

Ohio State University Libraries
Faculty Meeting
October 12, 2000

MINUTES

Call to Order. The meeting was called to order at 3:15 p.m. by P&P Chair, Lucy Caswell. New professional staff were then introduced: Emily Tock began July 31st as Assistant Professor and East European and Slavic Studies Librarian in LAS; Amy McCrory began August 31st as Project Archivist (A&P) at the Cartoon Research Library; Jane Duffy began August 31st as Assistant Professor and Physics/Astronomy Librarian at SEL; Angela Gooden (former Resident Librarian) began September 1st as Assistant Professor and Chemistry Librarian at SEL; Kaye Madden began on September 6 as Senior Development Officer; and Laura Tull began October 2nd as Assistant Professor and Systems Librarian in the Information Technology Division.

Director's Report. State of the University. President Kirwan's State of the University address to the University Senate focused on the University's new Academic Plan. The Libraries is prominently featured in the Plan, including the provision of \$2.5 million over the next five years for library material expenditures, as well as the identification of the restoration/renovation of Main Library as a priority for the University. In general, the plan emphasized improvement of the quality of life for Faculty and Staff; it is hoped that the compensation level can be raised an additional 2.5% above the regular rate of 3-4%.

Director's Priorities. He was asked by the Provost to submit his priorities for 2000/2001; the document will be added to the Staff Information portion of the Libraries' Web site.

Reorganization. He is pleased with the results of the administrative reorganization undertaken over the past few months; it's early yet, but the members of the Executive Committee appear to be working well together. In addition to changing the administrative structure, the membership and function of the Administrative Staff Conference underwent revision. The membership was broadened to include more of the Libraries' supervisory personnel, and it is planned to have fewer, but better, meetings.

Fund Raising/Development. The Libraries is faced with an excellent opportunity to raise the level of gift giving in general and hopefully be able to maintain a higher level even after the major fund raising portion of the renovation project is completed. Following a long and careful search, Kaye Madden was selected for the Senior Development Officer position; Kaye and Shannon Tippie are an excellent team to spearhead our fund raising efforts.

Main Library Restoration/Renovation. The restoration/renovation of Main Library is in the beginning planning stage. To aid in planning for short term renovation, two committees were appointed--Facilities Improvement Committee (FICom) and Stacks Improvement Committee (SICom); early recommendations are expected. Among the improvements that are anticipated are new carpeting and refurbishing of public furniture.

In relation to the major renovation project, a University committee to plan for the Architectural Feasibility Study has been appointed. The committee plans to have a Request for Proposal (RFP) issued by mid-October, with a architectural firm on board by January. Three to six finalists will be invited to campus to make presentations; it is hoped that open meetings will be scheduled for all interested parties to attend.

Digital Initiatives. He would like the Libraries to take more of a leadership role in digital initiatives, particularly in the

area of the digitizing and indexing of "invisible" collections, publications, etc. A Task Force on Digital Projects, chaired by Wes Boomgaarden, has been appointed; their first two projects are dealing with the Foxe Collection and molecular spectroscopy materials.

Administrative Services Report. A&P Recruiting. The resignations of Karen Carroll and Roger Stockdale provided an opportunity to reassess the assignment of the Libraries' fiscal/accounting functions. Much of Roger's work has been absorbed by LaTina Moss and Lila Carpenter, and a single position for a Senior Accountant will be recruited. A second position for a Program Coordinator, Libraries Communication, is also being advertised. This position will work with Libraries Development and University Communications to develop a theme/look for the Libraries that will be used for internal and external communications, as well as other public relations activities. Position descriptions for the two positions have been posted on the Libraries' Web site.

Fall Quarter Hiring of Student Employees. To date Human Resources has processed 245 new and returning student employees. A variety of methods were used for recruitment--ISD had an information table outside the entrance to Main Library during Welcome Week; the Libraries had a table at the Job Fair; positions were posted on Job Boards; a banner advertising student jobs was hung over the entrance to Main Library; an ad was placed in the Lantern; and ads were placed in dorms.

