

Ohio State University Libraries

Faculty Meeting

February 8, 2001

MINUTES

[Call to Order and Announcements](#)
[Director's Report](#)
 [Personnel Issues](#)
 [Main Library Renovation](#)
 [Fund Raising](#)
 [Teaching and Research Responsibilities](#)
[Administrative Services Report](#)
[University Senate Report](#)
[Committee Reports](#)
 [Staff Advisory Council](#)
 [Collection Advisory Council](#)
 [OSCAR/OhioLINK Users Committee](#)

1. Call to Order/Announcements. The meeting was called to order by Lucy Caswell at 3:10 p.m. The Minutes of the December Faculty Meeting were approved as written. Steve Rogers announced that the Campus Campaign will begin the second week of March; he and Noelle Lydic are serving as Co-Chairs of this year's campaign. The Spring Book Sale will be on May 2-4; review for Collection Managers will be the week of April 16. Due to a conflict with the ALA meeting, the June Faculty Meeting will be on June 7th rather than the 14th.

Those faculty members who were recently approved for tenure and/or promotion were introduced.

| | |
|---|--|
| <u>Reappointment for 5th Year:</u> | Dorothy Auchter, Nancy Courtney, and Ruey Rodman |
| <u>Tenure and Promotion to Assistant Professor:</u> | Cynthia Preston |
| <u>Tenure and Promotion to Associate Professor:</u> | Beau Case and Marian Shemberg |
| <u>Promotion to Associate Professor:</u> | Marguerite Weibel |
| <u>Promotion to Professor:</u> | David Lincove |

There will be a formal recognition ceremony later in the year, as well as a Professorial Lecture.

2. Director's Report. Personnel Issues--There is likely to be 10-30% increase in health care costs. The University believes there is a definite need for a compensation increase, but State support is likely to be tight for next year; the Libraries, if allowed by the University, is intending to provide an additional 1% to whatever is provided by the State. Changes to performance evaluation procedures have been put in place this year. A number of existing positions are being reclassified to reflect more accurately the duties being performed; classification specifications will also be reviewed for revision.

Main Library Renovation. Wes Boomgaarden reported that the Architectural Feasibility Study is underway. As has been said previously, this is really a "planning" project with input from architects and everybody else.

In January, the architectural team of URS and Shepley Bulfinch Richardson and Abbott (SBRA) was selected to perform the Study. [URS](#) is a Columbus firm that has done a significant amount of work on campus, and has done

libraries, including the Cleveland Public Library renovation. [SBRA](#) is without a doubt the most well-known library architectural planning firm in the U.S. SBRA's architects--Wendell Wickerham and Alexander (Sandy) Howe--will be our primary contacts in this process. They've worked on planning projects with scores of large libraries in the past years.

The initial plenary meeting was held on Thursday, February 1, 2001, with Scott Conlon of Facilities Planning and Development, Wendell Wickerham of SBRA, Randy Kirschner of URS, and Wes Boomgaarden, Joe Branin, and Kaye Madden from the Libraries. The major purpose of the meeting was to set the monthly benchmarks for what will be accomplished this year. The primary deliverable to Ohio State from URS/SBRA will be a report submitted later this year. The goal for submission of that report is November 2001.

As part of the process, SBRA personnel (Wickerham and/or Howe) plan to travel to Columbus seven or eight times yet this year. Their visits will roughly match the following phases of the project:

- **Phase 1**--Data gathering from external sources has already begun; this will include research on many library building/renovation projects and visits to some recently-completed libraries. This phase will involve some travel, which Joe and Kaye will mix in with development activities.
- **Phase 2**-- Data gathering on campus will begin soon. The dates of April 5 - 6 (Thursday and Friday) are being set for a series of "Town Meetings" and other methods to allow all constituencies to air concerns and wishes for the renovated library. This phase may include focus groups, small group discussions, smaller open meetings, in addition to the larger "Town Meetings"; details of how to handle these meetings is under discussion. SBRA has led many similar open meetings and will do so here at Ohio State. We plan to discuss this and other communication on campus with Library Council, beginning this Monday, with the thought that the Library Council should have a leading role in this effort. Library Faculty and Staff are, of course, invited to any and all of these meetings, but we really want to hear from faculty and students who have a stake in the library.
- **Phase 3**--"Programming", in which there will be a full discussion of what functions, collections, operations would reside in a renovated Thompson Library building; what numbers of seats should be available; what "wish lists" might be included. Details such as square footage assignments will come later. This programming is tentatively scheduled for May 3 - 4 (Thursday and Friday). This will be led by SBRA/URS (Wickerham, Kirschner) and will include personnel from the Libraries, Feasibility Study Committee, Facilities Planning and Development, Physical Facilities, and others as needed.

