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GS Libraries Department Heads Meetings Essence Notes

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GS Libraries Department Heads Meeting

September 19, 2018

Essence Notes

Attending:

Henderson Library: Bede Mitchell, Debra Skinner, David Lowder, Leslie Haas, Jessica Gardner, Lizette Cruz.

Lane Library: Doug Frazier, Ann Fuller, Aimee Reist, Beth Burnett.

Deans Council Report:

- The summer incentive dollars that the colleges earned through their summer school offerings will not be fully forthcoming. \$800,000.00 had to be withheld to cover a budget shortfall due to enrollment shortages on the Armstrong campus. Faculty participate in these summer school offerings with the expectation that some money will be returned to the colleges for other things. This will not be happening this year.
- As it has already been announced it is not automatic that staff vacancies can be filled. The libraries are stilling waiting to hear if they are going to be able to fill two vacancies in Access Services at Henderson Library. Aimee is working on her justifications to fill the Learning Commons vacancy at Lane library that just opened up with Michael Moore's resignation. We have already been told that we may not proceed with filling the faculty vacancy in Research Services. As a result Research Services will be down a position.

Judith Garrison will be out longer than originally thought. Her recovery is not going as well as expected. She was supposed to return Monday. At this point her return date is not known. Leslie has been working with Doug to determine to what extent Autumn Johnson and Nikki Reich might be able to assist a few days a week at Lane Library to help out with reference services and instruction. They could also either assist in the Learning Commons or help out somewhere else and allow someone already trained in the Learning Commons to assist there. As a result of this position vacancy freeze the libraries will be stretched for a while.

Jessica Garner stated that she has received from HR a list from Robert Whitaker listing the points that the president's cabinet wants to hear when writing the justifications to fill positions. She will be sharing that list with all the department heads.

Leslie Haas asked why the decision was made that the president's cabinet needed to look at every vacancy and approve it before it could be filled. Bede stated that the early preliminary results of the comprehensive administrative review stated that there are units on campus that are inefficient and using their resources ineffectively. These actions are a result of that review. The presidents' cabinet has determined that one thing they can do to correct this is to redirect staff from areas where they are not being used effectively. This is the reason they asking for a justification of each position. If they determine that a department does not need the position they can then redirect that money to other departments which they have determined do need

the staff. The full results of the review are not in yet. Once they are in there might be other modifications and changes implemented.

We have received permission to fill the vacancy in C&RS. That position is temporarily filled. Once it is permanently filled that might create the opportunity to redirect someone, depending on who fills the position. Once the position in Access Services is filled Fred Smith can be redirected to another place. While we cannot hire a person to the vacant position we can hire someone temporarily on that line. That would provide some relief. Using Fred in Research Services could free up Nikki and Autumn to help out at Lane Library.

Dean Mitchell has asked Debra Skinner and Jessica Minihan to look into what would happen if they canceled Science Direct and went strictly to a per transaction charging system like Mark Flynn has done at Columbus State. There would have to be some protocols and controls in place to prevent one or two faculty members from using up all the budgeted funds for that product. Debra Skinner stated that they talked to the people at Columbus State. They are really happy with the change and have not had to make departmental allotments. They did keep some subscriptions. The Science Direct representative is coming to discuss this change that the GS libraries want to implement and see if this will be cost effective. If it is then the library liaisons, Nikki and Ruth, can be asked to reach out to the faculty that would be affected by this change. At this time are we simply seeing if this will be cost effective enough to implement.

We will also be talking with vendors about the eventual implementation of Open Athens and whether or not they will be willing under those circumstances to entertain limited licenses for specific colleges as opposed to giving access to the entire campus.

- Dr. Reiber asked for volunteers to chair the two deans search committees that he will be appointing shortly. He will be using a search firm for both of them. Dean Delana Gajdosik-Nivens from the College of Science and Mathematics volunteered for one of them. We might have an announcement in a week or two about starting appointments for the search committee.

Faculty Senate Libraries Committee Debriefing.

Megan Bouchillon presented the marketing plan to the committee. From that meeting it was agreed to forward a list of ideas for the "Did you Know" series that she could use to start developing the messages and images that would be focused on the library. It would be good to brainstorm what are our most urgent messages given where we are at this point in the semester. Bede would like to give her some ideas, get them tweaked and start using them right away. After a quick brainstorming session a list of nine items to send to Megan was created. Leslie suggested asking the staff to participate as well in coming up with some clever ideas for the "Did You Know".

Leslie asked if Megan was aware that the marketing plan presented was considered slightly underwhelming by most of the faculty and if we were going to stick to the "Did You Know" series or just use it to kick off ideas. Bede stated that she was aware but he sees a lot of enthusiasm for the "Did You Know" series and we can see how it would grow. Jessica suggested that it might be helpful for Megan to meet with some of the faculty at Henderson and some of the Faculty at Lane Library to see what everyone actually does and what the libraries have to offer. Bede noted that we have already done that,

however it probably needs to happen again in a slightly different way. If they could get a campaign going on social media that would be an early win.

Bede will get back to Megan with the list they now have. The next thing to do is to select several ideas from the list, and have Megan work with the appropriate librarians to tie in the connections suggested. They can work together to identify the exact details to drive the message across. The question was asked if there was a budget for the marketing campaign. Bede stated there wasn't a budget. Many of the things Megan is thinking of doing such as using social media do not cost anything. We do not have to pay for Megan's time either. Expenses will come in if we came up with a design for t-shirts. Bede is not interested in doing that. Flyers and brochures would need to be paid for. What Megan has in her rough draft are just a bunch of suggestions. If we were to choose something that required printing then she would get us a price quote. Bede is looking at that kind of investment as a longer term investment. Right now the concentration would be to look at a social media campaign and use our visual network on both campuses. These would not be costly.