Faculty Recruiting. There is one Faculty search currently underway for Head of the Music/Dance Library. The Search Committee, chaired by Nena Couch, is scheduled to have it's first meeting during the week of October 16.

Libraries' Budget. A working document covering the Libraries' budget for 2000/2001 has been approved by the Executive Committee and was presented and copies distributed at the Administrative Staff Conference meeting on October 9. Additional copies are available from Linda Gonzalez.

Refurbishing of the ASD Office Area. The reception area in ASD will be reorganized and new furniture will be installed; both Marilyn Orlando and Sonja Thompson will be housed in this area. The reception area and hallway leading back to the Director's Office is scheduled for painting and the installation of a new ceiling beginning the week of November 1. A new office will be also be constructed for Marilyn Willhoff in the area close to where Marilyn Orlando is currently located; this work is scheduled for completion prior to Thanksgiving.

Electronic Calendar. The Netscape electronic calendar is being used to schedule the three meeting rooms in Main Library, as well as to schedule meetings, etc. for Administrative Services personnel and the Executive Committee. It is anticipated that at some point in the future, an electronic calendar will be made available for everyone.

Information Technology Report. IT Update. An Information Technology Update session was held on October 10. The PowerPoint presentation used during the session has been posted on the Staff Information page of the Libraries' Web site; notes taken at the session will be written up and posted on the Web as well.

Server Problems. An individual from the University's Office of Information Technology will be brought in to help with diagnosing problems that are occurring with the Thurber server.

IT Priorities. The Information Technology Division has been working on identifying priorities and has asked members of the Administrative Staff Conference (ASC) to make suggestions in this regard. When priorities have been finalized, they will be reported at a future ASC meeting.

Committee Reports. Beginning this year the Libraries' Standing Committees will make reports during the first four Faculty Meetings of the year; the Governance Committees will report at the June meeting. The committees scheduled to report today are the Diversity Committee, the Exhibits Committee, and the Social committee.

Diversity Committee. The Diversity Committee is chaired by Pat McCandless; other members are Dorothy Auchter, Linda Gonzalez, Leta Hendricks, Marty Jamison, Beverly McDonald, and Toni Morrison. The Committee has focused on two programs--the Resident Librarian and the joint OSU/KSU Fellowship.

The Residency/Intern Program has been in operation for 10 years. All past participants were surveyed; as a result, the program was changed from an Internship to a Residency, and it was named for Penny Key. In addition, the focus of the first year was changed to be more project oriented. Angela Gooden was the first incumbent under the newly named program. She left the program before her second year to accept the position of Chemistry Librarian in SEL; recruitment is underway for a new Resident Librarian.

The joint OSU/KSU Fellowship covers tuition plus a stipend for one year. Angela Guice recently completed the program and has accepted a position with the Health Sciences Library. Applications are being sought for the next recipient; there is a requirement that applicants must have been admitted to the program before they are allowed to submit an application.

Exhibits Committee. The Exhibits Committee is chaired by Lucy Caswell; other members are Rai Goerler, Shaun McMurdie, Geoff Smith, Shannon Tippie, and Jane Witherspoon. There is a standing policy covering materials to be used in exhibits either here or elsewhere and a loan agreement form which needs to go through the Exhibits Committee. In the past there have been four exhibits per year, but that is changing to three per year. The schedule of exhibits for 1999-2002 is as follows:

Winter 1999	Pots from the Past (curated by Jim Murphy)
Spring 1999	The Book of Martyrs (curated by Jim Bracken)
Summer 1999	The Studer Years (curated by Lucy Caswell and Rai Goerler)
Fall 1999/Winter 2000	The Many Missions of John Glenn (curated by Jeff Thomas)
Spring 2000	The Cold War (curated by Laura Kissel, Rai Goerler, and Tamar Chute)
Fall 2000	Echoes in the Ice (curated by Laura Kissel, Lynn Lay, and Tamar Chute)
Winter 2001	1901 (curated by Lucy Caswell)
Spring/Summer 2001	American Avant: First Wave (curated by John Bennett and Geoff Smith)
Fall 2001	Ohio Stadium (curated by Tamar Chute)
Winter 2002	Helen Alkire (curated by Nena Couch)
Spring/Summer 2002	American Avant: Second Wave (curated by John Bennett and Geoff Smith)

Plans for 2003 will center around Ohio's Bicentennial; anyone with ideas for interesting topics, etc. to be covered should contact one of the members of the Committee.

