

# Library Directors Leadership Team Meeting

November 19, 2012

202A Mann Library

## Minutes

(Present: Janet McCue, Kornelia Tancheva, Femi Cadmus, Mary Ochs, Steve Rockey, Curtis Lyons, Bonna Boettcher, Lyndsi Prignon, and Angela Cleveland)

**HR Support Discussion with Lyndsi Prignon:** Lyndsi asked a series of questions (e.g. What services have you valued? What services do you need? Are there any that are less important? Etc.)

Concerns about volume increase as of July 1, 2013 with the new budget model.

- Mann currently has mixed HR Support from CALS/Olin Library, after budget merger more from Mann, Vet, ILR, Hotel Library
- Raises and performance reviews for staff will go through HR at Olin Library
- In need of at least two HR professionals that understand both the Endowed and Contract side. (This will ensure proper back-up when one goes on vacation etc.)

### Build Trust

- Help with crucial conversations
- MBTI
- Able to be objective in conflict (staff need to know what their rights are)
- Help out in difficult situations, make sure i's are dotted and t's are crossed
- Assisting with conflict (Non-judgmental)
- Solid knowledge of University Policies

### Valued Services/Support

- It's important that HR understands the library and what we do, the culture of the library
- Library specific training
- Support for new positions for hire
- Difficult to find out what the salary is for Library positions (link to Librarian job descriptions/salary ranges)
- Help open up other resources that we can call on such as facilitators like Chris Halladay
- Web infrastructure about library interviewees – getting the info out there
- Online system from beginning to end for interviews
- Quick responses to operational questions (student employment/KRONOS)

- Team-building sessions and smaller group meetings to help with organizational development issues in an environment where staff members can be comfortable discussing issues opening and without fear of repercussion.

Lyndsi also announced that Workday is now being delayed until the first quarter (March/April)

## Announcements

*Curtis:* December 3<sup>rd</sup> – New Research Coordinator (taking Neely's place), HLM

Lee, Janet, and Curtis working on a General MOU on how funds will work under a new budget model

*Kornelia:* Remapping stacks of Olin over the summer

- Start with the basement and go up

5<sup>th</sup> Floor Graduate/Reading room start in January, finish by March and open to the public in the Fall of 2013

Annex is gearing up for moves.

- Africana annex move is done entirely in-house
- Music preliminary work is finished for Annex move

*Bonna:* Rand Hall renovation to finish 2015

*Steve:* Renovation plan for Physical Science Library (study spaces & library offices). Funding for both phases is not available so only Phase 1 will be implemented. Librarians will need to move into temporary offices for a few months and then will move back to current location until Phase 2 is implemented.

Steven Strogatz's Coffee Hour Book Talk, Dec. 4<sup>th</sup> @ 4:00 pm

*Femi:* Law Library

- Emptied Rare Book Room – Demolition is about to begin
- Huge renovation projects at Law Library
- Created space on the lower level for exhibits
- Charging station for a variety of devices
- Carissa Vogel accepted the Assistant Director for Research and Instruction position and will begin mid-February

*Mary:* Multimedia Group – focusing on increasing multimedia equipment availability

- Proposal should be ready to be submitted by January

Maria Wolfe, Organizational Development, working with Mann Library to implement tools and look at staffing and organization

Information Literacy Task Force to join the next LDLT Meeting

- Discuss proposed models for coordinating future information literacy work library-wide

*Janet:* 201 Construction almost finished and the move on the 2<sup>nd</sup> floor. Stop by and see where Oya, Dean, Xin, and John's offices as well as finance, budget, etc. on the 2<sup>nd</sup> floor.

Vice Provost for Undergraduate Education would like to discuss long term potential of the undergraduate research collaboration with the library

Results from the new faculty survey that was sponsored by the Vice Provost for Research revealed that ½ the new faculty is interested in learning more about the Research Data Management Services (RDMSG) group.

## **Get to know your AUL (December 5, 2012, 2:00 pm – 3:30 pm, 160 Mann Library)**

Will begin with three minute lightning talks each

- a. Some suggestions on how to approach these:
  - i. Different hats/different roles
  - ii. Discuss differences in clientele
  - iii. Make sense of what your individual job is and what the team actually does (navigators, problem solvers, etc.)
  - iv. Who you are as leaders and what you resolve to do

\*\*\*Any slides you would like presented please send to Angie ([alg33@cornell.edu](mailto:alg33@cornell.edu))

Make the Q&A more of a conversation (a back and forth discussion)

These are a list of questions that will be presented at the event (something to think about) but others may come in prior to the event:

1. *What kinds of things do you look forward to in your workday?*
2. *What gives you the greatest sense of accomplishment?*
3. *What do you find particularly challenging?*
4. *What types of things do you dread?*
5. *What types of things bring you disappointment?*
6. *How can we be helpful and supportive?*
7. *How can we best give you feedback?*

## **Next steps in the “less” conversation**

\*\*Please get unit meetings done by December/early January

- What we can move forward with and what would really hurt our service
- Focus on Public Service
- These should be completely creative discussions (and not solely focused on previously recommended areas)
- We'll meet in early January to review the suggestions and make recommendations.

## **REMINDER: Completed LDLT Goals due December 1, 2012 (GOAT Forms)**

- If you haven't, please work on these and send them to Angie ([alg33@cornell.edu](mailto:alg33@cornell.edu)) when completed