By the end of May, SBRA expects to have passed through this initial programming stage. [May 15 - 16 (Tuesday and Wednesday): review this draft on campus (Wickerham, Howe, Kirschner). This "milestone" is to be completed by the end of May.]

- **Phase 4**--Conceptual planning and drafting will begin in June, with the beginnings of conceptual diagrams, identification of basic adjacencies, and consideration of options. This phase will continue over the summer, with visits by the architects on a monthly basis. This is where the better-than-ballpark cost estimates begin, and where the images to be used in fund-raising get better.
- **Phase 5**--In the Fall, beginning in late September or early October, the phase in which the SBRA plans are tested and sold will begin. This is where the architects begin "Selling the Plan" and, most importantly, getting feedback as the campus gets back to work in the Fall. SBRA will make presentations to various groups on campus in late September/early October, including the Council of Deans, President's Cabinet, student groups, and others.
- **Phase 6**--The completion phase is expected in late October/early November; the firms' deliverable--a report with words and images--is sought by the end of November.

What the Plan will look like is the great unknown: will it include additional square footage in the form of an addition to the building? Maybe, but the Capital Budget Space Facilities Committee here on campus cautioned us just two weeks ago not to expect this, since the State of Ohio generally does not like to fund projects like this that increase the

net square footage of existing buildings, with "net increase" being the key phrase.

Communication about the project around campus and the region is increasing. A press release related to this work is in draft by Chiquita Mullins Lee, Communications Coordinator. The "suggestion" link on the Libraries' homepage delivers about three to five renovation suggestions per week. Channel 10 covered the story early in February, and *the Lantern* has sent reporters to interview library administrators.

Fund Raising. Joe Branin reported that right now fund raising is taking up as much as 40-50% of his time involving both local events and travel; he visited Florida in January and there are plans for trips to Boston, New York, and California. Although the major thrust at this time relates to the renovation of Main Library, he hopes that the momentum gained through this effort will continue in the future. It is his belief that libraries with significant endowments will be the most successful in the future.

Donations are of two types--small gifts from a large number of sources and major gifts from a small number of donors. The latter category generally accounts for 80-90% of the total, but the small gifts are important as evidence of support and commitment from the community being served.

Teaching and Research Responsibilities. The Office of Academic Affairs has indicated that the Libraries' documentation of teaching performance needs to be strengthened; he plans to meet with the Committee on Appointment, Promotion, and Tenure to discuss the issue. Participation in the UVC program, course-related instruction, one on one reference assistance, etc. fall within this category.

The Libraries' has not done much with sponsored grant research with sources such as the IMLS (Institute of Museum and Library Services) or NSF (National Science Foundation); we should become more active in this area. We need to identify research possibilities and develop a research agenda. Meri Meredith suggested the establishment of a Grants Committee; in response, Joe Branin indicated that the existing Advisory Committee on Research should be empowered to deal with this aspect and encourage involvement. Meri Meredith also indicated that ALAO has had grant funds available, but they have difficulty getting people to apply.

Some information about [grant opportunities](#), selected from the Community of Science database, has been put onto the Libraries' Staff Information page under the heading News and Information. Further information about the Community of Science database can be obtained from Sarah Starr ([starr.1](#); 2-8663) at OSURF. Joe Branin indicated that personnel in the Administrative Services Division could be made available to provide support for the preparation of grant applications.

3. Administrative Services Report. There are two new people in Administrative Services--Chiquita Mullins-Lee, Communications Coordinator, and Brent Fuhrman, Senior Accountant; they will be introduced at the April Faculty Meeting. Chiquita will be developing a communications plan for the Libraries that will be used initially in support of current Development efforts. She is planning to put together a cross-functional team to serve as an advisory body for her activities. Brent is focusing on the General Ledger and familiarizing himself with the accounting system so that he will be able to provide management reports to the Executive Committee, ASC, Faculty Meetings, etc. Both of them are immersed in learning as much as they can about the Libraries as rapidly as possible.

Faculty Searches. There are four active Search Committees at present:

- Head, Veterinary Medicine Library--Pam Bradigan is serving as Chair. Four individuals have been scheduled for interview; the first was interviewed February 7, and the final one is scheduled for February 22.
- Head, Music/Dance Library--Nena Couch is serving as Chair. Three individuals have been scheduled for interview; the first will be on February 16, and the final one is scheduled for March 2.
- Web Librarian--Trisha Davis is serving as Chair. The application deadline is March 15; three applications have been received thus far.
- Information Services Librarian and Collection Manager for Education--Susan Wyngaard is serving as Chair. The application deadline is March 30.

A search is also in progress for the Resident Librarian position. There is not a separate Search Committee for this

position, as the Diversity Committee is functioning in that role. The Committee has met and reviewed the received applications; eight individuals have been identified for telephone interviews.

