# University Library Committee Minutes, 10/9/17

## Call to Order / Roll Call

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

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

#### Minutes from last meeting:

The minutes from 9/11/17 were approved. It was clarified after the meeting that the reductions to the Law Library were $300,000 not $500,000. The minutes were amended.

Communications**:**

 Dean Zhang provided several updates.

* Committee members were sent the appended document regarding circulation staffing. Due to staff vacancies (10 vacancies since July 2017), the proposes to close early, at 12:00 midnight, Sunday through Thursday, for security concerns. Currently, the vacant staff position is staffed by a student who stays untill 2:30 a.m. [ The Provost supported this change and she will review the communication plan on this notification.]
* The library’s APASP authoring group, Donna McCrea (co-chair), Kate Zoellner (co-chair), Erin Baucom, Susanne Caro, Deb Kelley, Tammy Ravas, and Chris Vance, prepared and submitted the library’s six reports.

###  Partnering for student success

* The Mansfield Library was voted the Best Study Spot, by the recent campus-wide survey.
* The library continues offering workshop series to all on the campus (See October offering flyer)
* The new discovery interface (Primo interface) implementation started this summer. The library’s web team continues to fine-tune the platform.
* The library hosted a discussion panel, “**When Monuments Fall- White Nationalism and Public Spaces,** ” on September 13, 2017. Three UM faculty are the panelists: Anya Jabour, Tobin Shearer, George Price, and Jennifer Thomsen. It was well attended, with over 120 people, including UM students. UM President Stearns sent in her message, “the panel this evening is on a most worthy topic…”
* Adrienne Alger, library faculty, chaired the Griz Read program this year. The book chosen was the, *Lentil Underground*, by Liz Carlisle. A series of reading events were held on campus related to Griz Read.

###  Education for the Global Century

* The library hosted a session, “Digging For History - learn where to find information in government sources,” October 2, 2017.
* A special Montana Book Festival event, [“Classic Literary Texts in Archives and Special Collections,”](https://messaging.umt.edu/owa/redir.aspx?C=v1HyEhDRFNsWUG1sZCWGgcIaKWHPXVRqJ3f0fGFN30lWKoS2KA_VCA..&URL=https%3a%2f%2fwww.facebook.com%2fevents%2f129318877803498%2f%3facontext%3d%257B%2522ref%2522%253A%25223%2522%252C%2522ref_newsfeed_story_type%2522%253A%2522regular%2522%252C%2522feed_story_type%2522%253A%2522117%2522%252C%2522action_history%2522%253A%2522null%2522%257D) was held with featured discussions of four UM faculty members, Ashby Kinch, Elizabeth Hubble, Prageeta Sharma, and Rob Browning, on September 28, 2017. Each professor talked about a different classic literary text or author. The event concluded with a tour of some of the library’s most rare and unique literary volumes, including a handwritten draft of an Elizabeth Barrett Browning poem, signed copies of Walt Whitman’s *Leaves of Grass*, Debra Magpie Earling’s limited edition *Lost Journals of Sacajewea*, Richard Hugo’s poetry notebooks, and illustrated versions of Shakespeare, Chaucer, Milton, Dante, and Poe.
* The library hosted a new exhibit, “Tap er’ Light”: Mike Mansfield’s Gentle Leadership and Political Civility,” with materials from the library’s archives and special collections. It is a fascinating look at the Civil Rights Amendment and the Vietnam War.

###  Discovery and Creative to Serve Montana and the World

* The library joined the Big Sky Country Digital Network with three other Montana institutions to promote the library’s digital collections. Digital Public Library of America (DPLA), a national digital platform that gives more exposure to the library’s digital collections, is indexing the collections.

