

Library Directors Leadership Team Meeting

October 20, 2014

420C Malott Hall

Minutes

Present: Kornelia Tancheva, Mary Ochs, Curtis Lyons, Bonna Boettcher, Femi Cadmus, Eric Acree, Erla Heyns and Angela Cleveland

Guests: Jennifer Sawyer

Anne Sauer

Agenda

- 10:00-10:20 am – Options for fundraising for Public Services with Jennifer Sawyer
- 10:20-10:40 am – RMC's Priorities with Anne Sauer
- 10:40-11:30 am - Updates

Campaign for Collections with the Different Budget Model with Jennifer Sawyer

Our original goal in 2005, \$60 million, has been surpassed at \$62.7 million and, internally, Anne has increased that to \$70 million to achieve by December 31, 2015.

The Cornell Now, which was an extension of the 'Far Above' campaign from 2011-2015 has a goal set at \$25 million and we are currently at \$30.3 million. This year's goal is set for \$6 million and we currently have \$729,000 (12% of the goal is reached). This year's Annual Fund goal is set for \$625,000 and we are at \$59,675 (9.6%).

The Campaign for Collections has reached \$10.9 out of a goal of \$15 million. At this point, we are anticipating a million going to the Human Sexuality collection by June 30, 2015, as well as, a commitment by a woman from the class of 1966, for \$500,000 is expected by May 2015 which will focus on collections. A donation was also received, in RMC, for the naming of the rotunda with ½ going to the construction project and ½ going to collections. The Rudins donated \$400,000 for the new lecture room down in RMC as well. These funds will be distributed to an endowment for RMC and because of the new budget model we are not asking for a commitment from the Colleges at this time, however, the Colleges are raising money for the libraries.

Jennifer would like to look for opportunities to engage Library Directors with the Campaign for Collections.

- For example, Mary Ochs and Ron Van Ormer went down to Philly and secured \$50,000 from a donor for Mann Library. Mary and Jennifer will also be meeting with a donor in November that is hopeful to be promising.
- Another very successful outlet for Collections is naming spaces/opportunities, When a space is named the money goes to the Dean's discretionary fund. Erla has some naming opportunities with the construction going on over at Vet; 401 Olin Library is in the works of a naming opportunity for approximately \$70,000; and with the Fine Arts Library project there should be a lot of opportunities with the new spaces.
- An additional option is to take advantage of a section in Ezra called 'You can make it happen' that is promoted to entice people to donate. December's focus will be that you can name a

carrel in Olin Library after your favorite faculty member. The donations can be anywhere from \$5,000 - \$50,000. Emily Hopkins puts together Ezra and is always looking for ideas so if you have any please contact her. Out of what has been collected so far, the majority are commitments, 75% or higher are budgeted over the next five years

RMC's Priorities with Anne Sauer

Top priority is to make sure that RMC continues to function as well as it has been, which is attributed to its staff who she feels very fortunate for. Because of this, it has allowed her some freedom to think about she can do to help RMC be even better.

Within the first month she started here she scheduled one-on-one meetings with each staff member and set aside 6-7 'opportunity areas'. During a staff meeting they looked at these and did some brainstorming.

Currently their **focus areas** are:

- the *Sesquicentennial*, the just opened an exhibit on Friday, October 24, 2014 which will be open until September 2015 and will be scheduling staff tours.
- With Elaine closing in on retirement Anne is trying to *document* much of the Institution's history as possible so that they can focus on documenting the next 150 years. T
- tackling the challenge of increasingly electronic collections (*born digital*). *Streamlining* day-to-day work in RMC, which involves looking at how staffing has changed over the years in RMC; technical services, how they bring things in either electronically or physically (make sure that they are moving forward quickly),
- how to get our information out there, currently using AD finding aides;
- public services, staffing this function, every hour open three RMC staff are working. It's been a struggle to find a balance on keeping the library open and offering all the services. (In the first week of January 2015 Femi is having Organizational Development come in and can report back to Anne on how beneficial it is).
 - AeON is helping streamlining on the public services end but more so on knowing whose doing what etc. It hasn't removed the need to have three different staff at three different desks at all times.
- Anne is currently putting together a disaster plan in place (including staff training), which they intend on offering the training to other interested library staff.
- They also have an overarching documentation project going on behind the scenes. At this point they currently have very little documentation in place for what our procedures are so they are doing some housekeeping and building up a wiki space where procedures can be found.
- This is occurring while they continue to acquire materials and have increased on instruction in lecture and conference rooms.
- Priorities in Collections
 - Right now Anne is relying heavily on the curators because, at this point, they have a better understanding
 - Acquisition for rare and mss materials tends to be opportunistic based on what is coming on the market. Wish lists are really more subject-based rather than particular items.
 - Anne has a draft job description for a digital archivist position and when complete she will share with Jennifer Sawyer

