

Steering Committee

Minutes of the meeting: March 30, 2005

Present: M. Berta, D. Bicknese, A. Bloss, J. Canlas (recorder), M. Case, R. Daugherty, J. Dorsch, A. Ford, E. Guss, J. Hurd, W. Jones, J. Lambrecht (convener), F. Logan, R. Malinowsky, L. Naru, V. Pifalo, E. Schellhause, C. Scherrer (timekeeper), J. Shuler, E. Starkman, A. Weller.

Meeting called to order at 8:30 a.m. by Lambrecht.

1) Minutes for 3/9/05 meeting approved with minor correction. Scherrer to send approved minutes to ULIB for posting.

2) Reminders and updates

- Minutes: Canlas will now be recording minutes, perhaps permanently.
- Great Cities Commitment: Submit items to Canlas by 3/31/05
- ALA attendance for staff: After Committee discussion of time compensation, cost-effectiveness, relevance to individual staff members' duties, Lambrecht asked that requests for attendance be submitted to Case to provide a sense of general interest level
- Sharing information regarding personal life events of staff: After Committee discussion on individual privacy vs. creating sense of community among staff, decision was to leave issue to be dealt with at department level, by head and individual staff member
- Future of the Arcades: Still in discussion at administrative levels in light of organizational restructuring
- Proposed future Steering Committee meeting dates: Lambrecht proposed scheduling first Wednesday of every month (dates listed on agenda).
- Other items: Case updated Committee on new hires. Joan Schuitema will start as head of Cataloging on May 16. Chieko Maene, maps librarian, will also start May 16. The appointment of new task forces by Case will be discussed at that morning's subsequent faculty meeting. Case briefly introduced the appointment of the Orientation Task Force, a short-term group that will examine the new staff orientation process. The group will be chaired by Ford.

3) Administrative Organization Chart for the Library

- New structure: In anticipation of her increasing need to focus more attention on development, Case offered a new structure, wherein department heads of Daley and the Science Library report to Lambrecht, and LHS department heads report to Jacobson. Jones retains his AUL-level position. By July 1, Case hopes for Naru to return to a full-time role as development officer. Pieces not yet in place: Electronic resources position and facilities organization. Case hopes to have both situations rectified by July 1. For now, business, facilities and personnel remain under Naru's purview, and rest of chart goes into effect April 13.

- City 2000: Case reported the hire of Allison Seagram, Digital Coordinator for the project, with funding for the position from Comer. The individual will report to Naru. David Austin will refocus efforts as Curator of Photography, reporting to Weller. Wendall Sullivan will work with Starkman, Roberta Devlin and Li Fu to develop a proposal of a digital production facility for collections by June 1. Future of Infotech Arcade will be discussed in light of these changes. Seagram starts April 18.
- Digital Production Facility: Case recommends a programmatic look at collections to begin an aggressive digitization program. Committee discussed the establishment of an advisory group to consider potential of digitization facility, preservation, goals.
- General: Case announced Nancy John's retirement as of June 15. Current plan is for John to return at 50% appointment to repay sabbatical time, starting Aug. 15. Case noted missing item from chart: Canlas will also serve as Manager of the Administrative Office. Lambrecht invited feedback directed to Case.

4) New Charge for Steering: Lambrecht introduced document as an update to previous charge and invited further input. Case commented that TV2010 will give Committee a vision and framework from which to proceed in developing an overall strategic plan for the Library by September/October and departmental strategic plans by end of year. Lambrecht will finalize charge by end of week.

5) Organization chart for Steering and Coordinating Councils

- Council Chairs: Lambrecht noted appointment of Jacobson as co-chair of Steering. Chairs for councils have been appointed. Committee members were placed where they've asked. Senior Staff will appoint Systems liaisons for councils when charges and foci of groups are established. Case commented that council chairs will likely participate in Senior Staff meetings monthly.
- Guidelines: Case would like to see councils meet regularly, depending on charges, subgroups appointed. Lambrecht requested that councils submit charges by April 13 and urged councils to find means of recording meetings. Committee discussed possibility of a centralized Web location for minutes, Web sites for each council, continued submission of minutes to ULIB.

6) Other items

- Daley Forum: Case supports use of FDAC funds to pay for attendance. Event on April 20 is open to public.
- PromptCat: System to be implemented in April, reported Bloss. All elements will be tested. At this point, PromptCat will not be applied to LHS.
- Serial holdings backloaded to OCLC: Daugherty trying to resurrect.

7) Quadrant and task force reports: Lambrecht noted that the Institutional Repository Task Force and TV2010 will offer reports at the faculty meeting later that morning. Steering will reconvene on April 20.

8) Additional items

- ILCSO/CARLI: An inquiry by Shuler on the dissolution and consolidation of former groups into CARLI prompted response from Case, who reported the changes effective July 1, with the election of group's new governing board. She suggested further discussion in Steering on the potential impact of ILCSO's digital library project.
- Internet Screening in Public Libraries Act: Lambrecht replied to an inquiry by Schellhause on this topic, reporting that the Library offered an official response at the request of a university office and contributed to an ILA effort. The bill was prevented from progressing.

9) Breakout Council Sessions (unrecorded by Canlas)