

University Library Committee

October 15, 2009

Present: Deborah Ballou, Elizabeth Boucher, Chris Brown, Will Nelson,
Deborah Setliff, Debbie Thurman, Deanna Nipp-Kientz

Absent: Cynthia Bryant, Jennifer Golz, Kristin Holder, Tammy Howard, Judy Hull,
Sharon Huo, Jed Young

There was no quorum at the meeting. Chairperson Chris Brown suggested the minutes of the March 5, 2009 meeting be distributed to the committee members via email for a vote.

Members of the committee were asked to introduce themselves.

Dr. Winston A. Walden, former director of the Volpe Library and Executive Officer of the University Library Committee joined the meeting at Ms. Nipp-Kientz's request. On behalf of the University Library Committee, Chairperson Brown presented Dr. Walden with a plaque in recognition and appreciation of his dedication and service as director of the library and his leadership as executive officer of the University Library Committee from 1986 – 2008. Winston expressed his appreciation and asked the committee to give Deanna their support. He mentioned that the last year has seen some very difficult times for the library and the director.

Ms. Nipp-Kientz gave the interim director's report.

1) Budget

A copy of the library's allocations and expenditures for the past five years was distributed. It shows the library's funds (allocated and expended) for personnel, operations, and materials. As the end of last fiscal year approached, we were continually warned about using lapsed salary funds, told to be careful not to overspend our accounts, and warned the state could possibly ask for dollars back. It turned out that we had quite a bit of money in lapsed salaries because we had several open positions in the library. During this time, the Student Government Association passed a bill requesting the Microsoft Office Suite be installed on all the computers in the library. At that time it was impossible for the oldest computers in the library to be updated because they could not handle the software. Toward the end of the fiscal year, we were given permission to use those lapsed salary funds. With those funds, we were able to update the

computer lab equipment in the library, and honor SGA's request to have office programs on all computers. The library replaced all the PC lab computers on 2nd floor and in the Media Center, the printer on the 2nd floor, added a second printer on the 2nd floor, and purchased an IMAC for student production in the Media Center. We spent approximately \$71,790 for this equipment.

This use of lapsed salary funds enabled Information Technology Services (ITS) to use their Technology Access Fee Funds to replace the three computers in the rooms in the Media Center that are equipped to meet the needs of students with disabilities. ITS also paid for replacing the scanners in the media center and a new printer.

With the library's purchase of the new PC lab computers, all of them are now equipped with the Microsoft Office Suite and other software packages needed by the students.

From remaining lapsed salary funds, the library was given special permission to carry over to the new fiscal year \$102,000 for the Library Redesign Project.

In regards to this year's budget, everybody had to submit a plan for a budget cut based on three different scenarios. In the end, we had to implement the more shallow reduction. With that cut, the library gave up an Administrative/Professional position and money from the collections budget. The materials budget of \$907,550 shown in this year's allocation includes the \$200,000 in new permanent funding we received last year less the \$52,000 we gave up for fiscal year 2010.

At this point, allocations of materials money should have already been made to the colleges; but there was a question regarding the library's share of Alternative Delivery Fee that has not yet been answered. This has delayed those allocations.

The library has already received notice to expect a 6.2% budget cut for next fiscal year, 2011.

2) Personnel.

The library had requested a reclassification of our Website Manager position. The reclassification was denied on the basis we showed clearly the position had more work, but we neglected to show the work was more complex. The extra work assumed is in managing the Electronic Resources, and it is very complex. The library is appealing the decision.

The search for a Science and Library Instruction Librarian position began in May and the position was filled in September with the appointment of Ms. Ann Davis. Ann was previously in a staff position. She holds an undergraduate degree in Human Ecology, a Masters in Biology, and has recently earned a Masters in Library Science.

This appointment left Ann's position of Library Assistant I in Public Services open. This position serves as a backup for the Circulation Department and getting the library building open in the morning. Deanna does plan to ask for approval to fill the position.

Our Acquisitions Librarian, Georganne Burns, accepted the University buyout. The other person in the Acquisitions Department, Ms. Carole Eisenmenger, was on sick leave, took disability retirement, and passed away October 1. There are no full-time persons in the Acquisitions Department presently. Ms. Georganne Burns is working part – time, temporarily for us; and Jeanne Cannella Schmitzer is also working part-time in the department.

There was another position that was carved out when the Jones' retired, a Coordinator of the Library Commons. This position will not be filled and will be left open for the discretion of the new Dean. The new Dean can also make a case for keeping the line vacated by our Acquisitions Librarian. We want to keep some lines open so the new Dean will have more flexibility in restructuring the library.

The search for a new Dean of the Library and Learning Assistance has been started.

Committee Members are: Dr. Allan Mills, Chair; Dr. Angelo Volpe; Regina Lee; Susan LaFever; Deanna Nipp-Kientz; Dr. Annette Littrell; Janet Whiteaker; Dr. Linda Null; Dr. Jeffrey Austin; and Nina Lunn, representing the Friends of the Library.

The position summary, the ad, and the ad plan have all been written; but we are awaiting TBR's approval of the title change from Director to Dean of Library and Learning Assistance.

The new Dean will not have direct administrative responsibility for personnel in the Learning Assistance; but is expected to coordinate and lead the partnership with these groups. The partnership includes the Library, all TTU learning assistance programs, the academic support function of ITS, and the Technology Institute.

3) Learning Assistance Commons

Ms. Nipp-Kientz will email the library committee a progress report of the committees who worked on the library redesign. The committees have completed their work, and Dr. Armistead wrote a summary of the committee's suggestions. Ms. Nipp advised the university library committee members to recognize this as only the library redesign committee's suggestions. It is to give the new Dean some vision to work with.

Even with the committee's work done, the library has a lot of work to be done. The 2nd (main floor) is to be used for the Commons. The library has lots of materials on this floor that will have to be looked at for possible discard, moved to a new space, and directed through our Cataloging department for updating our holdings records. The University's faculty will be involved in these decisions.

In response to a question from a committee member, the timetable for re-developing the library is as follows:

Fall, 2009	Search for a new Dean
Spring, 2010	Appoint the new Dean and receive renovation design from architectural firm.
Summer – Fall, 2010	Renovate 1 st and 2 nd floors
Fall, 2010 forward	New Dean completes implementation

- 4) Ms. Nipp-Kientz reported that the tour of the new Video Studio and Archives Extension did take place in the spring. Committee members present said they really enjoyed it!

- 5) An SGA Senator met with the Interim Director of the Library yesterday to discuss a bill asking about providing free copying in the library for the students to be paid for from the Student Activities Fee. She was referred to Marc Burnett since there is some question about what purposes the Student Activities Fee can be used.

- 6) Mr. C. P. Snelgrove, University Librarian, from 1936 – 1974, has been honored by his son and daughter-in-law with a scholarship endowment. The scholarship is to be awarded to a student who has been working in the library for one year, continues to work during the year of the scholarship, and is in good standing with the University. The endowment has grown enough and the library will be awarding a \$700 scholarship this year.

Reminder: The Friends of the Library Champagne Gala is Saturday, November 7th.

Minutes by: Sharon Buckner

Approved: 3/4/10