

AU Libraries All-Staff Meeting – March 4, 2020

Herrick Drake Wing, 9:00-10:00 am

Present – Ellen Bahr, Patty Barber, Amanda Criss, Nic Crosby, Samantha Dannick, Marilyn Dueno, Laura Habecker, Laurie Meehan, Deb Rollins, Mechele Romanchock, Natalie Skwarek, Mark Smith, Dave Snyder, Linda Sootheran, Brian Sullivan

Excused – Brett Arno, John Hosford, Gina Lombardi, Becky Stewart

1. Reorganization Check-in

➤ Dean & Director Roles – Document #1

The roles of Dean and Directors were defined. Key points are as follows:

- *The Dean will lead the Library Strategic Plan development. A Strategic Plan will be developed once the new permanent Provost is selected.*
- *The Dean provides oversight to the librarians who ultimately provide leadership to the teams.*
- *The Dean oversees personnel matters involving issues with Human Resources, travel requests, and extended leave requests. Supervisors will continue to review time-off requests and approve timesheets.*
- *The Dean continues to advocate for AU Library staff at Executive and Dean’s Council meetings.*
- *The Director will share and coordinate library policies, procedures and workflow information between the teams.*
- *Anything to do with operations or facilities (ie: work orders, hours of operations, etc.) will be coordinated with the Director.*
- *Statistical reporting will be managed and collected by the Director for completion and submission of annual surveys. Sharing of some of this statistical data will be shared with Administration to emphasize the “quality” of work and material the AU Libraries provide.*
- *The Dean and Director continue to work as a team to ensure “quality” of the work environment and acknowledgement of the staff who provide this standard of work to our students and the community.*

➤ Org Charts: Supervisors and Teams – Document #2

➤ How are things going? Do you have any questions? What could be clearer?

- *The staff indicated that, while they know how busy the Dean’s and the Director’s schedules are, they would like to see them become more available in the libraries. In the past there was a Director in each library. Now, while there are still 2 positions, the available time is split between both libraries and a larger staff.*

2. Quality at Alfred University – Document #3

➤ *Better students will be attracted to AU if higher “quality” met.*

- *Provide a competitive salary/wage to recruit higher quality of employees.*
- *Provide opportunities for under-represented groups.*

- *Capitalize on the “quality” of services that a small private university can provide. (*side note-staff are embarrassingly underpaid, but they are here for the right reasons.)*
- *This “Quality as Our North Star” is not going to happen overnight. This is a long-term process that will take time. There may be a decline in enrollment before we see an increase. But ultimately, recruitment and retention will increase.*

3. Director & Dean Updates

- *ALMA/PRIMO – Review, Train, Refine*
 - *Supervise/train student usage*
- *Information Literacy Librarian – 1st candidate on campus March 4.*
 - *Staff are encouraged to attend the presentations.*
 - *Encourage staff to have constructive conversation with the candidate.*
 - *“Sell” them on the AU culture and how they would fit in.*
- *Library Spaces – Spaces should reflect inclusivity - Look through a different “lens.”*
- *Professional Development opportunities are encouraged.*
- *Suggested staff review President Zupan’s emails regarding travel restrictions and the “Harder Art” conversations.*
- *Dates are forthcoming when the Provost candidates will be on campus and will be added to the AU Library calendar. The candidate pool began at 92 with 3 being asked to interview.*

4. Other Announcements, Updates, or Questions?

- *Trustees will be meeting in May to discuss “shift to quality.”*
- *Open forum “shift to quality” discussions on April 8.*