

## **Minutes of Special Librarian's Meeting, October 29, 2019**

**Present:** Heather Symon Bassett, Melinda Isler, Leah Monger, Stacy Anderson, David Scott, Dejah Rubel, Ann Breitenwischer, Mari Kermit-Canfield, Fran Rosen, Jason Bentley, Sela Constan-Wahl

**Absent:** Ali Konieczny, Paul Kammerdiner, Kristy Motz

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

The meeting was called to order at 2 pm by Melinda.

### **Library Instruction Coordinator Position (Scott)**

Dave presented a rough draft of a job description for a "First-Year Experience Librarian" proposed to replace the "Library Instruction Coordinator" position after Kristy's retirement. Several librarians worked on the draft and Kristy was consulted for input. The group was in general agreement with the draft and the addition of wording indicating the individual may be responsible for some evening and weekend shifts. Ann indicated that the proposed position should be broadened to include First Gen (which can be more than FTIACs); Second year and transfer students." Dave, Mari and Stacy will send a revised draft to Jason to help inform future discussions regarding the position.

### **Web Services and Instructional Technologist Position Description (Bentley)**

Jason presented an updated draft of the Web Services and Instructional Technologist Position, which was inclusive of feedback received. The group was in agreement that wording in highlighted portions of the draft should be reflective of a request for a faculty position. Jason will circulate a further revised draft with tracked changes based on feedback received at today's meeting. The group was agreeable to the updated draft being forwarded to the Provost.

### **Other Position Updates (Bentley)**

Jason reported that the Systems Librarian position description has already been submitted to the Provost for review. The next one to be presented will be for the replacement of the Library Instruction Coordinator position as related to Kristy's upcoming retirement (and following the present work on the Web Services and Instructional Technologist position description).

### **FLITE's Strategic Plan (Bentley)**

Jason verified agreement with the previously proposed strategic plan outline and requested that any opinions regarding format of the plan be shared with him (such as using SpringShare versus a hard copy PDF). Stacy offered that FLITE's Assessment Committee could serve as the entity to help drive the process forward and make recommendations as relevant. The group appeared agreeable to her offer. To promote inclusivity, the Assessment Committee will open meeting invitations to all of FLITE.

### **Other (Bentley)**

Jason reminded the group of the need to discuss FLITE's organizational structure at a future meeting. He also made an announcement highlighting First Generation Celebration Week events.

Specifically, he noted FLITE would be offering light refreshments and donuts in celebration of first generation students on Wed., Nov. 6<sup>th</sup> from 9-11 am.

The meeting adjourned at 3:06 pm.

Submitted by: Heather Symon Bassett

Approved November 25, 2019