University Libraries Management Team
June 23, 2015

Present: Reynolds, Macklin, Hollis, Weiss, Moeller, Hayworth, Williams, Maness, Austin, Fong

1. Continuation of Strategic Planning – guest Lauren Calkins
   - MT continued their discussion on the strategic planning process. They discussed the feedback from all departments. A subteam of MT members & Lauren (Jack, Alexis, Jennifer, Leslie, and Lauren) will meet to draft and edit a new document that takes feedback into account. They will draft the strategic plan (external facing) and outline the implementation plan (internal facing). They will present that draft to the rest of the committee for final review. The draft will be presented to MT at their July 21 meeting.
   - Lauren presented a draft value proposition for MT’s review. A value proposition is an internal document that succinctly outlines the benefits we provide to our users. This document will be presented with the strategic and implementation plans. A big thank you to Lauren for her continued work and collaboration on the strategic planning process.

2. Recruitment Plan – all - 55 minutes
   - MT discussed faculty recruitment requests for fiscal year 2015-2016. They will continue their discussion at the next MT meeting. MT prioritizes their request, and ExCom makes the final decision. Jim requests the positions from campus. We can request up to 3 new positions from campus out of the 10 positions MT members presented to the group. We can continue to search for 4 pre-approved faculty positions from last fiscal year (Government Information Librarian, Education Librarian, Science Librarian, User Experience/Digital Specialist).
   - MT and ExCom consider the following criteria when choosing which faculty positions to request from campus. Jim needs to address these criteria when he has budget conversations.
     - How can we help meet campus priorities,
     - What’s happening in our profession where we need to (try to) get to capacity,
     - What are pressing things within our organization where we are weakest and need to do something about it

3. Proquest Summon Discovery Layer update
   - Working with a Proquest/Summon implementation manager. It seems to be going well.
   - Task Force members: Esta Tovstidi (chair), Laura Wright, Michaela Willi Hooper, and Jeremy Seiferth; Paul Moeller and Debby Weiss are serving as Ex Officio members.
   - Group solicited other volunteers on June 18
   - May be call for subgroup volunteers
   - Should have a database populated with our holdings soon.
   - How will it look in the fall (watch for an email to test and provide feedback)
   - Sharing information weekly about how we’re setting up our version.

Email Actions:
Approved pilot project in which Circulation will mail materials to our students at the Denver South Campus, on request.

Upcoming meetings
July 7 – recruitment plan, Temporary lecturers/instructors and workload distribution, Unit Head definitions, etc.
July 21 -- Student Library Advisory Board project update (invites need to be sent)
August 4 – Innovation Grant recipients’ final report presentations (invites need to be sent)
Future Meetings – Gifts and Grants Discussion with April from OCG and/or Sponsored Programs Administration, are we using PASCAL to its potential?, Grants review team, invite Aaron Conley, differentiated roles held by faculty and staff

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

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