University Libraries Management Team
March 17, 2015

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

1. **Discovery Task Force Report**
   - Discovery Task Force met with MT to present a recommendation for a discovery layer product.
   - Members of the TF: Debby Weiss, Laura Wright, Laurie Sampsel, Esta Tovstiadi, Jeremy Seiferth, Meredith Callahan, Emily Fidelman, Kate Tallman, Alison Hicks, Paul Moeller
   - The Discovery TF recommends the Libraries move forward with the implementation of Summon as soon as possible. MT approves their recommendation and recommends moving quickly so the discovery layer can be ready in the fall; there is money in the budget to spend on this product. Jim will communicate our decision to the other campuses. *Thank you to the TF for their expedient, hard work!*
   - The TF and those that gave feedback after presentations thought Summon and Primo were both acceptable products. Primo was slightly ahead for the TF and for those who responded to the presentations.
   - Since the demos Law has come forward and said they will go with the Summon product. The Task Force has decided to go with Summon to foster relationships with the CU system and to save money. Hopefully there will be more and more cooperation between all libraries in the system, which could eventually lead to a shared catalog system-wide. Health Sciences and Auraria already have Summon. Law and CU Springs are committed to purchasing Summon. If all libraries in the system have the same discovery tool it would make it easier for students and faculty to search for resources.
   - This is not considered a “forever” discovery tool. We will commit to 3 years. Hopefully after that period is done there will be more options, and we may have a complete system, not just a new discovery layer.

2. **Strategic Planning Next Steps**

   *Management Team encourages everyone to attend the next Strategic Planning All Libraries Meeting on Wednesday, April 1 from 9-11 in British Studies. There will be brief updates from theme teams and there will be a chance for everyone to give feedback and recommendations to the teams. Light refreshments will be served.*

   Susan Skjei met with MT to check in and see how the theme teams are progressing and to determine expectations for the next Strategic Planning All Libraries Meeting.

   MT gave brief overviews of how the Theme Teams are working. They looked at the following questions:
   - **Where are we?** Department Directors gave brief reports on their theme teams’ progress thus far.
   - **What are we expecting on April 1?** This meeting provides a chance for the teams and the organization to touch base on the teams’ progress since our last gathering. It will be a chance to meet to review progress and make suggestions.
Office 365 Migration
• Office 365 migration could happen Monday, March 23. Stay tuned for more information from Debby Weiss/Libraries IT.

Rave text for emergencies?
• Department Directors will discuss the possibility of having Rave text alerts for campus/Libraries emergencies. MT would like to have more broad conversations within their departments before a decision is made.

Upcoming meetings

April 7 - Website Content with guest Lauren Calkins, User Experience Librarian – Assessment librarian, mission and vision and value statements, Unit Head definitions, FY2016 budget request process

April 21 - Temporary lecturers/instructors and workload distribution, differentiated roles held by faculty and staff, Internal Awards Process, new grant process

Future Meetings – strategic plan drafting, Gifts and Grants Discussion with Sponsored Programs Guest

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

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