Also under discussion by the Committee are ways to improve the area available for exhibits in the Main Library, as well as movement into the area of virtual exhibits.

Social Committee. The Social Committee is chaired by Reggie Brown; other members are Magda Bell, Jana Drvota, Nick Felt, Beverly McDonald, and Sally Muster.

During the year the Social committee sponsored the following events:

September 20	Quarterly Birthday Party
September 27	Retirement Party for Diana Druback
December 13	Quarterly Birthday Party
December 16	Holiday Party
May 10	Quarterly Birthday Party
June 1	Student Appreciation Day
June 21	Retirement Party for Jean Ives
July 26	Retirement Party for Gay Dannelly
August 23	Retirement Party for Norma Bruce and Tom Heck

Role and Function of the P&P Committee. Lucy Caswell led a discussion of the role and function of the Planning and Policy Committee. It is the current committee's understanding that P&P should serve as a conduit for information both to and from the Faculty and the Administration. That being the case, methods and practices that will ensure that passage of information need to be put in place. All Faculty are encouraged to suggest topics for discussion by P&P and are welcome to attend P&P meetings, with the exception of executive sessions. A schedule of P&P meetings for the year will be distributed to the Faculty, suggestions for Agenda topics will be solicited prior to each P&P meeting, and the resulting Agenda will be distributed to libfac prior to each meeting.

The Committee had originally been constituted in response to Faculty Rule 3335-3-35, which requires that such a subgroup of the Faculty be in place in each Academic Unit. At the time there had also been concern that the Administration wasn't in touch with Faculty concerns and issues, and there appeared to be little upward flow of information from the Faculty to the Administration. The initial intent then had emphasized the upward, rather than downward flow of information. The Faculty were also reluctant to speak up directly for fear of retaliation. Having issues/concerns flow to the Administration via the Committee rather than from an individual also provided a mechanism for Faculty, particularly untenured Junior Faculty, to have their concerns addressed without fear of negative consequences.

Joe Branin indicated that he takes the role of P&P very seriously and has made a practice of consulting with P&P and bringing concerns to the Committee for discussion/resolution. A question was raised as to whether P&P serves in place of the Faculty or if they consult with the Faculty. Lucy Caswell, current Chair of the committee, and Past Chairs attending the meeting stated that this issue is handled on a case-by-case basis. With specific regard to the recent administrative reorganization, the Director had met extensively with a variety of groups--including the direct constituencies that were involved--and P&P did not feel the delay that would be required to involve the entire Faculty was warranted, in view of the Director's desire to move ahead.

Lecture Committee Report. Beau Case is serving as Chair of the newly constituted Lecture Committee for the Libraries; other members are Carol Diedrichs, David Lincove, Betty Sawyers, and Ruth Sesco.

It is intended to have three to four presentations per year, some specifically directed to library issues and others having more general appeal to the University community at large. The first in the new series was held on October 9 and featured Elizabeth Roderick from the Library of Virginia discussing digital initiatives at that library. The Committee is also initiating a new series of Professorial Lectures given by Faculty who are promoted to Full Professor. Rai Goerler will present "A Search for Value: An Analysis of Popular Interest in Richard Byrd's First Antarctic Expedition, 1928-1930" as the first in this series. The lecture will be from 3:00-5:00 p.m. on Monday, November 6 in the Faculty Club Grand Lounge.

Suggestions for possible speakers will be welcomed by the Committee; contact any of the members directly or send [e-mail](#) to the Committee as a whole.

Adjournment. The meeting was adjourned at 4:45 p.m.

Betty Sawyers
Faculty Secretary