

LIBRAS Spring Director's Meeting
April 25, 2016
10 am- 12 pm
Kendall College

Present:

Alexis Carscadden, Kendall College; Jan Chindlund, Columbia College Chicago; Kathy Clark, Aurora University; Elaine Fetkyo Page (Past President/Continuing Education Coordinator), Elmhurst College; Jack Fritts, Benedictine University; Cathy Mayer, Trinity Christian College; Andy Meyer (Treasurer), North Park University; Rebecca Miller (President), Trinity International University (proxy for Rob Krapohl); Michelle Oh (Secretary), Lake Forest College (proxy for Jim Cubit); Matt Ostercamp, North Park University; Melissa Proulx (Communications Director), North Central College; Lisa Richmond, Wheaton (via phone); Caroline Seitmann, Dominican University (proxy for Felice Maciejewski); Yana Serdyuk, Concordia University; John Small, North Central College; Susan Swords Steffen, Elmhurst College; David Stern, Saint Xavier University; TJ Urbanski, Lewis University; Shannon Wenzel (Vice-President), University of St. Francis

10:02 Rebecca calls meeting into order

Approve meeting minutes from fall and spring 2015

- Approved with minor corrections submitted by Jan Chindlund regarding notes and spelling related to Columbia College

Discussion about re-appointing a LIBRAS Archivist

- LIBRAS has not had an archivist in the last couple years
- Rebecca Miller noted that the process of dealing and renewing our non-profit status, having an organized archives would have been useful
- Melissa Proulx said we have only one finding aid
- The Executive Board visited the archives located at North Park University and some items could be discarded
 - About 15 boxes are housed at North Park
 - Andy Meyer has files going back to the 1980s regarding financial data
 - Elaine Fetkyo Page has a box of materials that also should go to the archive
- John Small asked if we wanted to ask the SIG Archives group and whether all materials should be in one physical location
- Matt Ostercamp is fine hosting physical archive, but archivist would not be able to deal with the records and processing on her own
 - It would be helpful to get direction from LIBRAS about what we want in this archive or what kind of work, like creating finding aids or digitization
- John Small asked if this is something the intern program at Dominican could take over or if this is something that the Archives SIG could take over
- Matt raised questions to consider before moving forward
 - What do we want in this archive?
 - What records we want to go forward?
 - What do we want to keep?
 - Maybe we could do a survey about this?

- The archives are all physical, though we do have documents on the LIBRAS website
- We took a quick raise of hands to identify institutions that have archivists on staff, many institutions present indicated they do
- Elaine thinks that we can make this an expectation for the Archives SIG
- Shannon Wenzel will follow up with Archive SIG leader Gloria Henderson and about taking this on and making a strategic plan

Discussion about continuing education funding

- Reminder about prioritizing funding
 - Elaine suggested updates discussed at the Executive Board meeting regarding continuing education forms and how to clarify guidelines due to some confusion about funding amounts
 - We received a landslide of applications this year
 - We followed the guidelines, but often ended up giving less funds per person to fund more people this year
 - Some individuals applied for funding twice during the fiscal year and in these cases we approved them only once
 - Rebecca shared an example of someone who submitted two applications, but would likely have only submitted one application for a larger sum if this person had been more aware of the guidelines
 - The continuing Education Coordinator will begin emailing directors regarding staff approvals and will add this information to the form
 - Andy reminded the group that people must apply for funding before attending an event, rather than apply for funds retroactively
- Question about whether reimbursement checks should be sent to individuals or schools
 - Currently, the LIBRAS treasurer sends checks to both individuals and institutions; Andy asked how the directors feel about this practice?
 - This question is coming up as a review of our financial policies, not because of a current problem
 - Some directors prefer to receive institutionally addressed checks: Yana Concordia, prefers institution—the library specifically, as well as Wheaton, and North Central
 - David Stern suggested we add a check box to the form to clarify who the check should be mailed to
 - Elaine will add this to the continuing education form

Nominating committee for next year's executive committee

- Rebecca asked for volunteers and David (Saint Xavier University), Jan (Columbia College), and Susan Swords Steffen (Elmhurst) volunteered
 - David has not been on this committee before and would prefer not to chair this
- The goal is to have nominees ready before the Annual Meeting on Thursday, May 18
- Susan offered to contact the nominating committee regarding guidelines and other details from her experience on this
- Jan proposed that we try to get nominations earlier than this time of year, in the future
 - Susan shared that she has done different timelines and has not found any advantage to a specific time period

Check to see if everyone is receiving Director's listserv emails

- A brief discussion began about updating the LIBRAS listserv with contact information
- Jan asked about whether we can update our list of contact information
- David asked whether there should be an annual note about updating this information
- It was generally agreed that updating the listserv would be useful
- Melissa Proulx asked whether we should directly add people or if directors want to decide how to add individuals (force add or have directors forward reminder to their staff)
- Matt asked if we could get emails of people at North Park on the list
 - Melissa will share an excel list of subscribers and directors can clean up the list by institution