- Currently they are building workflows that can take immediate action but right now there is limited capacity to address this. There needs to be processes in place for born digital.
- Mary would like to work together with RMC with regards to active faculty papers/data on the Public Services side and an archival function once the faculty member is retired to find a place to house this data
- Creating collections are repository ready much earlier

Updates

Eric

- Sorry to report the passing of a prominent student in the Music Library and a professor in Africana
- There is now a new hire helping out in the Music Library with Lenora's previous position
- Africana is 'Celebrating the Sistahs' with a portrait revealing, guest speakers, and a catered reception on Wednesday, October 29, 2014 at 6:30 pm

Mary

- Mann currently has task forces looking at the future of both the Geneva and Adelson libraries'. This group is looking at how to best provide services to Geneva and in collaboration with Lab of O faculty, reviewing what core collection to be held in the Adelson library. The target date, for the Adelson library, is February 2015 to complete planning, and to have the plan implemented by July 1, 2015.
- Last week at Mann there was the VIVO hack-a-thon where visiting developers worked on enhancing VIVO software.
- The Sufia-Hydra digital collections pilot is starting at Mann which will focus on CALS and CHE faculty papers and College/extension publications. Mann is working with RepoExec on exploring Sufia-Hydra as a possible future Cornell repository.
- They are currently receiving applications for Life-Sciences Librarian job share with Sarah J. Wright

Bonna

Olin/Uris

- Jim Morris-Knower has been in touch with Meghan indicating that if ten or more people are planning on attending the ACRL meeting that they could receive a 10% discount, Kornelia is asking Jill Ulbricht to coordinate this.
- There was an Olin book talk Wednesday, October 22, 2014 with Rachel Weil from the History Department.
- On November 10th there is the Foreign Fields Event & Reception from 4:30 – 6:30 pm in Libe Café where they will give readings from WWI-era letters, diaries, and other documents with refreshments served by Serendipity Catering.
- The new temp position at reference desk will begin early November and access services interviews are completed, offers made and accepted, the new staff is to start later this week and early next week.
- Bonna has a meeting scheduled for next week with Library Systems to discuss central support for the Ares course reserves system

Annex

- The fifth module planning is progressing on schedule. Bonna has been working with Cammie n projecting how long the space in the fifth module will last (with keeping in mind the Lab of O and Geneva). Bonna asks that you please let her know of any other plans that should be considered in planning.

Curtis

- The SLA election results are out and Jim DelRosso was not selected to be the new national President-Elect.
- Suzanne is at the ILO in Geneva; they sent someone over here for a couple weeks last year. They are an important partner and we may look to do a similar exchange in the archives.
- A kick-off meeting on Catherwood 1st floor renovations is expected in November which should be a major naming opportunity.
- By the end of this month, plans should be back from the architects regarding the Management Library. We are going to look at what we want in the future and what we can do in the short term.
- One year digital library position filled

Kornelia

- PSEC
 - The Access Services Committee submitted a report with recommendations for purging patron data from the Annex LAS system, which in contrast to Voyager, does not dissociate the patron information from the item once the item is returned. Once concern was the need of RMC to retain patron data for longer; however since RMC uses Aeon to check out items, their rep at PSEC was not concerned with us losing patron data.
 - Asked the AS Committee to contact Kheel, Mann, Law, and Vet to make sure that they don't have concerns
- Mann/Music/Management
 - There had been issues reported with gate counters at these three locations; Holly Mistlebauer proposed a new system to the Access Services Committee who felt that this is a LDLT discussion. Holly will come to the next meeting to discuss this)
- FAL Project Update—architects are still working on schematic design
- Communication and Assessment
 - Angie will be sending out copies of Liaison transactions for each of the libraries
- Risk Management Meeting with Ezra and Craig McAllister; whatever she learns she will share

Erla

- Vet Move (2 phases)
 - Losing space as of December 2014
 - Talks to hire Susan W to create box lists
 - Next May renovations will begin in the current cafeteria for the Library
 - Keeping textbooks; no longer have reference or reserve section
- Erin is coming up to speed

- Because she is taking over for Steve in January 2015, they have been scheduling regular meetings
- There is a lot going on with cleaning up collection development
- Erla is currently in the Leading Cornell Program

Steve

- MOU meeting with Dean Collins was delayed a few times and just occurred this past Tuesday, October 21, 2014
- The Physical Sci Library renovated space opened up; the librarians' offices are still not 100% ready
(Kornelia would like to have their biweekly meeting next week at Physical Sciences)

Femi

- The Law Library is currently hosting their Bitner fellow (from South Africa; leaves Friday, October 24, 2014). The fellowship provides the opportunity for a foreign law librarian to shadow the work of law librarians at Cornell and has a different duration depending on the fellow's interests.

