

STEERING COMMITTEE

Minutes of the meeting: May 3, 2006

Present: D. Bicknese, D. Blecic, M. Case, J. Canlas (recorder), R. Daugherty, J. Dorsch, D. Enoch, J. Fiscella, A. Ford, E. Guss, S. Jacobson, J. Lambrecht (convener), F. Logan, L. Naru, E. Schellhause, C. Scherrer, J. Schuitema, A. Weller, M. Zappa (guest).

Announcements

Committee asked to submit comments regarding minutes of last meeting to Canlas by end of the week. Marguerite Zappa, visiting associate director of development, was introduced.

Library volunteer committee for capital campaign.

In preparation for the campus capital campaign, Naru discussed a recommendation from central development for units to develop volunteer boards to help with fundraising. Library seeks to field committee of about 12-15 to help raise visibility of library, find people who will either assist in fundraising or donate themselves. Committee to submit suggestions for membership based on following criteria:

1. Ability to bring in or provide resources, such as funds and/or valuable networks
2. Interest in the UIC Library
3. Wisdom
4. Credibility
5. Commands respect among colleagues
6. People who are networked and have established contacts

Zappa added that most ARL colleagues do have volunteer fundraising boards. Naru requested that suggestions be submitted to her or Zappa by Friday, May 5.

Next steps in marketing

Lambrecht referenced previously submitted Marketing Task Force report and proposed establishment of several groups as a result senior staff consideration of their recommendations:

1. TF to develop style guidelines for Library publication by Sept. 15; reporting to Steering
2. TF to develop print publication introducing students to library services by fall 2006; reporting to Steering
3. TF to develop strategies for planning orientation events; reporting to PSAC
4. Library marketing advisory council with representatives from all departments represented at Steering

Upon further discussion, Committee decided against establishment of new task forces 1 and 2 as listed above. Instead, the current Marketing Task Force would remain, should they wish, be assigned the first two tasks listed above, and be given additional members, if necessary. PSAC assumes responsibility for planning orientation events. Committee asked to submit suggestions for marketing advisory council membership or additional Marketing Task Force membership to Case by Wednesday, May 10.

UIC Library digitization priorities

Case summarized recent discussions on digitization with Paula Kaufman, UIUC University Librarian, in which Kaufman proposed collaboration on raising \$200,000-250,000 toward enhancing UIUC library facilities to accommodate Open Content Alliance high-production digitization site, with \$50,000 coming from UIC. Facility would include ten high-production machines with throughputs of 66,000 volumes a year to maintain production levels at 10 cents per page, which UIC would pay to have its collections digitized. Committee discussed potential candidates for digitization within collection. Case to work with CTSC on developing digitization priorities to use in discussions with provost to request funds.

Security Concerns

Lambrecht recalled meeting of some staff with representative from UIC Police Office Craig Moran to discuss LHS Chicago security concerns about how to confront disruptive patrons. Case encouraged Committee to call police, if necessary, to remove disruptive or underage patrons, and expressed need for instituting security policy by fall 2006. Guss will continue to work with library policies task force on defining security policies.

Strategic Plan

Case introduced revised version of strategic plan which intensifies focus on strategic issues and goals. Committee supported revisions. With any additional suggestions from Committee and Planning Group, Case will continue finalizing document for May 23 campus meeting.

Department of the Month

Recalling Circulation's approach to recently being named department of the month, Case addressed questions that had arisen regarding expectations for departments being recognized. Case stressed that the honor is an occasion to celebrate the department and its accomplishments. Referencing the employee recognition task force report, Case noted that she would consider their recommendations and decide on a specific course of action for departments meriting this honor.

Project deadlines

Lambecht encouraged groups to inform him of their project deadlines.