

AU Librarians Meeting  
Wednesday, September 28, 2011

Meeting Minutes

- 1) **Reports on Dean's Council, Strategic Planning Council, and Graduate Council** – Steve  
Reviewed minutes from Dean's Council and Graduate Council. Strategic Planning Council has not met recently.
- 2) **Senate Report** – Laurie  
Laurie noted that the Senate is working on language for the procedure to be followed when it becomes necessary to consider making a change to the grade originally given by a faculty member. Laurie will generally not have a Senate Report at the AU Librarians meetings, since the AU Faculty Senate minutes are available online, and Emrys Westacott has been distributing brief minutes shortly after the meetings.
- 3) **Evaluation of Administrators (update)** – Steve  
No update as yet.
- 4) **Program Review (update)** – Steve  
Program Review is still in the information gathering stage. Autumn Miller (Herrick intern) is doing a literature search at Steve's request.
- 5) **Evaluation of Non-Tenure Track Librarians** – all  
Considerable discussion ensued. Alternatives presented ranged from a process which was virtually identical to the P&T process to one in which each non-tenure track librarian had a customized evaluation which depended on the specific circumstances of their employment. In the end, it was decided that the most important consideration was that the evaluation criteria were clearly stated, and that the employee was aware of the expectations of their supervisor and colleagues so that they could make appropriate decisions about how to best invest their time and efforts in the position. Thus individual evaluations based on criteria specific to each non-tenure librarian position will be developed and clearly laid out at the beginning of their term of employment. A statement of how non-tenure track librarians are to be evaluated will be drafted and appended to the AU Libraries P&T Documents.
- 6) **Strategic Plan for AU Libraries** – Mark and all  
Mark discussed the Scholes Library strategic planning efforts that took place during a day-long session with Susan Currie. Susan is the Director of the Tompkins County Public Library, and was formerly an academic librarian at both Cornell University and Binghamton University. The Scholes staff had done some preliminary work on their strengths and the directions during 2010-2011 which they'd like to pursue in the future. Susan helped them pull this work together into a cohesive framework and they were very happy with the results. Mark proposed inviting Susan to come and work with the AU Librarians in developing their strategic plan(s). *Plan(s)* refers to the need for a document that the librarians can work with every day and keep all of our long-term projects in mind, but there is also a need for an annual document which is created for inclusion in the overall AU Strategic Plan. The submission to the AU Strategic Plan is more focused on the Libraries highest priorities for that particular year.
- 7) **General Education Task Force** – Brian will be the AU Libraries representative to the task force.
- 8) **USB thumb drive sales** – Mark and others – Thumb drives have been purchased and are available at Scholes. Herrick is currently planning to use them as gifts/incentives for student workers.

- 9) **AU Libraries – Survey students on technology expectations** – Ellen & perhaps others  
The Herrick Librarians had wondered if ITS would like to conduct a survey of students in conjunction with the libraries. The intent would be to elicit students' technology needs/expectations. Steve had asked Gary Roberts about collaborating on such a survey and Gary had originally indicated that the comments received by ITS already provided a rich source of information. [Subsequent to the meeting, Gary indicated that he was reconsidering the possibility of collecting some additional information and would share his survey questions with the librarians prior to the survey's release. There may be an opportunity to add a few questions. In addition, the scope of Gary's interest seems to mesh well with the kinds of information the librarians wanted to obtain.) Ellen also expressed her interest in creating a technology plan, perhaps as a part of the overall strategic planning efforts.
- 10) **Weekend hours at both libraries – Open at noon on Saturdays???** – Steve and others  
Steve agreed to contact Admissions to determine if they were conducting weekend tours between 10 am and noon on Saturdays. And if so, would our closing both libraries during those hours create a bad situation. Alternatively, could the Admissions Office alert the library to specific days that needed to be open for tours (e.g. Blue and Gold Days?)
- 11) **Plan an AU Libraries All-Staff Meeting** – October 12<sup>th</sup>, from 2-4 pm was selected. Suggested agenda items were:
- Finding ways to live the brand – in hiring, in training, in messages, in physical spaces,
  - Share process of identifying and developing Touchpoints (Herrick's progress)
  - Technology update
  - Thumb Drives
  - Coffee service starting up in both libraries
  - Other
- 12) Other