###  Dynamic Learning Environment

* The final design of the Learning Commons will be shared. The bidding date is January 2018. The construction will start after commencement and will be done in phases as funds are available.
* Professor Brown joined the Committee to present the analysis of the feedback received on the proposed cancelation list. A summary was provided to the members in advanced of the meeting. There were a total of 178 feedback forms submitted and 43 emails. There were responses from 119 faculty, 77 students, 12 staff, 3 administrators, and 10 others. The responses separated the proposed list into tiers. The first had the fewest responses, and would have the least impact. These will be proposed to cut and will provide $186,000 in savings. The list will be submitted to the dean and then the Provost before it is shared with campus. Professor Shearer objected that the detailed list was not provided to the committee. This leaves $413,000 still to cut. This will result in having to breakup packages and re-subscribe to the highest used titles.
* Committee member Tobin Shearer attended the meeting of ECOS and VP Whittenburg to discuss IDCs. ECOS met with the Provost at a subsequent meeting. She will work with the dean so that there is minimal impact on the collection. Her responsibility is the academic integrity of the institution, which includes the access to appropriate collection materials.

## Business Items

* After discussion the committee voted to approve the request to close the library at 12 p.m. There was one abstention.
* Chair Snow shared the response from VP Whittenburg with regard to her inquiry about IDC’s.

“Of the $12M we currently recover in F&A roughly 30% is returned to the Deans/Centers/Institutes. We also are charged 8% on transactions by A&F and have about $700k taken “off-the-top” by A&F that is used for central university stuff (I don’t know where that goes). We also cover a number of bond payments for buildings across campus and pay off intercap loans for building renovations. Generally that leaves less than $5M that we use for cost match on proposals, startup for new faculty, the UGP, the Humanities Institute, SSRL, etc. It’s that $5M or so that I have some control over how it is spent. 1% of that amount is the $50k I currently give to the library to cover the Web of Science which is the part of the recovered F&A given to the Library."

The Committee would like to understand where the money taken off the top and the 8% goes and suggested sending a request to Interim VP for Admin and Finance, Rosi Keller. Chair Snow follow-up with the message below to Interim VP Keller.

Hello Rosi,

This is Meradeth Snow, Chair of the University Library Committee. We met yesterday and discussed the email from Scott Whittenburg (below), and would like to know more about the 1% flexible monies that are promised to the library in the written agreements with federal funding agencies. Also, we are wondering about the present law adjustment line items from the State. Could you please shine some more light on how this is being fulfilled? As I'm sure you can understand, the library infrastructure is a vital resource to the faculty and students on campus and we are learning as much as we can about its budget.

## Adjournment

The meeting was adjourned at 5:20 p.m.

Circulation staffing

In the last 2 years we lost and have not been allowed to hire a full time Circulation Supervisor position and a half-time Circulation late night Supervisor position. In addition we lost and haven’t replaced a fulltime Assistant Manager position which provided Circulation Supervisor back up. The loss of all these positions, while maintaining 111 open library hours, has necessitated single staff coverage for most of the hours the library is open and that in turn presents significant challenges for the staff. The supervisors that remain have had to endure multiple and frequent schedule changes for the last year and a half. There aren’t enough supervisors to provide coverage in the case of illness or annual leave without at least one or maybe two people changing their schedules. Not only are they unable to plan for life outside work, but they often come to work ill because there is no extra coverage. Additionally with only one supervisor on shift at a time, it is increasingly difficult for them to find time to perform the many other duties (in addition to supervising students) they are required to do including maintain the security of the building, patron interactions, stacks maintenance, billing, till reconciliation, preparing course reserves, posting syllabi, supervising Paw Print after 4:30 and on weekends, room set-ups, and recording of statistics. Finally, they are the only point of service during late night hours and most of the weekend, so they also provide basic tech support and reference services.

In order to maintain the hours of the library, we began using a lead student worker in the late night hours. This student is the sole supervisor from 10:30 to 2:30. He is responsible for security incidents (these happen more often at night) which require him to make judgment calls about when to call campus security or whether he can maintain the safety of the library and our users himself. He is also responsible to close the library, making sure all patrons leave and the building is securely locked. This is too much responsibility for a student. Plus because of his status and his need to be a student first, he cannot be asked to change his schedule, nor can he be brought fully on board with the rest of the team, or trained to the fullest extent. With the staff level as it is, down by 60 man hours per week, I recommend we close at midnight Sundays through Thursdays, starting Oct. 22nd. This reflects a change in our open hours of 10 hours per week, during the hours when we show the lowest gate counts.