

# Ohio State University Libraries

## Faculty Meeting

### February 10, 2000

The meeting was called to order by Reggie Brown (Geology Library), chair of the Planning and Policy Committee, who explained the purpose of the attendance sheet which was being circulated. The taking of attendance at faculty meetings is, indeed, standard practice for faculties at OSU and across the country; there is also a need to know who has heard and/or taken part in discussions, as well as knowing to whom handouts from the meeting should be sent.

Joe Branin, director of Libraries, and Carol Diedrichs, assistant director for Technical Services, announced the unexpected death of Marsha Hamilton's husband the previous night.

Linda Gonzalez (Library Human Resources), introduced three individuals who have joined the faculty since the previous faculty meeting--Natalie Kupferberg, pharmacy librarian; Beth Russell, head of Special Collections Cataloging, and Miriam Conteh-Morgan, ISD reference librarian, who was unable to attend the meeting. Bern Bayer was also welcomed as a visiting faculty member.

**First Impressions**--Joe Branin, the speaker for the day, then gave his First Impressions of OSU and the Libraries. His talk covered three major areas--Orientation and Information Gathering, Development of Priorities, and Faculty Issues.

**Orientation and Information Gathering**--He reiterated his commitment to meet with everyone in the Libraries; he will continue to meet with 10-12 individuals per week. Individuals are selected randomly, and the talks are confidential and candid.

He is also touring all libraries and work units, and plans to meet with faculty and staff work groups and committees; the latter groups should let him know when they are meeting and invite him to attend. He is also meeting with faculty and administrators outside the Libraries; these meetings are more difficult to arrange, but are very important. Subject/area specialists in the Libraries should see that he is invited to department/college meetings for the areas covered by their collections. He is also intending to meet with the former members of the Library Task Force, and will be familiarizing himself with the Ohio library community. He emphasized that in all these discussions he will be keeping an open mind and not jumping to conclusions.

**Developing Priorities and Actions Plan**--His initial ideas for priorities and action are the following: Restoring/renovating Main Library; creating a highly effective development program (fund raising); understanding, using, and communicating budget information; and conducting an organizational review to identify changes which would result in continuous improvement.

**Restoration/Renovation**--The anticipated restoration/renovation of Main Library will take place over an eight year period at an estimated cost of \$60-70 million. The first phase will involve an academic feasibility study, which will gather information widely from both employees and users of the Libraries to generate ideas concerning the services and collections that should be housed in the Main Library building, as well as the atmosphere, etc., of the environment.

The second phase will be an architectural feasibility study conducted by a professional architectural firm. This portion of the project will be funded by \$500,000 which will be available in July of this year. A Request for Proposal to cover this study will be developed this spring. The study should involve the services of an architect, graphic designer, and library architecture consultant. The study will be conducted over a two year period and will result in a document which will identify the full scope of the project, present general design ideas, and identify the cost of the detailed design and construction phases of the project.

The third phase will cover one to two years, and involves lobbying to obtain funding of a capital request for actual construction. If this phase is successful, it will be followed by a detailed architectural design leading to the actual

construction, which would cover a period of four years.

In the short term, a variety of renovation projects will be undertaken to improve the environment and functionality of the Main Library building. Joe Branin is in the process of identifying funding for these projects in addition to the funds that have already been earmarked for recarpeting the building.

**Fund Raising**--The Libraries have been identified as the University's top priority for fund raising for the next two years. Recruitment is underway for a senior development officer, who will be paid for by University Development. The Libraries will also be recruiting for a communications officer to help with all communications, with a special emphasis on fund raising.

A realistic target of \$10-30 million has been set for this two year effort. If we are successful in raising significant private funds, there will be a much better chance of obtaining state funding for the remainder of the cost. We must create fund raising opportunities; anyone having suggestions for names of prospective donors should provide that information to him.

**Organization Review and Change**--He has been looking at two areas as a first priority-- Information Technology and Administrative Services. In Information Technology he would like to see a better integration of the personnel with library and technology backgrounds. In line with the recommendations of the information technology consultants who visited in the fall of 1999, he is recommending that the individual in charge of Information Technology be appointed at the assistant director level.

The second area of initial attention is administrative services support. He would like to see a pooling of resources for provision of better services to the administrative staff and the Libraries as a whole. He will establish a position for a manager of Administrative Services, which will not entail a new position, but will be filled following an internal review of existing personnel.

In addition, even without the anticipated restoration/renovation, there is a need to take a good look at how the services and collections are organized and housed in the Main Library. The services and collections in department libraries will also be reviewed, as will the various Special Collections to identify where they are now and if improvements could be made.

**Faculty Issues**--The University mandates that the faculty governance documents of all tenure initiating units on campus be reviewed during the first year after the appointment of a new head of the unit. Accordingly, the appropriate committees will be charged with the review of the *Pattern of Administration* and the *Criteria and Procedures for Appointment, Promotion and Tenure*. Among the issues which should be particularly addressed are search committee membership and procedures; how to handle recruitment and appointment for positions that could be filled as either faculty or administrative and professional appointments; and the identification of what constitutes "scholarship" in an Internet/Web environment.

**Business Meeting**--**Linda Gonzalez** reported that the two positions for physics and chemistry librarians have been reposted with a due date of February 29 for new applications. Anyone having the names of individuals who should be considered for either position should contact the chairs of the search committees for the positions--Norma Bruce (Veterinary Medicine Library), chair of search committee for a physics librarian, or Susan Logan (Agriculture Library), chair of search committee for chemistry librarian. The search committee for the East European Studies position has been appointed with Dona Straley serving as chair. A position description is being drafted, and applications will be accepted for this position through April 7.

**Sally Rogers** (Information Technology) reported that the first of the new staff PCs, using the Windows NT operating system, are ready to be installed in Main Library locations. The Microsoft bundle will be installed on all staff PCs. WordPerfect will remain on machines where it is currently installed, but it will not be upgraded beyond version 7.0. At present, WordPerfect 7.0 doesn't work with NT.

**Stephen Westman** (Information Technology) reported that a new Libraries' homepage which will be better able to be used by the disability software will be implemented in the near future.

**Wes Boomgaarden** (Preservation) reported on the status of the CQI projects currently underway which involve labeling, binding of Main Library serials which are sent directly to the stacks, establishment of the Student Employee Advisory Council (SEAC), and the mission and activities of the Supply Room.

The CQI Steering/Oversight Committee also met with the new director to discuss the role and continuation of the committee. The committee is to make a recommendation to him, which may involve continuation of the work of the committee under a new name, with some changes in membership and stronger involvement of the Libraries' administration. Suggestions and comments are welcomed and may be sent to the committee's chair.

**Noelle VanPulis** (Cataloging) reminded the attendees that the term of the current Procedures Oversight Designee (POD) expires at the end of June. Anyone interested in serving in this capacity for the next term should contact Joe Branin. The position involves a great deal of work, particularly in the fall.

Faculty Activity Reports (FAR) are due by March 3, with administrative evaluations to be completed by April 3. Peer evaluations of untenured faculty, conducted by a subcommittee of AP&T are to be completed by April 17.

The FAR Workshop scheduled for Monday, February 14, will be conducted by Noelle Van Pulis and Mary Scott in Marsha's absence.

The meeting ended with a slide show called "Places in Heart and Time: Some Historic Sites of The Ohio State University", presented by University Archivist Rai Goerler.

Betty Sawyers  
Faculty Secretary

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Return to the [Minutes](#) page

URL: facmtg0002.html

Please send questions or comments to [Betty Sawyers](#)

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