

## Library Directors Leadership Team Meeting

March 17, 2014

5<sup>th</sup> Floor, Ives Hall

### Minutes

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

Guests: Dan Mckee

### Agenda

- Updates
- PSEC and LDLT Discussion with Dan Mckee

### Updates

Mary

- March 28<sup>th</sup>, the College of Human Ecology will be moving out of Mann
- At the end of April there will be more public space available
- They will be testing furniture for the 2<sup>nd</sup> floor in Mann from three vendors:
  - Herman Miller
  - Steelcase
  - Agati
- The Librarian searches (Food and Agriculture Librarian and Research Data and Environmental Sciences Librarian) have been extended by another week
- PSEC Information Literacy Group is organizing an Assessment Expo on May 29, 2014 in Mann 160
  - There will be a keynote speaker
  - Also, Librarians from: Ithaca College, Columbia, and TC3
  - In the afternoon there will be a hands on program

Curtis

- Catherwood, CUL, and ILR are exploring sectioning off part of Catherwood's first floor to convert into a group study area. We are hoping to get drawings and a ballpark price tag on that shortly.
- Catherwood is also starting a project to ship microfilm to the annex, clearing out another space for student study.

Bonna

Olin/Uris

- Book Talk next week: The Language of Contention-Revolutions in Words by Sidney Tarrow in Libe Café
- A good pool of more than 70 applications were received for the two year reference assistant position
- Room 107 will primarily student study space, and will not be reservable for meetings. The only event we will schedule in there is the book talk series.
- Beginning the Monday following Spring Break, the Staff Lounge will be open to students at 3 pm rather than 5 pm

Annex

- John Howard is on a 6-month rotation, working in the plans division of PDC. Cammie has two staff hired on a temporary basis to help cover his work.

## Music

- Six potential Graduate Students will be visiting this week

## Fine Arts

- Orientation this Thursday for Sarah Subin , who will be filling in temporarily while Marsha Taichman is out on maternity leave
- FAL is implementing a revised fine structure for multimedia equipment as of today

## Steve

### PSL

- PSL space build out the remainder
  - This has been fast tracked and is aimed to build this summer
  - Is set to include classrooms, new office suite for librarians, including a small conference room

## Math

- Graduate Study Space
  - 1<sup>st</sup> meeting with John, Phil and Sedgwick
  - Will be using Mary's 'Dirt Walls' suggestion
- Movement to Annex will be this summer from 7-10 thousand volumes
- Going to the Open Access Symposium at Brockport a week from Friday
- May also be interested in Securitas

## Eric

- Working with a Black male support group called the "Sankofa Study Group."
  - Consists of young and older men from the Ithaca community. Some are Cornell and Ithaca College students, others are just residents of Ithaca.
  - Have met 6 straight Sundays at the Africana Center.
  - Have also created a library guide to direct our reading, and to inform those in the group (<http://guides.library.cornell.edu/sankofa>).
  - The work that is done with this group as an extension of what I have been doing on both Cornell University campus and in the wider Ithaca community.
- The new hours in Africana seem to be very popular and is considering taking a head count one of these weekends to see actual numbers
- The student assembly presented President Skorton with a proposal to extend library hours
  - Eric will work on what hours to extend and present it to Bonna so that her and Kornelia can figure out what the expense will be in order to do this
- PhD student program is off to a good start, three are already accepted
- In the past, Africana has had a volunteer who became an intern and is excited to have another one this year

## Erla

- Job Description is under HR review
- Had a good meeting with Architects about the building
  - Still not sure when Vet will be moving temporarily yet
  - Going through collections etc.
  - How the move goes depends on how much time they are given
  - Bonna will visit the Vet Library to get an idea what Erla is thinking about for the move

- Taking Collection Development Training

#### Femi

- Janet Gillespie in Access Services is retiring effective May 2014
  - The position will be reviewed and modified before posting
- Laura Roberts, a part-time permanent employee in Access Services, retired effective January 2014.
- Had a good response rate with their Student Survey and will be offering the Faculty Survey next Spring
- One of the entrance spaces to the reading room was re-painted
  - Moveable chairs and tables for student collaboration will be placed there
  - Also considering installing DIRTT walls recommended by Mary
  - Hoping this will be completed this summer
- The technology in the new classroom addition of the law school worked really well for videoconferencing in the law practice technology class
- Dean Search is coming to an end. The position is set to start in July/August

