

Library Directors Leadership Team Meeting

July 9, 2013
235 Olin Library

Minutes

(Present: Anne Kenney, Mary Ochs, Steve Rockey, Curtis Lyons, **Bonna Boettcher**, Kornelia Tancheva, and Angela Cleveland)

LDLT: Common problems and opportunities; how the group functions; any recommendations to improve. The LDLT Member of the month will put together the agenda and run the meeting.

How LDLT works

- The meetings are more productive than last year
- Being aware of what's going on in other units is very useful
- Getting others perspectives helps
- Make sure there is enough time for updates and announcements
 - This sparks discussion
- Combination of updates and discussion of bigger issues and strategic direction
- PSEC vs. LDLT
 - Overlap of what PSEC and LDLT needs to do (next AUL can give direction on that)
 - What is the difference?
 - PSEC deals with the nitty gritty issues of operating Public Services (e.g. in Access Services) unless it needs to come up to LDLT
 - LDLT members are responsible for the success of many of the committee plans, so are important players in the process
 - Mary is the liaison from LDLT to PSEC Instruction and Bonna is the c-chair of PSEC and the PSEC liaison to Access Services
 - Do we need PSEC and LDLT?
 - LDLT does not include Special Collections
 - Special Collections would be a big take on by AUL
 - Could have a representative from RMC work with AUL
 - Restructured PSEC helpful to keep informed about what's going on with RMC, for instance
 - How does that information get out to the broader group
- Colleen Cuddy wasn't involved with LDLT previously; however, would it be a good idea to involve her?

- Yes, but would this group, being Ithaca-centric, not be useful to her?
- Anne will be conducting monthly calls with Colleen
 - She will be involving her with MC
- Mary's involving her in Life Sciences
- What hasn't worked so well with LDLT?
 - The group has made changes as they go, one issue is running out of time with too many items on the agenda
 - People come as 'resource communication people' when the group has already seen the information elsewhere
- Where are we with Strategic Plan?
 - Documented and shared with units (also posted on Wiki)
 - Some have been more aligned with CUL priorities
- While Anne is here:
 - address immediate concerns and get to know LDLT
 - Unified Budget Model and fall out from that
 - Strategies with dealing with it, specifically Mann
 - August/September - ask Lee to come talk to the group about key elements/issues in discussions
 - Anne met with Bob Buhrman regarding the Federal Mandate related to Data and Published Articles
 - Issues in terms of how this roles out (Oya and Wendy)
 - ILR's outside funding
 - Federal, Department of Labor, Health & Human Services, Disabilities (from Labor, Foundations/Non-profit)
- What are LDLT Expectations?
 - Updates from LEG and Managers' Council Meetings
 - Having a representative from this group at LEG Meetings
 - Knowing what's going on with the University and how they connect with us
 - Anne's impression of what's going on
 - A hotline to Anne while making a difficult decision – feel free to call or email Anne and/or appropriate contact in LEG

Updates from LEG from Bonna

Bonna asked when and what is appropriate for the LDLT member representing the group to LEG to share, both before and after the meetings. .

- Anne: Agendas are not a concern to share, however, sensitive personnel or financial issues check with Anne

LEG is reinvesting in new areas.

- Website developing
- Additional conservation
- Alma implementation
- Digital Archivist (addressing University records digitally)

Bonna is going to ask Zsuzsa if she can share the information she presented at LEG

- Follow up on to Employee survey

LEG Approved Emergency Back-Up Plan

Provisional approval of “minutely” loan higher fines

Worked through All Staff notes

- Less with Less is now Lessening the Load

Is there hope of resurrecting the CUL Diversity Intern Position

- One-time money not on-going commitment
- Difficult to get people to come to Cornell everyone’s trying to get them

Will Public Services reinvestment positions be announced at All Staff? – Anne, YES. (Look on All Staff notes)

Re Dean’s small group convened to look at automating some tasks, we need good people but we don’t need them doing repetitive tasks

Updates from PSEC - Bonna

- Common call for Committees
 - Trying to avoid each committee issuing multiple calls on CU-LIB, and present opportunities in a single announcement
 - How to tweak Qualtrics form to share info
 - HR will send the announcement(s) in the future, since the call included groups outside PSEC’s purview
 - Bonna is the liaison to the Steering Committee
 - LSC – would like to have a town meeting before fall (Gail is the liaison to PSEC)
 - When should this happen, where, and agenda/funding?

