STEERING COMMITTEE

Meeting of November 4, 2009

Absent: A. Weller

1. Minutes
Approved with minor corrections.

2. Council Reports

Access Services Council (Guss)
Council determined Daley has more than 10,000 items exceeding the renewal policy. ASC is developing a plan for advance notification of new policy implementation, avoiding overburdening Daley circulation staff due to influx of returned books and pricing for lost books. Circulation staff at all libraries also needs a consistent set of messages in response to anticipated questions. Case suggested careful articulation rationale for policy, perhaps to be sent to UIC Deans. Daugherty suggested highlighting the Library’s duty to control inventory of state property.

CTSC Report (Fiscella)
Council would like to approach books with associated passwords, online content, etc., with flexibility. Upon special request from a librarian to technical services, the password / online content information may be added to the bibliographic record, in a non-public field. As a matter of course, passwords to controlled information cannot be distributed publicly due to licensing concerns and the burden of managing this information. It isn’t feasible for the library to manage these passwords and access to online content.

Council also determined principles for space recovery in preparation for 1-South demolition; materials will be relocated to 4N, where space is also being recovered.

State passed legislation allowing public institution libraries to donate or sell books. The University (UIUC, UIC, and UIS) has a contract with Better World Books for sale of monographs only. The Library will (1) set up an appropriate Banner account and (2) develop internal processes.

3. Budget Update (Case)
Cash flow from the State to the University is extremely slow, and the University is looking at contingencies in response. The memo from Presidents White and Ikenberry (November 2, 2009) sets out principles to be used in planning for future reduced budgets. The campus is projecting a 6% rescission this fiscal year, but
campus administration will provide further guidance regarding potential scenarios. The library has some funds to cushion the FY2010 impact, but FY2011 is likely to be very difficult financially. No furloughs are planned before end of 2009. The union contract still in negotiation. The Library will proceed with hires that are in the pipeline; the hiring freeze, with Deans allowed to identify exceptions, is still in effect.

4. Diversity Task Force (Ford)
The Diversity Task Force is requesting feedback from Steering Committee on the thinking document, SWOT and outline, which are all available on Steering Committee Web page.
ACTION: Steering members will provide comments on the three diversity documents posted on the Steering Committee Web site; comments should be sent to Ford or LaVerne Gray.

5. WECT (Lambrecht)
Group met with 25 Acquisitions and Catalog staff to discuss department consolidation on Dec. 1, which will include new electronic resources unit and database management unit. Library now has satisfactory agreement with YBP and Majors to select in Majors and have books prepared and sent by YBP. Carpenter prepared report on what LHS staff will do in wake of restructuring.
ACTION: Lambrecht will provide an organizational chart to the Library to help staff understand who does what in the new organization.

6. WorldCat Local Decision (Case)
After consultation with pilot planning group, the UIC Library will purchase the product for calendar year 2010, with no multi-year commitment. During the first year, a group will be convened within the Library to consider the Library’s long-term plans for advanced discovery interfaces. Some further customization of WCL will be done to bring our implementation up-to-date with the latest vendor offerings.

7. Emergency Preparedness / Business Continuity (Naru)
Task Force continues to work on the gap analysis, and is planning to have something to present at the December Steering Committee meeting. Steering Committee members are invited to attend a ten-step business continuity training session on November 16. RSVP to lib-hr@uic.edu.

8. Staff Development Program (Ford)
Task force has identified 16 topics and is looking for presenters to support one event per month. Ideally, we will use local speakers who will speak for modest honoraria and don’t require travel and hotel reimbursements. Steering Committee was given a list of topics and asked for recommendations for speakers. Staff Development Day will be the January event; “Trends in Technology” will be the February event.
ACTION: Steering members will provide suggestions for staff development speakers to Ford.

9. Privacy Policy Implementation (Case)
The approved version of the Library’s Privacy Policy is posted on the Steering Committee Web page, and will be available on the Library’s public Web site under “Policies.” Committee is encouraged to share this policy with their staffs. It is incumbent on Steering members to ensure their departmental practices comply with the policy.

ACTION: Naru will post the policy on the Library Web site. Policies will be numbered sequentially.

10. Reorganization of Library/IT Assessment and Future Planning (Sandusky/Carpenter)
We are in the middle of the second year of this process. To streamline the planning and implementation process, the number of subgroups on the Library Assessment Implementation Program committee has been reduced, and the core group meets biweekly for status updates. The FY2010 subgroups and their leaders are: Computing Hardware and Software (Scherrer), Administration, Budget and Inventory (Sandusky), Publicity (Naru), Program Evaluation (Klassen), Furniture and Facilities (Castillo), and Planning Scenarios (Carpenter). The planning scenarios subgroup will seek input from Steering members beginning in November in order to prepare the Library’s proposal to the students for FY2011. The Spring meeting with the students may occur as early as mid-February.

11. Announcements
Executive Committee determined the research day policy for visiting faculty: Up to five days, with approval of department head.

Effort reporting training for federal grants will be attended by Ein and Ford.

APs (beginning December 16) and exempt civil service staff (beginning December 13) will be required to use an online system to report positive time.