

Steering Committee

Minutes of the meeting: April 20, 2005

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

Meeting called to order at 9 a.m. by Lambrecht.

1) Minutes for 3/30/05 meeting approved with minor correction by Case. Canlas to send approved minutes to ULIB for posting.

2) Policy regarding ALA attendance for support staff: Lambrecht presented a draft of a document detailing a proposal for Library policy regarding support staff attendance at ALA, developed as the result of discussion at 3/30/05 Committee meeting. The document was approved with the addition of specifying the policy's reference to conference attendance when it is hosted in Chicago. Lambrecht will amend and re-distribute to Committee.

3) Support Staff Task Force membership: Lambrecht announced Case's intention to establish a Support Staff Task Force and her request for Committee members to nominate potential membership. After a brief discussion contemplating particulars of group's role, Lambrecht concluded by instructing department heads to distribute messages to their staff soliciting participation, without defining specifics of task force, and forward nominees to Case.

4) Update on ILCSO/CARLI Digital Library Products

- Introduction: Starkman presented ILCSO surveys regarding two new products the organization plans to provide for member libraries: SFX Link Resolver and WebFeat. Survey regarding CONTENTdm to follow.
- Details: Starkman briefly discussed product packages, provided a document listing current contracts with providers offering comparable services. Opting for any or all would be transparent to users, but may propose staffing considerations and, possibly, incur additional costs. Lambrecht added that a changeover would diminish local control over services and proposed that a council might examine long-term value of switching to SFX.
- Conclusion: Starkman to complete survey with some consultation from Committee. Lambrecht noted that policy issues guiding future decisions to employ new services must first be made by Councils.

5) New charges for Councils and Steering

- Summary: Lambrecht presented documents detailing new charges and encouraged a discussion on practical function assignments for each Council with a list of items to be claimed.

- Assignments: Committee assigned functions to Councils as follows:
 - **Access Services Council**
 - Circulation Policies and Procedures
 - Electronic Reserves
 - Interlibrary Loan Policies and Procedures
 - Online Catalog Design and Function
 - Web-based Information and Requests
 - **Collections & Technical Services Council**
 - Binding Policies and Procedures
 - Electronic Collections
 - Metadata Standards
 - Preservation
 - Technical Services Policies and Procedures
 - Use Statistics
 - **Public Services Council**
 - Ask-A-Librarian
 - Electronic Reference
 - Information Commons
 - Library Portal
 - **Steering**: Strategic Planning
- Discussion: Committee decided to set aside several items for further exploration: City2000 (inappropriate as Council-assigned function), Digital Content Management, Institutional Repository (under purview of Steering Committee as a whole), Scanning Standards (part of a larger “Digitization” function) and Voyager Security (possibly an internal Systems department council or administrative function). Committee also added three items to the list for future consideration: Development, Digitization and Banner Security.

6) Other items

- Performance evaluations: Lambrecht reminded Committee of due date for annual evaluation of University Librarian (4/21/05) and that annual faculty/academic professional review forms have been distributed.
- Items for possible future discussion: Campus strategic plan, support of library school attendance, budget update, Employee of the Month program and digitization.
- Meetings: Lambrecht added that he would be scheduling once-monthly meetings with department heads.
- PromptCat Implementation: Bloss reported that test site would be loaded within next day or two