Anne had coffee with new staff, she enjoyed seeing the excitement and pride for Cornell in them.

Kornelia - Information System Updates – Aries

- Worried Aries updates will be coming in the beginning of the semester (new updates going live at the beginning of the semester is troublesome)
- The reserve system is of concern
- Anne – Looking for interim Lead for Discovery and Access (Janet & Dean were co-leads)
 - Release pilot “Black light” – any advice for interim lead?
 - A good person may be Maureen Morris (Steve)
 - Bonna would consider, if necessary

Updates from ALA, especially the BD Policy Group – Kornelia

BD Policy Group

- In August, University of Chicago - ‘soft launch’ of joining BD
 - Will only be open to a handful of people for six weeks at 50% load leveling (at full service)
- Track shipment time for six weeks; see if we can achieve the four-day turnaround (use UPS)
 - May use air to ship items but not to return
- Everyone’s meeting a four-day turnaround with current partners
- We are fast processing requests, however, shipping is slow due to our location
 - It takes the same amount of time for us to ship to Harvard as it is for MIT to ship to Harvard
 - We are at 3.6 days turnaround
- Chicago has opened up all formats and would like us to as well
 - DVDs/CDs/Microforms
 - We are not currently including microforms in BD
 - DVDs: BD cannot set up different loan periods for DVDs
 - The Policy group will investigate who is willing to open what under what conditions
 - Medium rare requests are only available in RMC, so are not in BD
 - If they are circulating, then they are in BD
- John Hopkins is joining BD next year
- Duke is not sure when they are going to join
- Contract with software company needs to be updated
 - The Policy group will sign a two-year contract rather than three-year
- Operations and Systems Meeting in the Fall
- General Philosophy of BD?

- Anne – IVY plus Group the bigger ones are not the lenders ironically it's the smaller ones
- Having more libraries involved means more availability of items
- Went to PS Head Meeting – Just the panel (Angie will send Anne the document that Janet sent to LDLT)
 - No discussion of anything that would concern us

Shared security patrol possibility for 24/7 spaces - Curtis

Management Library & Catherwood 1st floor open 24/7 in the fall (via card access)

- Mann will open 24/7 access in the fall as well
 - To help avoid propping doors, anyone with a Cornell ID will have access
 - Lobby/CIT Computer Lab
- Maybe possible to use the same security form as the rest of the libraries
 - Olin Library - Security guards working 24/5
 - Would never have a non-monitored space
 - Engineering library doesn't have security guards
 - 24/7 access is depending on this
 - Just ease of mind
 - Mann installed security cameras as a deterrent
 - Police said they would Make a trip through Mann Library periodically during shifts
 - Night managers schedules will bump back to overlap with day schedule because 24/7 allows them to close two hours early
- People want access earlier on Saturday mornings
 - Want access to collections

Announcements and Updates

Nestle making offer to top candidate this week

Angela Horne's position closed this week

Two staff positions posted for HLM

We have had questions about who is responsible for physical facilities for the FAL in Rand; Lee and Phil will be meeting with their AAP counterparts to clarify expectations

- Whose responsibility is it?
 - Lee said same people just different Library accounts

- Anything attached (carpets etc.) is schools responsibility/Furniture is library

**Discussion for Lee in August/September

CALS is clearing second floor

- Have homes need to get them there
- Fourth floor goes to department

Second floor opens up – redesigned for group and individual study rooms

- Hopefully by mid-semester seating capacity will be the same or greater than before

Annex Moves

- Mann will take longer than anticipated
 - Done by end of next week (physical transfer)
 - Accessioning done by October

Once done, then resume Vet and Law move

Then Engineering (700 Volume – done by end of calendar year (Vet too))

2014 Devoted to Asia and whatever continues with Law

Fine Arts may be good until 2016

Spring 2014 - Vet has a major construction project – will be displaced temporarily for two years

Math Library – access to Math Literature report should be out this week

- Study room in Math Library – move 15,000 volumes
 - Depends on acceptance by Faculty Board (earliest perhaps the end of 2013)

Curtis by the end of calendar year 2015, start moving stuff in 2016

Annex shelving issue with RMC Tubes

- Thinking Old Annex (condition is varied)

Three Candidates for RLS Director position coming in September