Vote on Roosevelt's application

- David asked if this would pose any issues to LIBRAS, but Rebecca noted that this will not cause us to lose non profit status with the addition of their dues
- Jan is in favor and mentions that they are offering additional meeting space
- Susan Swords Steffen asked about sizes related to LIBRAS membership or a larger institution, but thinks that this does not exist as a criteria anymore
- David asked if they have a depository software or want to use LIBRAS options
 - Caroline Seitmann said Roosevelt approached Dominican about this and expressed interest in using LIBRAS programs
- Vote—yes!
- A brief discussion about when Roosevelt should be added to LIBRAS and when to collect their membership dues
 - They will be welcome to the Annual Meeting this year, but will not have to pay dues until next year

Update on tax exempt status

- Rebecca shared updates from David Malone about resolution of back taxes and becoming tax exempt
- We did not receive updates in writing from the lawyer who is working on this, so we don't have voting items now but we can try for this fall
- Jan asked if we could vote electronically
 - Rebecca said we could do this depending on whether we want discussion at an in person meeting
 - Matt added that if we do electronic vote there may be additional guidelines like all votes/unanimity from his experience on other nonprofit groups
- LIBRAS does not owe any back taxes
- John mentioned we should do something to acknowledge David Malone's hard work on this after this ends and there was agreement on this

Update on budget (Andy Meyer, Treasurer)

- Overall our budget is strong
- Andy went through various fees on budget update (appended to this document)
- LIBRAS has a reserve of over \$7700

- Rebecca asked about how much we should have in the reserve
- Andy is unsure, but we could spend this down more next year
 - The reserve is not accruing interest, so not sure what advantages would be to keeping a larger reserve

50th anniversary / annual meeting

- Rebecca shared the date of the meeting Thursday, May 19th and the speaker Brian Bannon will speak on the topic of the future of libraries
- Susan will be in touch with Melvin George to see if he can participate and will see if he would be willing to speak about the history of LIBRAS
- Lisa Richmond asked if we are inviting past LIBRAS members
 - Some conversation about whether we want to do this and how commenced
 - Rebecca can send out a note that people can share with former members
 - Susan thought we could put a note on the IACRL website to publicize the event (though there is small risk of “crashers”)
 - TJ suggested posting something on the CARLI website
- Elaine asked about inviting former Melvin George Award winners
- Rebecca asked if we want to invite library school students from Dominican, this was met with positive response and Rebecca will look into this
- Costs will be determined by number of guests who RSVP
- Caroline reported on the meeting’s scheduled presentation on the LIBRAS archives
 - Digitized founding documents, old brochures, logos, photos up on an Omeka site and will be sharing this at the meeting
- Matt asked if we want to take photos of the event or other materials to add to the archives
 - Maybe get a photo of directors present, previous members
 - Should we get a photographer (i.e. a student from Colombia) so we could use images from the website and the archive and try to be intentional about the day?
 - Jan will see if Colombia’s staff photographer is available for that day

SIGs report (Shannon Wenzel, Vice-President)

- Archives
 - Held meet and greet event at University of St. Francis, but no people attended
 - Organized event at the Chicago Film Archives with 4 attendees
- Public Services
 - OER and LIBRAS Libraries even was held at North Park in the fall with 21 attendees
 - “Improving Relevance, Outreach and Promotion of Public Services” event had 7 attendees
- Technical Services
 - Webinar “It Takes Two: Technical Services and Public Services Collaborations” held at Trinity and had 11 attendees
 - “More with less: Making the Most of Tight Resources” event at Wheaton had a turnout of 26 attendees
- Web Services
 - Event at Dominican “Change Management: Bridging the Digital Divide” had approximately 18 people in attendance
 - There was only one event because the SIG Chair left a LIBRAS library for a non-LIBRAS library position

- Overall really good range of topics, with archives it's tougher because there are fewer archivists, but the other events are broader
- David asked about non-attendance based assessment about the events
 - Currently, Shannon said we don't have these measures in place but could look into this
 - David shared that his institution would like more satisfaction based feedback to help justify sending people to these events

Reminder about Constellation

- Melissa Proulx brought up a suggestion from the last Executive Board meeting to form an ad hoc Constellation group formation
 - Each institution will need to identify the point person(s) who are running Constellation
 - If you have an instance of Constellation, the person in charge of this would default be on this committee
 - Sometimes people begin an instance of Constellation and Melissa does not have without a contact or point person and the formation of this group will resolve this
 - David thinks this would be great and asked about whether Constellation could have subject vocabulary
 - John asked if this should be a SIG
 - Susan thinks it should be a more formal group
 - David asked if he could move to form a Steering Committee that includes contact person from each institution
 - John asked to add friendly amendment to have Melissa's role be the ex-officio chair of this group
 - A vote was held and they approved the group
 - Congratulations were extended to Melissa on her new chairship

