library technology systems that were managed externally before will likely need to be incorporated into FLITE workflow. Scott suggested convening a positions taskforce to develop a proposal for the Provost, to which all were agreeable. Volunteers for the taskforce include Melinda, Leah, Scott, Sela, Kristy and prospectively, two technical staff.

The meeting adjourned at 12 pm.

Submitted by: Heather Symon Bassett

Approved September 25, 2018