

LIBRAS Spring Directors' Meeting
April 20, 2015
Kendall College

Present:

Alexis Carscadden, Kendall College; Jan Chindlund, Columbia College Chicago; Jim Cubit, Lake Forest College; Becky Frank, Trinity International University (proxy for Rob Krapohl); Tippi Price, Trinity Christian College (proxy for Marcille Frederick); Jack Fritts, Benedictine University; Andrew Lenaghan, Lewis University (proxy for TJ Urbanski); Felice Maciejewski, Dominican University; David Malone, Wheaton College (proxy for Lisa Richmond, Past President/Continuing Education Coordinator); Andy Meyer, North Park University (Treasurer); Matt Ostercamp, North Park University ; Elaine Fetyko Page, Elmhurst College (President); Yana Serdyuk, Concordia University; John Small, North Park University; Susan Swords Steffen, Elmhurst College; David Stern, Saint Xavier University; Aimee Walker, North Central College (Communications Director); Amy Weidner, Benedictine University (Secretary); Shannon Wenzel, University of St. Francis (proxy for Terry Cottrell); Larry Wild, Judson University

Absent:

John Law, Aurora University; Rebecca Miller (Vice-President/President-Elect)

Introductions and Welcome:

The meeting of the LIBRAS Executive Committee and member library directors was called to order at 10:02 AM on Monday, April 20, 2015 by President Elaine Fetyko Page.

Approval of minutes from fall directors' meeting:

- President Page called for changes to the fall minutes to be submitted to the secretary. She then called for their approval. Small moved, Chindlund seconded. Approved.

Library/Institution updates (Directors):

Aurora University - not present.

Benedictine University Jack Fritts (Director) – University president is leaving, half of deans are interim.

The acting provost is a huge library supporter which has benefitted them, but it is hard to accomplish things otherwise. The future of the Springfield campus library is still unknown (eliminating undergrad programs offered there). A teach-out plan was developed for existing Juniors and Seniors. They want to turn the library space in Springfield into classroom space. Future staffing for that location is still unknown and one of the three librarians just accepted another job elsewhere. In Lisle they have a new circulation manager. Staffing there is stable at the moment.

Columbia College Chicago Jan Chindlund (Director) – They are currently using an application called Civic Commons to create a strategic plan (it provides for online engagement of stakeholders). They are preparing to undergo a program review. Currently focused on building a collection of selected works for their repository (Digital Commons/BePress). A different application is currently in use for submission and tracking of faculty publications. Harrington is closing at end of August and is moving into Columbia. They are doing some teach out and accepting transfers into their programs. The print volume transfer from Harrington matches what is currently being weeded from Columbia due to space constraints. Preparing to reinvigorate Friends and Advisory Boards.

Concordia University Yana Serdyuk (Director) – Library instruction has increased by 30%. Concordia is opening a campus in China. Students will attend in China for 2 years then transfer to the US program to complete/graduate.

Dominican University Felice Maciejewski (Director) - Just had another librarian resign. They are currently evaluating the position and will be posting for it. Their Admin Assistant of many years left. As they look forward to an accreditation visit they are updating the library classroom. There is a new provost and head of the Business School. They just had their HLC visit which went well and they are waiting for the report results.

Elmhurst College Susan Swords Steffen (Director) – It's been a rough year at Elmhurst. 70 people are leaving in June (positions span across the entire campus). They have started the search for a new president. The library is losing 3 positions (that were open/unfilled). They are looking to reorganize existing positions and professionals will begin doing paraprofessional work. A balanced budget will happen come July 1 and they will have an interim president. To assist the library is cutting all remaining print periodicals. They received and are preparing for the Assessment in Action grant from ACRL

Judson University Larry Wild (Director) - Enrollment has increased slightly. The time has come to prepare for launching a repository.

Kendall College Alexis Carscadden (Director) – Capital expenditure money was used for a security system. It was enough to cover RFID and they are fully tagged. They also purchased new tables for the library and academic success center. Their provost retired, a new provost was hired (from Spain) and starts next week. The culinary dean left and they are hiring for that position. They were audited by the Department of Ed and the visit was short/ended early because it went so well. Their HLC visit last fall went well.

