Library and Media Services Advisory Committee Meeting

*October 4, 2011*

Attending:
Paul Fischer (Chair), Chemistry
Sidney Ainkorn, student representative
Jacki Betsworth, Library
Dave Collins, Library
Angi Faiks, Library
Janet Folina, (EPAG rep), Philosophy
Lynn Hudson, History
Brian Longley, Media Services
Jerry Sanders, ITS
Clay Steinman, Media and Cultural Studies
David Tomporowski, student representative
Ann Warren, Hispanic Studies

**Agenda**

1. **Introductions**
   Committee Chair Paul Fischer called the meeting to order at 11:35 and asked for self introductions around the table.

2. **Approval of minutes**
   The group reviewed and approved minutes from the previous meeting.

2. **Selection of a chair for 2011-12**
   Paul agreed to chair the committee for a second year.

3. **Review of response from EPAG to external review / Library progress updates**
   Terri received EPAG’s response to the review last Friday. She shared it with committee members for preview at that time.

   • **Discussion point: Library hours**
     EPAG would like the library to seriously consider extending regular open hours to 1:00 a.m. This request is consistent with the original reviewers’ recommendations. The proposed change has budget implications for the library, for Campus Center, & possibly for campus security. Library leadership needs to do more research before implementing this request. We may be able to implement by spring, depending on the results of the research. Terri forwarded information concerning the possible costs and implications of extended hours to the Provost for review earlier this year. Costs include additional professional staff hours, 1-2 additional student employees to staff the building during the extended time, security, heat, light, etc. Media Services has already extended its hours as a result of the report. If students need late night library access, the directive from EPAG underlines the responsibility of the college to support the costs of that access. Advisory committee members suggested that Terri should feel empowered to request special funding from the President and/or Provost for this purpose.
SUGGESTED ACTION: Library staff will consider systematically monitoring gate count at 11 p.m. and again at midnight on regular evenings to get a better picture of late night usage. After implementation of the 1 p.m. close time, staff would again conduct research before considering a move to the 3 a.m. close time that the reviewers suggested.

ACTION: Terri will communicate with the appropriate people and will report to the L-M Advisory at the November meeting.

• Subtopic of hours discussion: Security
Advisory members questioned why the Library should be responsible for the cost of additional security during breaks and extended hours. Terri will review her notes concerning previous discussion of the security issue and may include it in future conversation with the Provost.

• Discussion point: Instruction
Janet Molina and Terri Fishel clarified a statement in the EPAG response pertaining to first year courses:

“The goal is to create deeper connections with the faculty and their courses, where those connections must be tailored to each course. As such, we agreed that a guiding principle should be that staffing for these tasks be student-focused—guided by expertise rather than ease of the service.”

Clarification: the main goal of the first year library session is to give all 500 incoming students a similar learning experience and common message. A limited amount of course-specific information may also be covered. The message can be further customized to specific class subjects during upper level sessions. We are pleased to report that the number of requests for upper level sessions has increased significantly this year.

Faculty present at the meeting reported that sessions they have experienced are consistently useful and of high quality. This year librarians distributed a pre-session assignment that better allowed them to assess each class and tailor the information to be presented. Staff will solicit feedback on the changes made this year.

4. Updates on other activities

• New hires
Ginny Heinrich, a Mac alumna, is our new assessment librarian. Ginny will work on both instruction assessment and overall assessment. Connie Karlen joins us in the position of circulation supervisor.

• Media Services collection
In November we plan to begin exploration of the issue of the appropriate location for this collection. Assessment will include surveys of the Macalester community.

• Special collections
Archivist Ellen Holt-Werle’s responsibilities have been expanded to include special collections management. We met with Art/Eng faculty to discuss the integration of book arts into their curriculums. We are already collaborating with the French and History departments. Ellen will attend training specific to her new specialty later this month.

- **Other adjustments**
  - Staff workload: We have restructured our cumulative staff workload to give responsibility for higher level processes to librarians and assign other tasks, including ILL services, to support staff and qualified students. We will monitor the average turnaround time for ILL requests to make sure that ILL services continue to function well. The restructure allows librarians more time to prepare for and teach instruction sessions.
  - New team names: Public Services is now Access & Research Services (ARS); Collection Management is now Collection Development and Discovery (CDD); A reduced number of staff now report to Terri as members of Communications, Finance, & Operations (CFO). Several job titles also changed as part of the campus-wide job description update. The process of creating job descriptions for all staff was a good exercise and useful reminder of the high basic level at which all library staff are expected to operate. Kudos to Terri for her leadership.
  - Art books project: (Angi) The first piece purchased for this project is a book created by Mary Hark, a former Mac instructor. Her book is beautiful, interesting, and sustainable, created with paper made from fibers gathered in Ghana during an effort to eradicate an invasive species. Ghanaian musician Koo Nimo will come to campus in December to celebrate the book, play music, lecture, and more. We would like to use this and other selected book arts additions to bring people together around topics of interest to the community. We want this project to act as a hub that connects faculty and students to artists in the Twin Cities who are bringing to life things that are already happening on campus.
  - Classrooms update: (Brian): The committee spent time this summer on the aesthetics of existing classrooms. The group staged at least one room makeover in each building, rethinking the furniture, then carpeting & painting the room. Greg Fitz, Art dept., collaborated on the design. They will survey students who are taking classes in the new spaces, department coordinators, and faculty to assess the new experience. The committee will work to develop a process and seek funding to keep the energy going. They hope to complete the project in 7 years.
  - Library web site: Library staff revised the web site in order to conform to the new campus model; when the dust settles, we will assess campus response to it. It is a challenge to fit library pages into the template because several systems feed into our pages, but we have collaborated with CPR to create an attractive, functional site.

5. Other
• The court case against UCLA concerning streaming video was thrown out. Though we cannot say definitively what will result from the decision, it could mean that if you buy public performance rights for a DVD, you may have the right to stream it with password protection in the context of a course. The issue may resurface. A related note: CDD is working to give users information concerning viewing rights within our online catalog.

• Next Meeting: Library and Media Services Advisory will hold 4 meetings this year. Our next meeting is Tuesday, 11/15/2011, 11:30 a.m. Please share topics that you would like to address this year with Terri Fishel.

• November agenda topics will include: the future of media collections. Terri will talk with Angi, Dave, and Brian and will distribute any early information we have before the next meeting, perhaps including a pro/con list.

Meeting adjourned at 12:32 p.m.
Respectfully submitted,
Jacki Betsworth