#### Kornelia

- The issues that will be discussed at the next LEG meeting are:
  - Communication and Assessment Annual Stats report. The most recent 5-year library trends report is now complete. Zsuzsa Koltay will join us to discuss the content of the report as well as what the ideal distribution.
  - Draft MOU with the schools and colleges—Ezra
  - Draft salary savings plan—Ezra
  - Conference funding for non-academics
  - 2CUL public services collaboration—Kornelia
  - Plans for Winston Tabb's May 14 visit
- Next LDLT meetings: we have two topics that were suggested—D&A update (April) and a visit from Oya Rieger to discuss DSPS services (June). Send other suggestions to the group

#### PSEC and LDLT Discussion with Dan Mckee

Bonna and Dan are co-chairs

- Current Structure and Function
  - Representatives from different units bringing unit perspectives
  - Steering Committee members serve as liaisons to each sub-committee (Reference and Outreach, Access Services, Public Computing, Instruction, Liaison Steering Committee)
  - Each semester there is a Big PSEC Meeting including representatives from LTS, LIT, Collection Development, DSPS
    - This is mainly to report what's happening in Public Services

#### What is PSEC relationship to LDLT?

- At this point, PSEC is simply using common sense as to what needs to go to LDLT for approval but nothing is formally set on what should or shouldn't go to LDLT
- It is formally set that one member of PSEC needs to also be a member of LDLT
- PSEC Sub-Committees:
  - Reference & Outreach (Brenda and Jill are liaisons to this group)

- Sponsors monthly forums and does great publicity
  - Coordinates events, i.e. orientation
  - Works with Communications to make sure that brochures etc. are up-to-date
- Access Services (Bonna is the PSEC liaison to this group)
  - Representatives from each cluster working with and reporting what's going on in Reserves, System Work, etc.
- Public Computing (Gail is liaison to this group)
  - This is the only group that seems unsure about what their relationship with other groups
- Liaison Steering Committee (Gail is liaison to this group; Dan H. is a member)
- Instruction Team (Amy is liaison to this group)
  - Charged with implementing the Strategic Plan objective

Need to look at revisiting structure.

- All the groups need to figure out their roles
- What decision goes where and how to distribute the information

Recommendations.

- PSEC should be more closely related to LDLT
- More effective communication from co-chairs to LDLT
- PSEC Committee should consist of co-chairs of all the sub-committees with additional ad hoc and unit reps
  - This would ensure that all the committees would know what the others are doing
  - Representation is very important
- Existing committees are working well, so well that PSEC Steering doesn't really have to provide a lot of oversight.
  - PSEC is basically just keeping up with what the sub-committees are doing and managing the budget
- Perhaps what they are lacking in the direction of the AUL, there has been a lack of that due to Janet's retirement but now may be filled by Kornelia
- Right now there is no defined role of PSEC Steering, it is how they make it
  - How about: PSEC Committees have varying levels of responsibility and authority, and there is uncertainty on how far those extend; clarification would be welcome
- PSEC Steering Committee
  - This is an extra layer; having liaisons to the committees misses the opportunity for the committee chairs to talk to each other
  - We could not have PSEC and have the chairs report directly to LDLT
    - This could help keep LDLT connected to what's happening campus wide
  - When representatives from units go to these meetings a lot of times the directors are not aware what they are bringing to the table, who are the committee chairs reporting back to?
- What does Kornelia need from this group?
  - people on the front lines who can advise on public services initiatives, concerns, etc. and who do not need to check or double-check them every little decision they make

- people to be empowered to make decisions, which means that they have made sure their Library Directors are on board and that they are representing their unit and/or cluster
  - everyone of the library directors is informed as much as they desire to be and is trusting the people they have representing them on the committees
- An option, which is happening currently, is that Kornelia be at these meetings