

## Library Directors Leadership Team Meeting

September 21, 2015

235 Olin Library

### Minutes

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

Guests: Ezra Delaney, Jon Ladley, and Ronald Clark

### Agenda

- Updates
- Streamlining Public Services
- Facilities Supports

### Updates

#### Kornelia

- The Provost is coming to meet with LEG on September 29, 2015. They will have three non-LEG members meet to discuss:
  - The Arts & Sciences Grant,
  - The Graduate Immersion Programming, and
  - Support for the Sciences.
- Kornelia discussed the emphasis on research bullet that was proposed at Manager's Council for the document that's going to President Garrett.

#### Bonna

Annex renovation is on or slightly ahead of schedule.

#### Olin/Uris

- A small problem last week may slow progress on the Olin roof renovation project..
- Major course reserves processing has been completed with more than 3100 items on reserve in Olin/Uris, some 2100 of which are electronic.
- The interlibrary loan registration form has been updated and is now less confusing for first-time users.
- Minor tweaks remain for the B05 Uris classroom project.
- We are waiting for the remaining furniture for the Uris Dean Room south alcove to be delivered (ideally by/shortly after fall break) and have finalized the furniture order for B12 Olin, with asbestos abatement, carpet replacement, and furniture installation planned for the December-January interim.

#### Mary

- Updated us on open positions at Mann Library.
- Mann Library will be working with the Lab of O to downsize the Adelson Library collection with material moving to the Annex. Hours at Adelson Library will remain the same.

- Mary, Jim Morris-Knowler, and a student participated in Homecoming events last weekend with a table in the CALSzone. With Mann's button maker, they made 300-400 buttons, which proved to be a very successful activity for Outreach. Mary offered its use to other Library Directors.

### **Streamlining Public Services**

The group discussed possible suggestions that would help make the academic life of faculty and students easier.

- Simplifying the course reserves process (Access Services is already looking into this),
- Free document delivery,
- Acceptance of online payments, and
- Internal forms placed online for easy access.

### **Facilities Support**

With Phil Koon's retirement there has been some restructuring of the facilities office. The unit is currently working on transitioning Phil's responsibilities amongst them. Current reporting relationships are as follows:

- Ronald Clark and Jon Ladley will be reporting directly to Ezra Delaney,
- Donald Fenton (shipping) will be reporting directly to Jon Ladley, and
- Adam Spry will be reporting directly to Ronald Clark.

Ron will in charge of Infrastructure operating and planning and Jon's expanded responsibilities will include Project Planning and Financials. Ezra Delaney will be taking over direct responsibility for Capital Budgets/Projects. Ezra, Jon, and Ron will be meeting with each Library Director, and their appropriate direct reports, individually in the following weeks. The Directors shared a mutual concern for better communication between Libraries and Colleges. Kornelia suggested that Library Director's include Ezra in regularly scheduled meetings with their respective College affiliates throughout the duration of projects.

Ezra will be sending out an email, in further detail, regarding the newly restructured Facilities Support.