

## **Minutes of Librarian's Meeting, January 25, 2022 (Zoom meeting; Votes via chat)**

**Attending:** Heather Symon Bassett, Melinda Isler, Stacy Anderson, David Scott, Ann Breitenwischer, Mari Kermit-Canfield, Elise Bohn, Ben Boss, Dejah Rubel, Jason Bentley, Peter Bradley, Chelsea Mitchell

**Absent:** Ali Konieczny, Paul Kammerdiner, Fran Rosen, Ben Boss

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

The meeting was called to order at 11:00 am by Melinda.

### **Approval of Minutes (Isler)**

The 11/23/21 minutes were approved as presented.

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

Please refer to the 'Dean's Update January 25, 2022' (see attached) emailed prior to the meeting.

### **Authority Records in SmartSearch (Rubel)**

In response to a question posed about updated subject terms redirecting in SmartSearch, Dejah arranged a SmartSearch demo. In short, they will redirect for the most part, though it is not clear yet who will update Community Zone records.

### **Work Plan Aggregation-How to use (Bradley)**

Peter has worked on organizing the results of the Work Plan meetings in a usable way in the interest of promoting transparency and creating efficiencies for reporting purposes (e.g. reporting progress on FLITE and University strategic plans). He presented information on, and Chelsea demonstrated, how ClickUp project management software can be used by individuals to report progress on their Work Plans. Documentation on using core reporting features will be emailed for reference. Librarians voiced various concerns about additional reporting requirements and utilizing Click Up. Peter offered librarians could email monthly Work Plan updates if that was preferred and that information in ClickUp is iterative and could be corrected/adjusted by librarians as needed.

### **Initial Conversation About Liaison Assignments (Bentley & Bradley)**

As a result of the liaison program being discussed in multiple Work Plan meetings this fall, Jason and Peter would like to explore the topic of liaison assignments further with librarians. Peter provided some historic context for previous FLITE attempts to reevaluate the liaison program. Current questions of interest include how new liaison areas get created, how they are sunsetted, how they are assigned and what is measurable/equitable as far as workload. Peter emailed librarians a more complete list of questions he and Jason compiled that they would like to be answered by a new task force or an existing committee. They would like to have a general sense of the answers before beginning the 2022/2023 Work Plan process. FLITE liaison program documentation and liaison program literature is on SharePoint.

### **Reconstituting IDEAS Committee (Bradley)**

Though meeting time did not allow for discussion of this item, Peter thought the Dean's Update (see attached) sufficiently covered this topic.

**Other (All)**

Jason requested and Melinda agreed to send a request for volunteers for a Library Technology Services Specialist search committee. A minimum of two volunteers, including a possible chair, are requested. This request is specific to faculty librarians, which is not suggesting others will not be involved.

Regarding the FLITE Website item in the Dean's Update (see attached), Ann recommended that students be notified in advance of any largescale anticipated FLITE website changes.

Approved March 22, 2022

# FERRIS STATE UNIVERSITY

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## FERRIS FORWARD

Dean's Update | January 25, 2022

Good morning and thank you for the opportunity to share updates as we begin the Spring 2022 semester.

### **FLITE Website**

Within the next three weeks, UAM will have a development site configured for our review, feedback and editing as part of the work to refresh all FLITE webpages. The aim of this work is to ensure the continuation of a great user experience while also updating our online presence to reflect consistency in overall brand standards, accessibility and privacy compliance. You may access and review the early work being completed by UAM [here](#). As part of the work to finalize the website refresh, I welcome discussion and recommendations for how you prefer to work together toward completion of this project.

### **Library Technical Services Specialist**

This week we celebrate Ms. Tammy Finch as she retires and also begin the first steps in the search process to welcome a new colleague. Acceptance to initiate a search occurred last week following position review with the Provost and members of the Dean's Council. As part of the process, I invite recommendations and nominations for at least two faculty librarians to serve on this search committee. I am also hopeful a faculty librarian will have interest in serving as the search committee chair.

### **IDEAL Committee**

I look forward to the reconvening of the IDEAL committee this semester and hope the group might consider a recent invitation from OMSS to collaborate on a discussion concerning the state of race in our country, state and at Ferris. OMSS would like to engage with us to co-construct dialogue sessions.

### **Ferris Equity Initiative (FEI)**

During the coming months, we will have an opportunity to continue our support of the FEI. If you have not yet had an opportunity, I encourage you to [review details online](#) or through the [January newsletter](#).

### **Continuity Plan Progressing**

As part of the work taking place through the safety committee and coordinated by Mr. Rod Gardei, FLITE is working through the drafting of a continuity plan. As part of mitigating risk, this plan helps ready FLITE in the event of a natural disaster. Thank you to all who have, or are currently, sharing information to help further this work.

Respectfully submitted: J. Bentley