

Approved 10/01/08

## STEERING COMMITTEE

### Minutes of the September 2 meeting

Present: J. Canlas (recorder), M. Case, L. Castillo, R. Daugherty, J. Dorsch, K. Ein, D. Enoch, J. Fiscella, E. Guss, R. Holst, J. Lambrecht, F. Logan, L. Naru, R. Sandusky (convener, E. Schellhause, C. Scherrer, J. Schuitema, M. Shultz, A. Weller,

Minutes: Canlas making corrections to August minutes, will re-send to Committee for approval.

#### PSAC Report (Logan)

Council had been meeting to discuss WOC update, VuFind report and potential projects for assessing impact of Library/IT Assessment. Council recommended VuFind be implemented, and comments and suggestions were forwarded to CARLI to alert them of issues. Implementation has been discussed with Francis Kayiwa, though no timeline has been developed. Following will be asked to serve on WOC: Kim Pendell, Peg Burnette, Peter Hepburn, Beth Pickard, Valerie Harris, Klassen, Naru, Sandusky. New charge still to be finalized, then group will be formally invited. Kayiwa, Krystal Lewis and Sara Blaszcak will remain WOC consultants. Council will set timeline of priorities for WOC to pursue. Simple measure to assess Library/IT Assessment impact is count of computers that log patrons in; Council (Kayiwa) will provide detailed use statistics for September. Daugherty will also conduct survey aimed at assessing patron satisfaction with access to terminals. PSAC planning to conduct interviews or convene focus groups to gather feedback. Council's recent evaluation of Chat statistics since implementation of Meebo indicate 81 percent increase in use. Use of QP Chat has decreased significantly, and Council is considering whether to continue use. Dorsch noted that questions more appropriate for e-mail are now more frequently being submitted through IM, perhaps because of prominence of Meebo widget, and recommended Council re-evaluate Web page layout.

#### Library/IT Assessment report (Sandusky)

Daley/Science planning group was formed with several subgroups. Budget was approved, and first batch of 12 computers and four printers were ordered. Group is planning to make available the variety of software that ACCC already offers for Vista and Mac. Prioritization subgroup recommended that 25 percent of new computers be Mac. Another subgroup is considering publicity and communications. Other subgroups considering furniture, study room upgrades, developing smartrooms. LHS group will hopefully be established this month. After Committee discussion of public access to computers, Sandusky re-affirmed group's intent to maintain availability of services to public, according to Library's mission. Group will monitor Library policies to ensure consistency during implementation.

#### R2 Report

Lambrecht and Case will meet with affected departments: Acquisitions, Cataloging, Collections Development, including all LHS sites. Overseeing process and considering

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R2 recommendations will be Implementation Group: Lambrecht, Enoch, Schuitema, Sandusky, Carpenter. After department meetings, the implementation group will determine what simple changes can be quickly implemented. Group will consider big-picture policy and organizational structure issues. If necessary, Implementation Group will turn items over to Senior Staff for further consideration. Group committed to making appropriate changes within 12 months. Case noted that general direction of R2 report is accepted, though not all recommendations will be realized, and invited feedback. Committee then discussed personal and departmental reactions. Case recommended that lines of communication be kept open among staff, and that department heads remain sensitive to responses and make clear that all reactions are valid and deserve acknowledgement. Case also asked Implementation Committee to consider recommendation of new cross-departmental, discovery and delivery council tasked to consider issues related to Systems and electronic presentation, such as Voyager messages to public, WOC, electronic resources, and present recommendation. Committee discussed new council membership including individuals from all layers of staff.

#### Student Hours

Lambrecht distributed student hours allocations, pointed out few minor changes and requested feedback by end of week.

#### Staff Development Policy

Case reported campus HR concern that Policy creates a benefit for staff within a union group that others within the group do not have. Case still supports initiative and will work with Ford and Cathy Sauer to resolve issues.

#### Updates

Weller thanked Committee for efforts on behalf of Special Collections during Annenberg crisis and apologized for any inconvenience. She requested that department heads ask staff to refrain from visiting Special Collections to talk publicly with fellow staff about situation. Case thanked Weller and her staff for their efforts during crisis.