

# Library Directors Leadership Team Meeting

January 24, 2013

202A Mann Library

## Minutes

(Present: Janet McCue, Kornelia Tancheva (via Skype), Femi Cadmus, Mary Ochs, Steve Rockey, Curtis Lyons, and Angela Cleveland (via teleconference))

*The group reviewed the suggestions from staff, discussed options, and will forward the following recommendations to the LibExec group. Janet reported that several of the items which related to meetings, reviews, and committees appeared on other units' lists as well.*

### Examining Library Hours:

- a) Examine opportunities to close individual libraries to patrons during part of between-semester breaks in order to give public services staff concentrated time to get things done without having to work desk shifts.
- b) Explore reducing hours to reduce pressures on access services staff. Consider opportunities to isolate spaces with no print collections which could be made available to students 24/7.
- c) Discontinue extended (e.g. til 6:00 pm) weekday hours at the Annex and revert to closing at 5:00 pm M-F.

### Library Services:

- a) Within one year, transition the Bike Red Bikes program out of the library and into a self-service program supported by CU Transportation Services or a Cornell student group, similar in concept to city bike sharing programs or university programs supported by companies, such as Collegiate Bicycle Company <http://www.collegebikes.com/aboutus.asp>
- b) Establish a 6-week loan period for interlibrary lending (to other institutions) in order to reduce the number of overdue notices and renewals.
- c) Investigate opportunities to deploy student help or automation (e.g. self-check machines) in order to alleviate staff overload.
- d) Discontinue the "Text a Librarian" service pending review of usage by PSEC.
- e) Streamline intensive high school programs (e.g. Baccalaureate programs) to make them more manageable.

*Some of the values that the staff and the LDLT members discussed included:*

### **Cost Shifting**

- Avoid eliminating services from one group and putting it onto another/creating more work for another
- Avoid cutting services that impact our patrons negatively
- We should investigate situations that others have tried to see how it has turned out before implementing them (make sure systems work before implementing)

*In addition, the group would like to explore further other suggestions from staff:*

**Reserve Processing:** Are there ways to streamline reserve processing, one way is centralizing but it may not work due to delays

- Access Services Group
  - Examine options such as Centralized approach v. Decentralized approach
  - Continue to move to e-books aggressively
  - Explore different way of handling textbooks
  - Pursue more streaming of audio/video and work with Peter to tackle the copyright issues, especially materials we already own in physical formats.

**Laptops v desktops:** In order to allow staff to be more efficient, those staff who have significant responsibilities that take them away from their desktop computers should be permitted to choose a laptop with docking station as their primary computer.

**Staff Reviews:** Streamline process and eliminate unnecessary paperwork

**Procedure 13:** Clarify paper trail and streamline portfolio guidelines

### **Meetings:**

- Travel time
  - Skype/WebEx when appropriate
  - Establish 45-50 minute meetings as the new norm
- Train committee chairs/managers how to run meetings

Identify projects that may benefit from using the Sprint technique

- Maybe dedicate three days to a project rather than two weeks

Move more microforms into the Annex as collections are digitized or when collections are seldom used.

Next meeting, the agenda will include a discussion of trends in the next five years (e.g. fewer tangible materials will be acquired) and the implications for public service.

### **Announcements**

Janet asked for goals and accomplishments by mid-February (Janet is beginning Annual Review Process)

