# University Library Committee Minutes, 12/11/17

## Call to Order / Roll Call

The meeting was called to order at 4:00 p.m.

Members present: A. Klene, T. Keenan, M. Snow, T. Shearer, M. Stark
Ex-officio member present: S. Zhang
Members absent/excused: K. Brayko, H. Curtis, S. Gordon, T. Ward

#### Minutes from last meeting:

The minutes from 11/13/17 were approved.

Communications**:**

* The meeting began with a preview of the library’s new facility, Lightboard Studio, which will be available for the video production for online courses spring semester. Glen Kneebone, Manager of Paw Print gave a quick demonstration. It works like a television studio, similar to what is used for weather reports on the news. It allows for more direct interaction through writing than the one button studio. Faculty can use it to create video lectures to supplement course materials or cover content when they must be absent. The studio is a collaboration with SELL, central IT, Department of Math, Mansfield Center, etc. Faculty will be able to reserve the student two weeks in advance through the online reservation system. University Library Committee members were encouraged to help test the system over winter break. It was noted that the instruction manual should reference options for captioning to be in compliance with accessibility requirements

 Dean Zhang provided several updates.

* In the sector heads’ recommendations on APASP, Interim Provost made the following recommendations:

Additional investment in those programs which support retention, persistence and completion is recommended. Rather than targeting investment in the individual programs supporting student success, a comprehensive investment plan for the Office of Student Success is recommended. This plan should include a focus on such efforts as Academic Advisement, the 1st Year Seminar, tutorial support, the Writing Center, Math Enrichment, Student Engagement, Honors programs, Co-requisite courses, services provided through the Mansfield Library and related programming.

* This is the only specific recommendation of the library. It is important that the library also be recognized for its service to the research mission of the university. President Stearns will present her recommendations this week and seek feedback from shared governance body. The Faculty Senate has a special meeting on Wednesday to discuss the recommendations. The library would like all of the areas of the library (collections, services, and programs) to be considered for “additional investment.” Provost Edmond’s recommendations mention the services through the library to student success. It is also critical that the investment to research collections is a part of UM’s priorities in President Stearns’ final recommendations. The library would appreciate the ULC’s continued advocacy for this.
* The Library may lose 4-7 employees through the Voluntary Severance Offer. In addition, Susan Caro, the Government Documents Librarian has resigned and another has a job offer. Dean Zhang is processing a request to fill the position given the management of the government documents is a federal requirement. This will affect library services. If the library loses another circulation employee, the hours will need to reduce further. Interim Vice President Rosi Keller has a group working on transition plans for essential areas loosing key employees.
* Memos of understanding with International Partner Beijing Normal University (BNU) are in the signing process. One MoU is between UM and BNU and the other is between UM College of Education and Human Sciences and the Mansfield Library with the BNU Library. The College of Education offers a Library Media endorsement in its M.Ed. There is potential for developing a certificate program to serve Beijing students.
* Dean Zhang distributed a flyer with a final drawing of the Learning Commons. The bidding process will start in January 2018.
* The information regarding the Library’s spring semester open hours was posted on the homepage today. Students have already expressed unhappiness at the reference desk. It was suggested that the library keep track of the number of complaints and direct students to document their complaints using the electronic suggestion box. Additional communications will be as follows:
* Jan. 18 - ML Signs (on entrance doors; on computer screens; on standing signs), computer screens, lollipop sign in lobby, etc.
* Jan. 18 - ML Big Screen
* Jan 18 - ML Facebook
* Jan. 18 - ML Instagram
* Jan. 18 - ML telephone hours message
* Jan 18 - ML Mobile App
* Jan 18 - Campus communications email to the UM campus
* The One IT plan includes relocating IT to the fifth floor of the library. The Library was not consulted regarding this suggestion. Dean Zhang met with CIO Matt Riley and informed him that there will be push back.

## Adjournment

The meeting was adjourned at 5:00 p.m.