Lake Forest College Jim Cubit (Director) - LFC just completed an internal review, the results and experience were great. They also completed work on a strategic plan and are currently working with faculty to develop an open access resolution to retain publication rights (LFC uses Digital Commons). Vote on the resolution is tomorrow and is anticipated to go well. The library had a great faculty scholarship reception last week. A few retirements are potentially coming up and they will consider a reorg at that time. Lake Forest is building a new science building.

Lewis University Andrew Lenaghan (proxy) – Andrew joined Lewis from Joliet Junior College 5 months ago. They are currently fighting space wars because the library instruction classroom was identified as a great location to videoconference with the Albuquerque campus. They are moving a teaching and learning center into the library. There are currently 2 positions open: instruction and outreach and a STEM librarian position being posted this summer. Currently all staff report to Director which is not efficient so they have identified a reorg structure and are redesigning job descriptions. Their president is leaving in 2016 and current administration has always been there with him. Positive change, but it is creating turbulence. The provost is very supportive of the library.

North Central College John Small (Director) – NCC just finished a program review. It went well and only minor adjustments are needed. They have the largest incoming class of tenure track faculty in the school's history with 22 incoming/being hired. There is no space for offices and the library is fighting to retain their group study rooms. NCC is building a 330 room dorm this summer and breaking ground for a new science building. The CARLI instruction group is using NCC to host a summer seminar, please attend if you can.

North Park University Matt Ostercamp (Director) - NPU just hired a new provost that starts July 1. Staffing transitions in the library continue, Katie Maier-O'Shea now reports to the president and IT reports to her and Matt was promoted from Associate Director to Library Director. The institution is filling 9 faculty positions this summer and there's hope that will include Matt & Katie's old positions. They are using this time to review job descriptions and create a strategic plan. The library just launched a new archives web site and a soft released a discovery layer.

St. Xavier University David Stern (Director)- David has been there for 8 months. The library has a strategic plan and stable administration. SXU has been declared an Hispanic serving institution (25% population) so they are completing paperwork as needed. SXU is opening a campus in Arizona (no physical library, there will be a “learning lounge”)The library will use an application called Vyew to share screens and support student work. They will be hosting the LIBRAS SIG meeting on LibGuides 2.0 next Friday. Work continues to embed the library into classrooms via guides, tutorials, etc. They are focusing heavily on teaching personal knowledge management. They are the first new LIBRAS institution moving into the Constellation repository once existing participants have been trained.

Trinity Christian College Tippi Price (proxy) - Marcy accepted another position and is leaving. With her departure Trinity will only have 2 librarians and the one paraprofessional position in the library has been cut. The institution is not filling the director position (the future of that position will be determined by fall enrollment numbers) so 2 people will be staffing/running the library.

Trinity International University Becky Frank (proxy) - TIU currently has no provost. They just hired an electronic resources librarian. They need a theological librarian, but that position has not been approved. They are beginning a print serial weeding project and are petitioning for a fund increase for journals and databases.

University of St. Francis Shannon Wenzel (proxy) - They are undergoing reorganization, but their administration is stable. They are combining the reference and circulation desks as they have had difficulty retaining paraprofessionals so they are reviewing using librarians in those roles. Just hired a new archivist and in 2016 they will open a new science building.

Wheaton College David Malone (proxy) - The YBP shelf ready project has hit a good stride which freed up the copy cataloguer to do broader metadata work (on electronic resources). Wheaton has an eresources paraprofessional position opening and a faculty position that has been open will be rewritten to be outreach/instruction. Annual planning focus is on internal review (last completed when they had a reorg 3 years ago). Library technology review and annual review of assessment are also coming up. The new CIO position has combined IT and Academic Tech departments resulting in good changes focusing on users and students.

Update on tax exempt status (Malone):

Work with the lawyer continues. Summary - 3 forms, 2 resolutions, 1 filing fee. Our options are to reestablish old organization or disband, declare bankruptcy and reorg (not recommended). To reestablish we need to submit all of our financial data/annual reports from when we were formed (1983) and forward-looking budgets (as digital copies). We need that paperwork, a form and \$400 filing fee. David proposed authorization of an email vote so we can move forward without waiting for the next directors’ meeting. The lawyer has requested the LIBRAS articles of organizations and bylaws as well as anti-nepotism and anti-conflict of interest documents signed. He suggests assigning a single person to be assigned to the project as opposed to the ever-changing executive committee.