It was noted that Lane Library does not have a digital monitor like Henderson Library does to run the media campaign. It was inquired on how Lane Library could go about getting a monitor. David stated they could try and see if they could get one as a student fee request. Bede stated in the meantime Henderson Library could loan Lane Library one of their flash drive based monitors while they try to obtain a larger screen.

It was also suggested that part of the media campaign could be screen savers with rotating messages installed into the library computers. That would have to be done through the IT department. This will be looked into.

Departmental Reports

Doug has attempted to make an Amazon order through procurement and it was denied. Doug then proceeded to contact Amazon directly to see if it was possible to set up an account where they could be invoiced instead of purchasing with the p-card. Amazon stated that because there is a state contract we would need to get approval to be a purchaser on that contract. Doug will be speaking to someone in procurement to see if this is possible.

Debra announced that the advertisement for the Catalog Metadata Librarian is posted in ALA, GPLS and on the Georgia Southern website. They will start reviewing for that position on November 1st and will hopefully have the position filled as soon as possible. Wendy Harrison has moved from the fourth floor into the C&RS Suite. A shift is being made so that public services is handled through RSD. They are looking to handle things as a team in collaboration with Tech Services, Digital Commons and Lane Library as well. It is more complex with all of the platforms in ALMA.

Leslie wanted to let the librarians at Lane know that to track instruction they can go to the liaison tool kit, which is one of the library guides. There is a form that was initially created for research services. Leslie has added all of the Lane Librarians to it, and at the bottom she has added a selection for Statesboro, or Savannah. There are some mandatory fields. One is to identify the ACRL frameworks that are being addressed in each of the sessions. The librarians also listed their objectives in the assessment. There is a link that says "other" if they do not want to track the ACRL. In the assessment if

they hit the space bar a few times they won't have to fill in that item. The rest of the form is straightforward. Doug will go over this form with the Lane librarians.

Old and New Business

Jessica has been in touch with the Office of Legal Affairs. There are some workshops which legal affairs is encouraging all units on campus to sign up for. Bede wanted to share information about two of them. He wants everyone to start thinking about who should go and how soon to book them. One workshop is on the Americans with Disabilities Act. This is a training session of one hour that is recommended for supervisors and managers and will help them identify potential ADA issues and guide them in responding appropriately. The other workshop is related to Freedom of Expression training. This is most appropriate for employees who interact with students and/or have decision making authority over students, student projects, student conduct, etc. This session will help employees understand applicable law and the GS Freedom of Expression Policy. This training is also one hour.

One of the challenges the GS libraries have in scheduling training is that the libraries are not just a 9 to 5 institution. There are faculty and staff on alternative shifts who would not be able to attend a training scheduled between 9 and 5. One option would be to see if the Office of legal Affairs would be available to provide training during the December intersession period after graduation when the hours are cut back and the night and weekend staff would be working during the day. However, we also encourage staff to take their vacation around that time so we are not short staffed during peak times. Nevertheless there is some lead time in which we could work with some staff and make accommodations. That is one option. We could also set up something much sooner if there is a feeling that we need to have one or the other training earlier than December. Bede would like to do this at a time where they could maximize participation while not stretching resources thinner than need be.

Jessica said Amber from the Office of Legal Affairs was willing to come in during a regularly scheduled department meeting. She would just need to know when to place it on her schedule. She also stated that Maura had been going and teaching these sessions at Armstrong Campus. They are willing to go to Lane Library as well. She can be emailed. So it doesn't have to be with the whole library at once but can be scheduled by department. The ADA training is really just for supervisors not staff. The Freedom of Expression is open for everyone. Leslie would like to discuss with Amber what the Freedom of Expression Training would entail. She thought it would be a good public service WebEx to invite anyone who was interested. For Lane Library, because it is smaller than Henderson Library, a December intersession training would be better. Bede will contacting the Office of legal Affairs to see what would be possible to set up in December.

Announcements

The Accreditation Template Taskforce has been organized. The first meeting is next Tuesday at 1PM. The taskforce members are Doug, Ann, Debra, David, Kay, Ruth and LiLi. The Active Learning Space Taskforce members are Leslie, Amy, Ruth, and Dee Thompson. Bede and Leslie will be tweaking the charge for the Active Learning Space Taskforce and then they will work on organizing the first meeting.

Today is the last day of SACSCOC review. They visited all three campuses. Today at 3:30PM there is a short exit interview with the president's cabinet, the deans' council and a few other associate vice presidents from different units. They will be sharing a brief summary of what they found. It seems they

are focusing on student related concerns in light of consolidation. There is a librarian on the visiting team. She is the dean of libraries from Florida Gulf Coast. She was supposed to visit Lane Library but it seems she was not able to. When Bede talked with her at the open reception she did not have any specific questions on the GS libraries. As soon as Dean Mitchell gets back from the exit interview today at 3:30Pm he will send out an email with what they said.

Bede asked if anyone had any questions. Jessica wanted to know how long Clement was going to be out. Bede stated that Clement has a contract to teach a two week class in China. He will be back next week for two weeks and then he will be out for surgery. It is not yet known how long he will be out after the surgery. The surgery is up in Maryland. Jessica asked if that will affect what Clement needs from them for ACRL. Bede answered it should not. The deadline stays the same. Much of what he needs to do for that Clement will probably do from home remotely while he is recovering. If that changes Bede will let everyone know.

There being no more announcements or questions the meeting was adjourned at 10:02AM.