University Libraries Management Team
April 2, 2013

Present: Williams, Maness, Austin, Culshaw, Majors, Larsen, Hayworth, Montgomery, Fong, Wakimoto

Reminder: All Libraries Meeting will be held in CBIS on April 25 from 9-11 am.

In these minutes
Libraries Hours Discussion
Updates
Continued discussion: future of Library Advisory Board/LAB
Report from Council of Deans
Open discussion

Libraries Hours
Brittany Reed and Jennie Gerke joined MT to present the SPWG’s recommendation for next year’s hours as well as to propose a new procedure for setting hours in the Libraries. Brittany and Jennie noted that SPWG’s recommendations might change based on data collection and analysis that will take place over the next year. MT recommends that SPWG include a cost analysis in their data collection and analysis as there is concern about staying within the student budget when hours of operation are extended. MT agreed to move forward with the SPWG hours recommendation. Please see attachment for more information.

SPWG also recommended a new procedure for setting hours. The timeline of this proposal brings the Libraries into line with the way campus sets its calendar. Please see attachment for further information. MT approves moving forward with the new method for setting hours.

The group expressed their appreciation for the thoughtful, good work that SPWG did in forming their proposal.

Updates
Circulation Department Update (Brice)
Brice gave an update on the reorganization in Circulation. The staffing model of the circulation desk during business hours M-F we have to LTIs working the desk. Two objectives: 1) environment has changed from high volume routine tasks (checking in, checking out), now it is lower volume and more complex tasks 2) tried to get a handle on student budget objectives.

From Brice’s POV this change has improved the department—our service is far better and more consistent than it has been in the past. It’s also successful in terms of student budget—spending less than half than was spent in the previous year. Downside is when you rely on fewer people it is difficult to staff the desk if someone is sick—less flex than we used to have, but it has worked out.

MT discussed possibilities for the future of LTI positions in the Libraries. Consensus that there should be LTI (entry-level) positions throughout the organization.

Virtual Presence WG (Rice)
Rice has received all nominations and appointments for the VPWG.

VPWG members are as follows:
Alexander Watkins, Wen-ying Lu, Barry Ratliff, Stephanie Yuhas, Mark Mabbett, Rick Losoff, Meredith Callahan, John Dziadecki, Erin Block, Xiang Li, Rice Majors (MT Liaison)

Please see attached charge.
Continued discussion: future of Library Advisory Board/LAB

Current charge:
Gathers information, provides assistance and advice to Libraries Dean; schedules twice yearly the Dean’s Staff and Faculty Meeting, sets the agenda; is a forum between Libraries faculty, staff, and Dean to discuss their suggestions, questions, and concerns on issues that extend beyond departmental level; pursues issues it has power to affect; suggests alternate forums; communications formally and informally with personnel; discovers, prioritizes issues; develops leadership skills in board members.

MT had an in-depth conversation regarding the future of LAB. Thanks for the many comments received through departmental discussions about the LAB. The comments were helpful in framing our discussions. Stay tuned for more information from ExCom/Jim.

Report from Council of Deans
The campus is going forward with Coursera. Look for more information in the future.

Open Discussion
MT agreed that it is now appropriate for the Libraries to send out the e-reserves discontinuance announcement.

Upcoming meetings
April 16 (Planned agenda item: Meet with Collections and Access WG discussion about visual org chart model)
May 7

Management team minutes are available online: http://ucblibraries.colorado.edu/adminservices/management/index.htm

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