Malone move to authorize email votes for board resolutions, Swords Steffen seconded. Approved.

Budget report (Meyer):

The budget is good and the 3rd round of continuing education applications are completely funded. There is a small amount of money currently left over which could be put aside for upcoming legal fees. Hospitality budget for annual meeting is good.

Annual meeting (Page):

The annual meeting is scheduled for May 27 (Wednesday) at North Park University. The time is undecided as the planning committee determines hospital needs.

- Suggested/planned agenda items:
 - Chicago Collections Consortium
 - Constellation/IELADU update and demo
 - Suggested: “The Library and...” covering how our libraries work with other departments across campus (IT, student success centers, etc.)
 - Do we know anyone who can speak on this? Rebecca will be sending out an email inquiry and requests to the Director listserv
 - Do we want to cater lunch? There is interest.

Annual election – call for nominating committee (Page):

President page requested volunteers to form the nominating committee. Susan Swords Steffen, Jim Cubit and Shannon Wenzel volunteered.

Open position(s): Vice- president/President elect (3 year commitment). Director desired for the next executive board.

LIBRAS 50th anniversary – plans for celebration, call for planning committee (Page):

LIBRAS was founded in December 1965 and it would be great to have a late fall celebration. President Paged called for 2-3 volunteers to plan the event (venue, food: Big party, small program).

A logo contest to update LIBRAS branding was suggested.

Jan Chindlund, Susan Swords Steffen, John Small, and Felice Maciejewski volunteered. Alexis Carscadden is also willing to assist.

Continuing Education report (Malone):

The 3 application phases received 29 requests representing 9 institutions. \$7460 has been distributed to date.

Constellation and ILEADU update (Weidner/Walker/Meyer):

- The project was funded by \$9,000 in grants and \$4,000 from LIBRAS and participating institutions
- Funds were used to hire a consultant to install the updated DSpace application on a server at NCC and implement code that allows for “multi-tenant branding” (institutional customization within the tool for each university)
- Currently in the final stages of testing with only 4 outstanding issues
- Go live scheduled for May 27/LIBRAS Annual meeting
- Documentation is being updated
- Elmhurst and Dominican are next in line for training/repopulation of their content
- St Xavier is first in line as a new institution.
- Hoping to use Columbia or Lake Forest for metadata from Digital Commons
- Need a sustainability plan
 - Will there be cost involved for membership/participation?
 - What funding does LIBRAS need to provide?

LIBRAS SIG updates (Page):

- Upcoming LIBRAS events:

- o Public Services SIG – “All You Want to Know About LibGuides v.2” – April 24 (Friday), 1:00-4:00pm, Saint Xavier
- o Mid-June Archives SIG potential program
- Events since the fall directors’ meeting:
 - o Collection Management SIG: November 18 – “Discovery Tools Now and in the Future” day-long webinar, hosted by Trinity International
 - o Collection Management SIG: February 18 – Occam’s Reader webinar; recording available: <https://www.cubbyusercontent.com/pl/Instant+Meeting+2015-02-18.webm/1611f9b9db5641308f7af120993e1b04>

Other Business:

“Library and...” Is a great annual meeting topic.

Chindlund suggested the planning committee consider using the pecha kucha model and be our own presenter(s).

There was a request to share Friends/advisory board experiences.

Feedback included:

- Very valuable, discussion and minutes are helpful.
- SXU uses them to advise their weeding project (it’s their ONLY opportunity to review what is getting cut).
- Reasons to not have one: when you do not want to heed the advice, how to not follow it without causing problems.
- Do not show them the budget.
- Library Committee at BenU is elected. Lake Forest's is appointed (chair is 2 years). Elmhurst has appointment through faculty council.
- SXU wants to establish a faculty group to advise an alternative to textbooks model.

Columbia has established library fellowships to create teaching objects, has first class of three teams to work on that.

Inquiry: Are you buying textbooks?

Responses included:

- Yes and hate it.
- 2 schools are doing it because they know the budget is being used on items that are guaranteed to get used.
- Issues identified: Copyright concerns, chapters getting ripped out, long lines at the scanner.

Adjournment: 11:59 AM by LIBRAS President Elaine Fetyko Page

Minutes: Amy Weidner, LIBRAS Secretary