Please mark your calendar for the Spring All Libraries Meeting on Tuesday, February 11 from 9-11 in the Center for British and Irish Studies.

University Libraries Management Team
Agenda – January 7, 2014

Present: Fong, Austin, Mabbett, Moeller, Hayworth, Reed, Lindquist, Hollis, Watkins, Maness, Sinkinson, Johnson, Knievel, Montgomery, Klein, Williams, Reynolds.

In These Minutes:
Working Group Discussion
Spring All Libraries Meeting
Ithaka S+R Library Local Faculty Survey
Diversity Task Force Update
LIT Update

1. **Working Group discussion – evaluation and membership**
   a. How to evaluate WG participation for annual evaluation feedback
   b. Discuss membership transitions/appointments process
   c. Solutions for sustainability –

   After a long and fascinating discussion ranging over the differences in working groups, coordinator/supervisor evaluation considerations, and finally, that there is no one-size-fits-all for the working groups, the Working Group Coordinators will meet on the above issues and bring recommendations to Management Team, probably for the next meeting on January 21st. Each WG may need an individually crafted system. In the discussion, the other two agenda items also came up, and will also be discussed in the coordinators meeting. As the working groups are services, key to the libraries mission, they have a high importance and relevance, and WGs may need to evolve as well to advance the mission of the library. There was some review of other agenda items that would be worth discussion in a WG coordinators meeting, such as agenda sharing. Thanks to all for participation and invite.

   The WG coordinators, Mabbett, Reed, Lindquist, Watkins, Sinkinson, Johnson, and Klein left the meeting.

2. **Spring All Libraries Meeting is Tuesday, February 11th from 9AM-11AM in CBIS.** – Moeller and Reynolds will work on the agenda. There will be a time limit for each department, maybe five minutes. Last one, Culshaw gave overview of facilities, and then took questions. Maybe task force/working groups could also present for a few minutes, what they are working on currently. Maybe spring for working groups, fall for departments. Diversity task force wants to present, too. Williams could also do a review of the departments as part of his talk. Draft agenda will come back to MT for review by 21st or 4th.

3. **Ithaka S+R Library Local Faculty Survey**
   Williams suggested this be taken off the agenda, as we have the program review already. Reynolds will remove, and will let them know we will not do this survey this time.

4. **Diversity Task Force update –**
The Diversity Task force is going to send out an environmental scan to discover how the Libraries are doing in creating an environment that is inclusive. The survey will go out soon, and just a head’s up, there are some really personal questions. The survey is going only to libraries faculty and staff, not student assistants. All responses will be anonymous, no library people will have access to who says what, the results are compiled elsewhere and will be reported back in the aggregate. The survey has been approved by IRB, Legal, Diversity, and all. Campus is assisting with the administration and result compilation for anonymity. What is the goal for the results? They are looking to develop a long term program to identify where improvement is needed, and then task force will recommend strategies to remedy concerns and issues.

5. Updates –
   LIT update from Hollis – The Q drive is dangerously full, lots of clean-up going on and more needs done. She will send out more information to the Norlin faculty/staff list.

Upcoming meetings

   January 21 2014 – Revisit the Renaissance plan; Digital Public Library of America participation; Review IR/Luna Policy, Working Group return, maybe Draft Agenda for All Libraries meeting.

   February 4, 2014 -

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