

AU Librarians Meeting Minutes – February 6, 2019

Herrick Seminar Room (106), 2-3 pm;

Present: Brian Sullivan, Mechele Romanchock, Ellen Bahr, John Hosford, Samantha Dannick, Mark Smith (Secretary)

Excused: Laurie Lounsberry McFadden

1. **Approval of Minutes** – 1/23/19 meeting – *Unanimously Approved*
2. **Library Team Updates** – Anything happening in your teams that others should be aware of?
 - *Collection Management: Mark reviewed a sampling of projects and highlighted a sample of questions that will require the crossover participation from other team leaders (.ie. new processing procedures for Scholes that better align (or not) with practices at Herrick, etc.)*
 - *Scholarly Communications: Sam and Natalie – are working with Laurie on configuring, posting and providing metadata for October's AU Energy Symposium within AURA.*

3. Unfinished Business

Librarian Travel – ACRL 2019

- *Brian announced that travel to the ACRL Conference April 10-13 in Cleveland will be funded for those who wish to attend.*
- *All substitute conference for those wishing to attend a different conference (with comparable cost) will be considered.*
- *Caveat: Decision to attend ACRL Conf. must be communicated to Brian by the end of day Fri. Feb. 8th*

Summer Schedule for Librarians:

- *A draft summer schedule calendar form was presented by Brian.*
<https://docs.google.com/document/d/1ZXttb43MBSzMzGOplBycKtXIVp/Cp1HeslBlxmfGUCQ/edit?usp=sharing>
- *All Librarians are asked to connect to the form and select a number of weeks that they will commit to be at work and present in the library during this summer. (Brian/Laurie – 6 wks, Mechele – 4 wks, All other librarians – 2 wks)*
- *Ellen asks that when we select dates off that we all be mindful of Post-ALMA July weeks as noted on the summer schedule form. We are hoping for many hands on deck I the days immediately following “Go Live.”*

4. New Business

- *Goals Meetings with Dean/Director: As per AU Libraries Promotion and Tenure Guidelines, the Dean and Director (Interim) will be scheduling individual “Goal Meetings” in the near future. Brian reiterated the purpose and value of these meetings to each individual librarian including an opportunity to discuss your goals for professional growth, your work goals, P&T progress, responding to annual reviews, projects for your work area that may need administrative support, etc.*

5. Follow-Ups/Questions on Recent Topics?

- **Budgets** – Question: Update on budget impact on positions. *Answer: Uncertain. However, all paperwork regarding positions and raise requests related to reorganization (utilizing position savings) are being submitted as a package to administration next week rather than continuing to hold and await notification from HR.*
- **International Students** – *The librarians reviewed the discussion of the optional meeting earlier in the week (2/4/19) that focused on a potential prayer/meditation space (no decision made), balancing the sometimes contradictory needs of all of our patrons, and plans to collaborate with Trish Debertolis and Jeanne Marion to host an international student reception in one of the libraries (Mechele is taking the lead on this).*
- **Library Teams Worksheet** – Question: How shall we prioritize the team activity of completing the worksheet among other team priorities. *Brian reiterated the purpose, value, and uses of data provided on the worksheets (including their use data and assessment sources for Admin Team). Teams are given a flexible range of depth and specificity in their worksheet responses. The worksheets will be due by end of Spring Semester*
- **Any other topics?** – no

3. Future Topics

- Summer Orientation (May 21-22; June 11-12; July 11-12)
- Primo Configuration Decisions
- HeinOnline (trial ends 3/6/19)
 - *Had additional discussion re: HeinOnline vs Lexis – no decisions*
- Library Teams LibGuide Template/Draft: <https://libguides.alfred.edu/libraries>
- Micro-credentialing and SUNY
- APEX Projects @ Libraries?
- Reference Coverage Across Libraries

Respectfully Submitted,

Mark A. Smith – 2-7-19

Attachment -----

Goals Meetings with Dean/Director

(from *AU Libraries Promotion and Tenure Documents*)

5.1. Annual Performance Review of Probationary Tenure--- Track Faculty (see Faculty Handbook, Section 6.3):

In addition to the annual performance review, the Chair and Dean will also meet at least once each year with each probationary tenure--- track faculty member to discuss his or her goals for professional growth and development. The purpose of the meeting is to identify areas of continuing development and interest, develop intervention plans to address any areas of weakness that may be noted in the annual performance review, and assist the faculty member in accomplishing his or her goals.

5.5. Performance Review of Tenured Faculty (see Faculty Handbook, Section 6.4):

All tenured faculty members should meet at least once per year with the Chair to discuss their goals for professional growth and development. The purposes of this meeting will be to identify areas of continuing development and interest and assist the faculty member in accomplishing their goals.