

Minutes, Library Directors Leadership Team - June 5, 2017

Attending – Xin Li (convener), Eric Acree, Bonna Boettcher, Curtis Lyons (minutes), Mary Ochs, Jill Powell.

1. Workday Performance Evaluations (with Lyndsi)
 - Lyndsi welcomes input on the Workday performance evaluation system and shares what she hears with central HR.
 - Joint reporting structures are a known issue but there is not a solution in hand yet.
 - We'll be moving from Kronos to Workday in the Fall for all time tracking.
 - They are hoping to have a narrative template available so it can be used for academic evaluations, if desired, next year.
 - Requested that supervisors and supervisees get automatic notifications from Workday when the other had completed a step in the process.
 - Videos and tutorials are available here: <https://hr.cornell.edu/hr-professional-tools/organizational-and-workforce-development/performance-management-process> . Log in, click Manager Tools, and then Performance Dialogs.
 - Discussion on what performance review is for:
 - Provides feedback.
 - Necessary to document the individual's performance for the year.
 - Useful for individual to see, in writing, how their supervisor regards their work.
 - Discussed whether a best practices document to help people on what should be included in a self-evaluation would be useful. General thought that it would be too prescriptive and not likely to be read.
2. Visiting Scholar – A visiting scholar from Beijing would like to come study next year. General thought was that his research topic would be a better fit in another CUL division. Xin to discuss with Oya.

Protocol for law enforcement inquiries –If a service desk gets a request for information from a law enforcement representative at any level, such as the U.S. Immigration and Customs Service (a.k.a. ICE), the staff should say that they are not authorized to provide the requested information and contact their supervisor. The supervisor should call the University's General Counsel Office for guidance on how to respond and alert his/her director or AUL. If the supervisor is not comfortable making that call, his/her director or AUL can make it. Pat McClary is our contact and her number is 5-5126. If an international student needs help, refer them to the International Students & Scholars Office. (5-5243, <http://isso.cornell.edu/>)

Please review CUL's policy on Privacy and Confidentiality: <https://www.library.cornell.edu/privacy>. The university has a site dedicated to responding to U.S. Executive Actions: <https://global.cornell.edu/us-executive-actions> .
3. Reviewed the Grad Student Survey follow-up actions items LEG discussed and approved. Some libraries have put together their own lists based on the feedback. There were questions concerning the information flow on particular items (e.g. statistical software). The directors will go over each item and, when necessary, work with LEG to implement changes in individual libraries.

Updates:

Science and Technology Libraries:

- Henrik Spoon has been appointed the new physics, astronomy, and mathematics librarian. He will start September 1.
- We will be getting new furniture (tables, chairs) in Malott 420C conference room that will fit the room better.

HLM Library:

- Catherwood will be dismantling its reference desk and part of its shelving to create more student space. A smaller, mobile desk will be used beginning in the Fall.
- Catherwood will need to close for 1-2 days in July to accommodate carpet replacement.

OKU/Annex:

- Olin and Uris are now food-friendly! See the O/U web site (<https://olinuris.library.cornell.edu/about/building-policies>) for information on food-free zones; all of Kroch remains food-free; working on signage;
- SSD/GI librarian position is posted: accepting applications through 6/21 (see https://cornell.wd1.myworkdayjobs.com/en-US/CornellCareerPage/job/Ithaca-Main-Campus/Social-Science-Data-Geospatial-Information-Librarian_WDR-00010885); Lynn Thitchener is chairing the search committee;
- Maps collection/services review process underway; a small team, led by Susette Newberry, is evaluating the collection and services to ensure that we are meeting current research needs and planning for future needs;
- Numerous moves and space reconfigurations in Access Services and RLS are planned during the next 6-8 weeks.

Mann

- Makerspace in Mann is moving forward. Equipment, furnishings and supplies will be purchased over the summer. Full operation expected after the start of the semester.
- Amelia Kallaher has accepted the position as Mann's new Applied Social Sciences librarian. She will start August 14.
- Sara E. Wright and Camille Andrews were awarded the Information Literacy Travel Award. They will be traveling to UT Arlington to learn about how they have connected their makerspace to their information literacy programs.
- Diversity fellow applications are coming in.