Directors' reports on their school

Lisa Richmond, Wheaton

- Dave Malone is leaving for a new position
- New Provost is coming and updates on other staffing changes were shared

Yana Serdyuk, Concordia University

- New dormitory, construction should start this summer
- Concordia is covering the full amount of student MAP grants this year hoping they will get it back, no plans yet for next year
- Other than that, no changes

Alexis Carscadden, Kendall College

- New leadership team that includes a new interim President and new Provost from Spain
- The new Provost sent Alexis to Spain to learn from a team there
- Kendall is leaving CARLI a year early in July 2016 and was the last school in CARLI that was for profit
- This will result in a new library system, new databases, POLARIS, new everything
- New campus for the hospitality school
- The library also got LibGuides

Jack Fritts, Benedictine University

- Lots of changes, a new President began last summer
- Things are slowing down and the school is developing plan to increase full time faculty and reduce adjuncts
- There is a new strategic plan and needs to fit library plan into this
- Provost will be leaving next year and national search will start next summer
- Then new dean searches will take place as 2 out of 4 have been interim
- New librarian at MESA campus has been there for a month and a half and they are trying to build up the actual space
- Springfield campus librarian is retiring and all undergraduate programs there will be gone by August, but there is still an institutional commitment to having a librarian there, adult and continuing education programs continue and are moving more online
- Two people left from the Lisle campus, positions are approved, but can't start searches until after budgets are approved

John Small, North Central College

- New Dean may become new Provost
- Now have a provost and three actual deans
- A college and two schools are new so structure is changing
- A dorm has been opened
- New buildings will help with space issues
- New coordinator, new archivist, and Melissa Proulx in the library all hired this year
- Same issues with MAP grants that other colleges are facing

Jan Chindlund, Columbia College

- New strategic plan, has been rigorous process
- New searches of Dean, Online Learning person has been chosen
- Center for Black Music Research has been hired and reports to library dean, looking for staffing for non-library and archive responsibilities
- From a space standpoint, Columbia is building campus center for students expected for 2018-19
- Space in library—library is partnering with Student Success (Student Affairs renamed) will be taking over exhibits, but will be working closely together to bring interesting new exhibits that the library didn't have before
- This was the first year for the Library Fellows program and had three pairings this year of faculty with the goal of making learning objects
- Columbia is in China now and looking for students
- Had an in-service last summer with Illinois Institute of Technology (IIT) and learned a lot from them about working with international students
- Working with Chinatown library branch
- The library is entering into a mentoring program, to be mentors to Chinese students

Michelle Oh, Lake Forest College (proxy for Jim Cubit)

- The college is covering MAP grants for our students this year
- We're currently in the process of looking for an Electronic Resources & Serials Librarian
- There were two retirements this year with our Serials Librarian and our Interlibrary Loan Coordinator leaving, taking with them over 50 years of experience together

- We've also reorganized and redistributed responsibilities, for example, Michelle is now the Government Documents contact

Caroline Seitmann, Dominican University

- 200 students attended a rally for MAP grant funding and got press for being a vocal enthusiastic group
- Lost the technology librarian this year
- Sponsored Illinois conference of AAUP a couple weeks ago
- New major and minor in informatics, which will be good for library
- New nursing and PA (physician's assistant) programs
- Dominican Order is celebrating 800th jubilee, displays highlighting notable sisters
- Three undergraduates received a new research award the university is giving

TJ Urbanski, Lewis University

- Finished reorganization of the library and the University is starting a larger reorganization
- The reorganization brought new job descriptions in library, previously there was a flatter structure with more people reporting to the director, but now there is a head of public and technical services
- The library has worked hard to get into First Year programs
- This year, the librarians got the highest marks for helpfulness and pleasantness for this, first time TJ has gotten this kind of survey information
- Will be able to get more robust survey later
- Moving away from traditional reference desk (named "research desk" at Lewis) and having office hour structure, but with people still at the desk
- When students register, they will now automatically get assigned a librarian

Susan Swords Steffen, Elmhurst College

- Same MAP problems as other institutions
- Last year 70 people left the college through retirements and layoffs
- Down 5 positions in the library at various levels, anyone who leaves does not get replaced, but have been replacing evening hours for reference
- May need to reduce hours at the library
- New President is coming and Provost is leaving
- Incoming President has had many roles and experiences of leadership at different colleges
- Elmhurst is involved with Digital Images, working with 50 schools across the country (JSTOR/ARSTOR)
- ACRL assessment in action this year, qualitative assessment, methodology and interaction to come up with community values to use this to come up with qualitative results, hope is to come up with value statements to assess information literacy requirements