4. University Senate. Ruey Rodman reported on her experiences serving as a Senator from the Libraries. In that capacity she attended meetings of the University Senate and Faculty Council as well served on a Committee, in her case the Bookstore Committee. The largest issues currently facing the Senate are the proposed changes to University governance, proposed change to semesters, and the General Education Curriculum. She has considered her experience to be very informative; she has a much better understanding of the University's structure and how decisions are made. She has found it most interesting to watch the changes that have occurred. We currently have need for nominees for one Senate seat and one Alternate.

5. Committee Reports. Staff Advisory Council--The Staff Advisory Council (SAC) is chaired by Akua Bandele; other members are Anutosh Datta, Barbara Dunham, Ryan Langhurst, Toni Morrison, J.R. Murphy, Sally Muster, Cheryl Obong, and John Shannon. The Council includes both Classified Civil Service and A&P Staff, and is charged with identifying and discussing staff concerns, communicating staff issues to the Director of Libraries, and trying to identify activities with which to improve staff morale. Participation on the council requires a commitment of time, effort and enthusiasm.

Members of the Council were concerned about continuity of membership, as well as problems of getting nominations for membership; as a result, Article III of the SAC [Constitution](#) was changed to accommodate a core group of five representatives (composed of existing SAC members), a group of five elected representatives with staggered terms and one *ex officio* member. The current core members are Akua Bandele (Chair), Anutosh Datta, Jana Murphy (Recorder), and Cheryl Obong (Vice Chair). The elected members are Barbara Dunham, representing Technical Services, Ryan Langhurst, representing Administrative Services, Sally Muster, representing Preservation, and John Shannon, representing Collections. The representative from Department Libraries has resigned and will be replaced. Toni Morrison is the *ex officio* member.

The Council's primary activities have been designed to help improve staff morale and also minimize differences in employee classes whenever possible. The committee has worked with the Faculty Planning and Policy Committee and the Social Committee to sponsor social activities for all Libraries' employees. Events last year included quarterly birthday parties, the first annual Student appreciation Day, Staff Appreciation Week, the Halloween Party and the Winter Holiday Party. The Council also investigated staff concerns with reclassifications and salary equity, and some Council members also participated on the Performance Management Steering committee.

This year, the Council will continue to sponsor and publicize social events with other committees and faculty, staff, and student volunteers. The Council will also be listening for and identifying staff concerns with the new performance review procedures and will be communicating any issues to the Director.

Collection Advisory Council--The Collections Advisory Council is Chaired by Carol Diedrichs; others members are Kim Clarke, Nancy Courtney, Trisha Davis, Lynda Hartel, Linda Krikos, Bruce Leach, Predrag Matejic, Penny Pearson, Chuck Popovich, Mary Scott, and Susan Wyngaard.

Among the issues being addressed by the Council this year was a change in policy concerning encumbrance versus expenditure. The former policy had collection managers encumbering 95% of their funds; that limit has been raised to 100%, with a push to actually expend the funds rather than encumber. Efforts are also being made to reduce the large carryover that has accrued over the years. In this regard there were two calls for special purchases against one time funds that resulted in reducing the carryover by \$600,000; a third round of requests is planned. The Council has also been involved in moving CORC into the regular workflow.

Ongoing activities concern 1) review of serial and monograph allocations--monograph allocations haven't been reviewed for more than four years--with Collection Managers being asked to request and justify changes in allocations; 2) review of storage policies, retention and duplicates--storage policy has not been reviewed for 11 years; and 3) continuing encouragement of Collection Managers to spend their available funds.

OSCAR/OhioLINK Users Committee. The OSCAR/OhioLINK Users Committee is Chaired by Graham Walden; other

members are Mel Ankeny, Mary Jo Arnold, Betsy Blankenship, Tschera Connell, David Genzen, Guo-Qing Li, Penny Pearson, Rosemarie Thornton, and Barbara VanBrimmer. The Committee acknowledges the assistance provided to them by Penny Pearson and extends their thanks to her. The following individuals have had suggestions and/or questions that have been addressed by the Committee: Mary Scott, Susan Logan, Fred Roecker, Beau Case, Bill Young, and Scott Walter.

Among the Committee's achievements during the past year are 1) revision of the Web page to reduce four lines of text to a single line that begins with "REQUEST THIS ITEM"; 2) addition of a link to the Libraries' homepage from the Start button; and 3) reverse the order of the OSCAR homepage to have Web OSCAR appear first, rather the VT100. They will continue to work with developing help screens, ranking III enhancements, and improving the appearance of Table of Contents information; they will also revisit the issue of missing/withdrawn.

6. Adjournment. The meeting was adjourned at 4:57 p.m.

Betty Sawyers
Faculty Secretary