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Library Department Head Meeting Essence Notes

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Library Department Heads

May 3, 2017

Essence Notes

Attending: Bede Mitchell, Clement Lau, David Lowder, Fred Smith, Jessica Garner, Ruth Baker, Paolo Gujilde.

Deans Council Report:

- Enrollment figures for summer are up a bit over last summer; over half of the summer courses are being taught on line.
- Applications for fall semester are down by 925 as of current report.
- Transfer enrollment not looking great due to demographics.
- Template for annual reports was distributed. Section 5 regarding institutional effectiveness has been revised, asking for a summary only.
- No information regarding 2018 budget. No firm allocations for the library departments can be made until this information is available, but no major cuts are anticipated.
- Consolidation: Discussion related to the OWG structuring organization and identifying the colleges and programs. A chart shared at the general faculty meeting has not yet been forwarded as a formal recommendation to the CIC. Until decisions are made about the organization the university can't move forward with the identification of the deans. Diana Cone is the acting provost and she will go forward in that position until a national search is completed. Once CIC approves the proposed colleges, Provost Cone will begin the process of appointing deans.

The library's OWG hopes to be finished with the planning phase by the end of May.

Comp Time - VP Approval:

Bede reported that some of the department's staff have acquired comp time which must be taken before the end of May. Comp time must be approved by the relevant vice president. ADP errors that lead to the appearance of someone having worked overtime should be reconciled before the end of the pay period. Note that it is not sufficient that the total of a biweekly time card equal 80 hours. Each week must total only 40 hours.

Library Day & Department Meetings:

Bede will be sending out a detailed agenda for the day. Department Heads are responsible for their department's attendance on Library Day, informing those that are not attending that they must take personal leave. Supervisors are responsible for filling in their staff's time card for the day. A section will be set up at lunch for the librarians so they may share information regarding promotion and tenure with the Lane Librarians.

FY18 Budget Requests:

No information has been received at this time regarding the FY18 budget. Once that information is received Bede will finalize the department's allocations.

Alma Update:

David reported that Thursday morning he will have a conference call with Ex Libris about testing the ARC. Dematic has to do testing of the robotics to make sure they are working properly. David will be archiving data and in June will merge all data into Alma. Clement suggested getting a hard copy from Voyager to confirm the data in Alma. Discussion took place on some of the issues that may arise and how ways to handle them.

Department Reports:

Access Services:

Jessica reported that she has created a new Access Services Policies and Procedures manual, and will be sharing it with the department heads and submitting it to Digital Commons. She stated that two main policies are no social media for her staff, and that her staff has been asked not to congregate at the service desk, whether for socializing or business discussions. She asked that department heads pass that information onto their staff.

Information Services:

Ruth reported that the Satisfaction Surveys have been concluded for this semester with 70-80 responses. It was decided that the spring session will be the completion of this cycle. We can then analyze the results and in the fall pick up something similar based on what we learn from the survey. Paolo will follow up on a request from a faculty member regarding copyright on a film they would like to show in a public forum.

Collection and Resource Services:

Paolo announced the hiring of new staff member, Selby Cody-Voss, who will be working in Digital Commons. Bede will follow up on doing a new staff library orientation.

Announcements:

Bede announced that Deans Council will not meet again until May 30th. If there is any news to share regarding the budget he will call another meeting, if not we won't meet again until after May 30th