

**Minutes
Herrick and Scholes Librarians Meeting
September 13, 2010**

Present: Steve Crandall, Mark Smith, Laurie McFadden, Ellen Bahr, Brian Sullivan, Bev Crowell, Pat La Course

1. Faculty Senate Report

Laurie gave a report of recent discussions in faculty senate.

2. Deans Council Report

Steve reported on recent meetings of the Deans Council. He will continue to send us agendas and would like feedback on what kinds of things we find useful in verbal reports.

We discussed whether library events should appear on the orientation calendar as they do for other colleges/schools and agreed that we would request that they be included in the future (library retreat, library faculty meeting(s), and libraries' new faculty reception).

Bev and Brian reported that there was very good attendance at the library session during student orientation week.

Steve raised the question of the libraries' representation on the faculty senate and what we would like to see happen over the long-term. Although we have two representatives, only one librarian is currently eligible to serve. After discussing some possible future options for representation we decided to not take any action at this time. If in the future there are other reasons for making changes to the constitution we will revisit the question.

3. Institutional Repository

Laurie reported that a working group has been formed to work on an institutional repository. Mark Smith, Ellen Bahr, Gary Roberts, Brett Arno, Rosalie Mulhollen and Laurie McFadden recently met to discuss the next steps. Some members of the working group will focus on organization/planning and some will focus on technical issues. At the moment there is no funding for a purchased system so we are looking at DSpace, an open source system. Herrick has started loading image collections into MDID, where Scholes has existing image collections.

4. Promotion and Tenure

Steve and Mark are planning for annual goal setting and professional development discussions in January. Regarding the libraries' promotion and tenure committee, Mark will contact Bob Bitting about his availability to serve [Bob subsequently indicated to Mark that he is unable to serve].

5. Emerging Technology Librarian position at Scholes

We discussed the draft job description for a new librarian position, at Scholes, that would combine responsibilities for engineering and emerging technologies. Ellen and Mark agreed to make some final changes to the job description based on input from the group, after which Steve and Mark could move forward with getting approval to it.

Respectfully submitted,
Ellen Bahr
September 22, 2010