Matt Ostercamp, North Park

- Leadership changes, half senior team will be new next year including new Dean of Adult Learning, new Head of IT, new Dean of Online learning, and Matt is the new Library Director
- Reorganized the library last year
- Will be getting a new librarian when Andy graduates from library school this spring
- Instruction program has been maturing, trying to communicate that to faculty, starting to see more multiple sessions with the same classes

- Looking at the first floor of our library and thinking about dramatically reducing print journals
- There are plans to partner more closely with tutoring and writing centers on first on the floor
- North Park University is celebrating it's 125 anniversary and is using archives for this, which is exciting
- The university is excited to have a new partnership with St. James Cathedral, a Swedish Episcopal congregation and events are planned for this weekend

Cathy Mayer, Trinity Christian College

- Cathy became the new library director 4 months ago and is spending a lot of time learning
- There were layoffs last year and some more coming this year, including possibly faculty
- Access Services Librarian has left, but the library has an administrative assistant who is in library school and has taken on some of these additional responsibilities, which is great for the library

David Stern, Saint Xavier

- The President, who was on the board of IHSBE, is retiring and has been a great advocate for libraries, so that will be change
- Provost passed away this year
- Ursula Zyzik is retiring from the library staff
- Gave up several library staff members and 2 librarians are currently on sabbatical
- Reorganized library space with student input—students wanted library to be a quiet space
- Saint Xavier did not have Reference Desk when David started, but has since instituted a desk and questions went from 65 to over 3000 and thinks the questions are being asked because a librarian is present
- A new campus may be coming (Gilbert)
- ELS language program is expanding along with Graduate school of management
- 5% library budget cut, but may be worse depending on MAP
- Cutting some databases, but the library did some studies and think this might help reduce interlibrary loan requests for items indexed that students might not need
- Embedding into Philosophy courses
- IR (institutional repository) is expanding like crazy with student work and faculty work
- Zotero is taking over, people are buying into this (the library is no longer offering Easy Bib and is not pushing RefWorks)
- OER, clearinghouse of faculty resources, will be having a faculty fair
- School is finalizing an emergency plan

Kathy Clark, Aurora University

- Kathy has been the new director at Aurora for 2 months
- University is covering map grants this for year and next
- 5 of 11 library staff members have left since January and not sure if these will all be filled
- Opening new library at their Wisconsin campus

Shannon Wenzel, University of St. Francis

- Staffing cuts are coming and University is covering map grants
- Reorganizing staff reporting (similar to TJ's)

- Spaces are changing on campus and taking a parking lot, the nursing college will be moving and this may help free up space
- USF is in big flux
- The library is reducing summer hours quite a bit to shift funds to the fall semester
- There is talk about closing the library on Saturdays during the academic year

Rebecca Miller, Trinity International (proxy for Rob Krahpol)

- Rebecca reported that there are 2 open positions at the library
- Additional changes coming are that the Head of Tech Services will be leaving and the Archivist & Reference Librarian is retiring after over 20 years
- Trinity's library has had a flat budget for last couple years, which has really been like cuts
- The staff has reduced significantly since Rebecca started at Trinity

Formal meeting adjourned at 11:35 pm, additional discussion about library hours, assessment, course management systems, and other impromptu topics continued.

2015-16 Budget Update

		Budgeted	Spent	Committed/Projected
Assets	Cash in Checking Account (9/1/2015)	\$16,718.64	\$16,718.64	
Income	Membership Dues	\$8,500.00	\$8,500.00	
Expenses	Continuing Education	\$6,500.00	\$2,664.20	\$4,000.00
	Professional Development Grant	\$500.00	\$0	-
	Research Grant	\$300.00	\$0	-
	Events and Programming	\$2,000.00	\$550.38	-
	Communications Technology	\$200.00	\$122.87	\$50.00
	Miscellaneous	\$0.00	\$0	-
Unique Expense	50th Anniversary Speaker	\$1,000.00	\$0	\$1,500.00
Unique Expense	Law stuff / Non Profit Status	\$10,000.00	\$3,700.00	\$6,300.00
Overview	2015-16 Income	\$8,500.00	\$8,500.00	\$0
	2015-16 Expenses	\$20,500.00	\$7,037.45	\$11,850.00
	Difference	-\$12,000.00	+ \$1,462.55	-\$10,387.50
	Cash in Checking	\$4,718.64	\$18,181.19	\$7,793.69

Overall, our financial picture remains strong. We are underspent in some areas but also expecting and planning for some major end of year expenses – continuing education reimbursements, 50th Anniversary lunch, and some major legal/accounting fees. The “Spent” column reflects our actual spending for the year – the committed/projected column tries to show committed expenses (approved continuing education applications awaiting reimbursement and legal fees to which we are committed) and other projected expenses.