

Thursday, April 16, 2020 LDLT meeting agenda

2-3:30pm

Zoom

Note-taker: Andy Horbal

Attendees: Eric Acree, Gerald Beasley, Bonna Boettcher, Gregory Greene, Andy Horbal, Curtis Lyons, Kim Nayyer, Anne Sauer, Christina Sheley, Sara Wright

Budget (15 min.)

The presentation given by Ezra Delaney on April 13 will be seen as an optimistic view of next year's budget. There is a possibility of claw backs. Discussion of guidelines/strategy for hiring student assistants that fall outside the restrictions, which is made difficult by the fact that we don't know how many students will be on campus or available to work remotely, or whether or not we will have funding. Even when we will reopen is still an open question: students conceivably might not return until January. The University doesn't know yet.

Definitions of/parameters for discretionary spending (15 min.)

Ezra is planning on sending out clarification that he has received on discretionary spending, which is defined by the University and which affects the unrestricted funds and general operating accounts that directors manage. "Discretionary" can mean lots of different things. Message is to think hard before entering into a contractual obligation, not don't spend any money at all. There are questions about contractual obligations with big deals this year. They may be smaller; big deals have been dealt with. Many factors are highly conditional at the moment.

Consensus that people are anxious about the budget.

Note that the CU Press has a completely separate budget from the library budget.

3. Question for Gerald: could you let us know what is being said at the Deans level about COVID-19 and its financial impact on Cornell? (15 min.)

Huge difference if fall semester looks regular or not. COVID-19 will be major determinant, then University, with some influence by Governor Cuomo. Most things will be decided by post-secondary institutions in general. That will tell us a lot about how comfortable people are feeling and if it's possible to reopen more or less as normal, which will make a huge financial difference. Gerald can't give additional insight on that, because the information isn't there. Relates to the points that have been circulated about what has happened and the lack of revenue it has created. Situation is very open ended. In general, it feels like the University is in a better position than during the 2008 downturn: we know where the money is and what to do during a downturn. We haven't overextended, but we can't provide a lot of comfort there right now, though Deans deal with academic issues, international students, and online instruction. Most discussion revolves around what we can do to provide students with the academic continuity they deserve. We are curious about admissions for the fall semester. Governor Cuomo has a big role here.

4. Questions for Gerald: are plans being made for a virtual all-staff meeting, or is this on hold until we return to campus? Also, do we have an updated timeline for sharing free-text data from the Gallup survey? (15 min.)

Gerald has a meeting scheduled with LFSC where they will discuss this and make decisions. As per an action item from our Library Leadership Retreat, the next step for sharing free-text responses from the Gallup Survey is for Gaby Castro Gessner and Lyndsi Prignon to select representative comments, which we would need to discuss prior to sharing more broadly. We are trying to be generous with timelines, so while we are hopeful that this will be completed by April or May, Gerald is not in a position to make promises about other people's work right now. It is similarly unclear what progress, if any, is possible as far as putting action plans together. Action plans will be put together at director level with AUL engagement. Themes we have already identified are recognition culture, professional development, leadership, and communication practices.

5. Updates (30 min.)

Bonna: the Virtual Reference Services Team put together another good batch of numbers about virtual reference services. All aspects of chat and LibAnswers are up 50-80% over the same time last year. Music and Fine Arts are up and running in LibAnswers and settling in and using the platform. RLS staff are assembling out LibGuides about all kinds of topics with impressive speed. They have also put together good explanations about how to work within HathiTrust. There is a strong effort around LibGuides accessibility thanks to 20 volunteers and organized by Wendy Wilcox. 14 people have volunteered to learn to contribute to chat reference. Course reserves staff are working to get as much material online as they can. Fine Arts: Martha Walker is working on an accreditation report for the March program. Music: Lenora Schneller is participating in a Music Department search that is being conducted via Zoom.

Kim: Law Library staff were able to get course reserves for all the faculty for all of the courses. Helpful to benchmark some comparisons through amount of planning and progressive messaging. People internally focusing a series of guides, where you can see the four new ones rise to the top. They have begun to buy a lot more e-books in concert with Xin's team. It does not appear that the Law School term will be extended. They have received really good internal support from the Law School's IT unit. Remote reference hasn't really changed, except that now they are being invited for consultations via Zoom. They are developing projects for access services staff, whose work doesn't translate to an online-only environment as well and trying to make use of all of their student assistants. Mindset of continued sharing and collaboration.

Anne: things seem to be going well in RMC! Everyone has been remarkably flexible and productive. Reference and reproductive services have a huge cache of digital material, and they are working with this backlog. Less reference traffic than normally at this time. They are in full swing with teaching, which varies from course to course, sometimes involving Zooming in and sometimes involving the creation of content. Other backlog projects that staff are working on include, description, creation of metadata, adding more resources, and data entry from old finding aids. Making the modifications to digitized material and extra tagging for accessibility requirements is coming soon. Three members of the staff including Anne are trading doing walk-throughs to make sure everything is okay.

Gregory: Asia staff keeping busy. They are up on LibAnswers, which seems to be working smoothly. Working on putting together a social media presence on Twitter, Facebook, and Instagram.

Sara: Mann staff are fully engaged in accessibility, course reserves, reference/research/collections support, instruction, and website work. Sara is appreciative of their efforts and proud of the whole group. Exploring options for programming for a virtual reunion as well as a virtual take your child to work day activity.

Eric: Africana Library staff are updating LibGuides and following the compliance guidelines laid out by CUL. Library staff are also replying to patrons questions on LibAnswers. Eric met with Arts & Sciences Toni Morrison Celebration Committee about the academic year-long celebration of Morrison and most notably her first novel *The Bluest Eye*. This year marks the 50th anniversary of its publication. The readathon of *The Bluest Eye* will be done remotely in the fall 2020. Library events such as the small student group read on *The Bluest Eye* and the quilting project will be moved to spring 2021. Eric is planning the library exhibit of *The Bluest Eye* which will be featured in Olin Library. Because of COVID-19 it is yet to be determined whether this exhibit will go up in the fall or spring semester. The Africana Library staff have been learning new things, i.e. updating/creating libguides. One staff member has joined the Africana Librarian in taking part with other CUL colleagues in LibChat.

Curtis: ILR has just launched a website on providing resources for people working through this crisis. They are pulling back on planning for the 75th anniversary of the school that will occur during the upcoming academic year. Will still go live in July, but will be less robust than originally anticipated.

Andy: student requests for laptops should be forwarded to libpublicservices@cornell.edu. They will contact the student and confirm the request and get the details needed to provide the laptop, (laptop type, shipping address). ILS staff and Annex staff updates.

Christina: Business, Engineering, and Entrepreneurship has held steady with reference and instruction requests. We are seeing an uptick in database troubleshooting and have reskilled individuals in the department to support. In addition, we are working as virtual air traffic controllers (second instructors in the Zoom environment) to support several Johnson faculty in their online teaching. Lastly, we have worked to build an infrastructure to provide mediated, virtual access to the terminal-based resources (Bloomberg, Eikon, SDC, etc.) that are physically located in library spaces. Christina is very appreciative of everyone's efforts during this time; the team's creativity, flexibility, and contributions have been inspiring!

Question about Ares/reserves. In trying to move as much course material online as possible, Joanne Leary was able to pull together a list of all physical material on reserve. Wendy worked with Jesse Koennecke and Adam Chandler to send this list to Coutts, who helped us identify materials that can be provided electronically. For additional information, please contact Wendy Wilcox.

Gerald: I feel very appreciative to everyone for all the work they've done to assure that the library never comes up as a problem area in campus-wide meetings.