

Library Directors Leadership Team Meeting

June 21, 2016
316 Lincoln Hall

Minutes

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

Agenda

9:00 – 9:15 am	Discussion of the organizational structure post Erla
9:15 – 9:45 am	Revised proposal for the Information Literacy Fellow(s)
9:45 – 10:30 am	Updates

PSEC Instruction proposal

Mary presented the PSEC Instruction Team proposal for creating an instruction fellowship (attached). All directors agreed that it is a worthwhile idea and suggested that we add a \$2,000 incentive for the winner to be used towards attending an instruction audience of their choice (e.g. LOEX). Mary will take back to the Instruction Committee, which will be in charge of the application process, selection, overseeing, etc. Kornelia will provide the \$2,000 funding.

Options for restructuring the Vet/Science and Technology libraries cluster in light of Erla leaving for Purdue.

We discussed a number of options. Kornelia still has a few staff members in the cluster to meet with, as well as various other stakeholders and expects that this will take at least another two weeks.

Updates

Eric: The position for the music library opening has been posted:

Part-time Access Services Assistant (Public Services Asst., Band D) –Music Library

Reporting to the Music Librarian, be responsible for access services functions in the Sidney Cox Library of Music and Dance. Will manage student employment for the Music Library, including hiring, training, and supervising, and is the liaison with Library Human Resources on student employment issues; will provide reference services, prepare various reports, and represent the Music Library as a member of the Access Services Committee. Will also interpret policy in non-standard situations and recommends policy changes to the Music Librarian. *This position is 20 hours per week, with an anticipated schedule of 10:30a-2:30p, Monday-Friday; occasional evening and weekend shifts may be necessary.*

[External Applicants Link](#)

[Internal Applicants Link](#) – click on the “Career” tab

Curtis: HLM is in its second of two experimental “No meeting” weeks, where regular meetings are cancelled. We will get feedback from staff when we are done and evaluate whether and how we wish to do it again in the future.

The American Textile History Museum is closing and we are reviewing its collections to determine which might be appropriate for the Kheel Center. Other units in the library and on campus are also involved.

We have made hires for our two open academic positions. Jonathan Torres will start in late July as the Business Research and Instruction Librarian and Elizabeth Parker will start in August as our Railroad Project Archivist. A part-time, 1-year access services position has been posted.

Cornell's College of Business will be officially starting on July 1. Almost all of the leadership team has been appointed from faculty and administrators of the three schools.

Bonna: The DH librarian search is in progress; RL&S had the Cornell Police audit; Bonna had updated the directors on re-union activities; Varies improvements in Uris Libraries

Mary: Mann has hired two part-time ref. assistants, Mel Jensen and Megan Benson; In the process of negotiating a new 5-yr agreement to host the USDA ESMIS system; Chris Johns is Mann's new ILL lending coordinator; Sarah Kennedy will be starting July 18 as Mann's new collection development librarian and point person for services for the Geneva experiment station (with Lee Library closing on June 30); Sarah Young will be leaving to take a job at Carnegie Mellon in Pittsburgh; Mann is collaborating with CALS and CHE on our new student welcome; Mann had successful reunion activities, especially lecture by Prof. Toby Ault on Climate Change and Climate-Smart Farming exhibit. Mann open house on Saturday of reunion weekend was less well attended than in past years.

Erla: leaving (sometime in August); Engineering master plan

Kornelia: The Makerspace TF sponsored by Bonna and Mary submitted their final report to PSEC. It has some excellent recommendations. PSEC is supportive; however, the report needs to come to the LDLT since there are significant resources involved. Asked Mary and Bonna to meet with the team and then present to the library directors in August.

Compiling the ALA public services report. So far, the items that have been suggested for inclusion are: systematic reviews, makerspace mobile unit, digital humanities, Geneva closing, instruction assessment, fellowship, etc; liaison program (esp. value propositions, talking points, travel award), Ithaca S&R reports; Kheel digitization grant; DC@ILR.

Angie will be setting up meetings with all new staff for Kornelia.

The Scholars@Cornell team did a demo for Dean and Kornelia on their redesign and reconceptualization of the VIVO software and website.

OLE timeline is still not firmed up.

FAL new building—fundraising is still under way at the College level.

Moving Geneva's collection/services to the Ithaca campus seems to be going well.

There will be a going-away party for Erla—stay tuned for an invitation.

There are two all-staff meetings scheduled for the first week of July. Try to attend one of them.

No LDLT meeting in July.

Proposal for CUL Information Literacy Fellow(s)

Prepared by the PSEC Instruction Team

Proposal: The PSEC Instruction Team proposes creating a pilot program for 2016-17 consisting of one or more opportunities for CUL staff members to spend time as an Information Literacy Fellow. This idea is modelled generally on the DSPS Fellowship. CUL staff members will request release time for 10-25% FTE to devote to a specified project related to CUL-wide information literacy. Ideally, the selected Fellow(s) will spend the release time in a workspace away from their regular duties in order to concentrate on a deep exploration of their selected topic. The fellow(s) will consult with the PSEC Instruction Leadership Team whenever needed, though for purposes of supervision and review will regularly report to a single designated member of the Instruction Leadership Team.

Rationale: There are two main functions that the PSEC Instruction Team is charged with: 1) coordinating training, logistics, and high-level decision-making for instruction services across CUL, and 2) planning for a CUL-wide Information Literacy Program. The PSEC Instruction Team believes that the work of coordinating *instruction* training and events has been handled well by the Team, and can continue to be handled in that way evolving to meet needs. However, Team members have had limited time to devote to major cross-unit *information literacy* programmatic planning initiatives. We believe this pilot program will allow designated fellows to help address this gap in developing a CUL-wide information literacy program.

****Draft****

Request for Proposals: CUL staff with an interest in building and enhancing CUL's information literacy programs are invited to apply for the 2016-2017 CUL Information Literacy Fellowship(s). Fellows will propose an area of interest that contributes to the overall CUL information literacy program. Some ideas for potential projects are listed below. Proposals should include a brief cover letter outlining your plan for the fellowship including the amount of time you propose devoting to the fellowship, anywhere from 0.10 FTE up to 0.25 FTE, for up to 1 year.

The fellowship program aims to provide opportunities for CUL staff to expand their skills and experiences in developing, delivering, and/or assessing information literacy programs. This will allow a more focused exploration than is possible in the current structure.

Application Information:

The selected Fellow(s) will serve a term of 6-12 months at a part-time capacity. Interested CUL staff members are encouraged to discuss the fellowship position with their supervisors before applying. Although there are no prerequisite skills required, the candidates need to be familiar with the recent trends and practices in information literacy.

To apply, send a cover letter describing program areas of interest, a brief description of your potential project, an estimation of your project timeline, and proposed output and impact on CUL's information literacy program to <ADD HR EMAIL ADDRESS>. The applications will be reviewed by a small committee selected from PSEC Instruction Team members based on the potential ability of proposed projects to have a long-term effect on the advancement of a CUL-wide information literacy program. The application deadline is xxx.

Issues related to the program areas, potential projects, and the scope of the fellowship should be addressed to xxx.

Potential Fellowship topics:

- 1) Implementing the Threshold Concepts from the ACRL Framework for Information Literacy as part of a CUL Information Literacy program
- 2) Environmental scan of decentralized instruction environments similar to CUL - Scan of best practices in information literacy programs in institutions with a de-centralized organizational structure
- 3) Task Force report - review outcomes and recommendations from the 2011 Information Literacy Task Force and suggest future actions
- 4) Any other topic to be proposed by applicant