

Meeting: Library Committee Meeting
Date: September 25, 2019 at 2:00pm
Location: 5th Floor, Library Tower
Chair: Dr. David Gregory, Dean of Library Services
Vice Chair: Sharnetta Fritts
Secretary: Jason Griffith
In Attendance: Pamela Colyer
Terry Elliott
Sharnetta Fritts
David Gregory
Jason Griffith
Mike Kessinger
Phil Krummrich
Krys Lynam

Call to Order: 2:05pm

1. Call to Order, Sign in and introductions

The Fall 2019 Library Committee meeting was called to order at 2:05pm. A sign in sheet was distributed among the attendees and each introduced themselves to the committee.

2. Election of Recorder for Minutes

Dr. Gregory outlined the process for electing a secretary for the committee, and asked attendees for a volunteer. Jason Griffith volunteered to serve as secretary.

Krys Lynam asked if a Vice Chair should also be elected and Dr. Gregory agreed that one should be. Krys nominated Sharnetta Fritts for the position and she agreed to serve in that role.

3. State of the Library/Dean's Briefing

A. Welcome

Dr. Gregory thanked the committee for attending the meeting and mentioned the lack of a student presence on the committee. He mentioned that two graduate students are named members of the committee and were invited to attend, though neither responded to the invitation. He did not know who, if any, undergraduate students were appointed to the committee but mentioned that they are appointed by the Student Government Association. Dr. Gregory lamented the lack of student involvement and expressed his interest in having students become involved in the committee since they have good suggestions to bring to the table.

B. Staffing

Dr. Gregory mentioned several staffing changes in the library since the last meeting. These are:

Jason Griffith, who was serving as Systems Librarian, was named Systems and Acquisitions Librarian over the Summer. In this role, he assists Dr. Gregory in managing the library's materials budget and oversees the day-to-day operations of the Acquisitions department.

Rita Watkins, formerly a staff member at the Circulation Desk, was moved to Acquisitions to cover a staff shortage that came as a result of Bridgette Whitt's appointment as Instructional Librarian. Rita assumed a key role in Acquisitions by handling the negotiation of contracts between the library, its vendors, and the Office of Procurement Services.

Megan Day, who has been working as the sole copy cataloger for the last 5 years, has accepted a position at the University of Kentucky. Megan accepted this position on the day of this meeting, so no plans are in place to refill the position yet. Her departure will leave one full-time Cataloger (Pamela Colyer) to catalog and classify all of the firm orders purchased by the library. Dr. Gregory informed the committee that he will speak with the Provost about replacing Megan's position, since the shortage in Cataloging places the library in a bad position.

Christy Boggs was named as the Library Intern this Fall. The funds for the library intern position were eliminated a couple of years ago, but the Provost approved the hiring of an intern if Dr. Gregory could find funds in the library budget to pay for the position. Her main duty as Intern is to take over the library's outreach initiatives. This is a job that was once performed by the Outreach Librarian, but that position was cut following the departure of Sarah Mollette in 2018.

Dr. Gregory mentioned that library staffing is at a critical level. Many departments are operating with half or less than half of the number of staff that were here when he arrived. Despite this, he praised the staff for their hard work and commended them for providing key library services despite the staff shortages.

C. Budget

The library's materials budget remained the same for the first time in many years. This is very positive news. However, the loss of staff means that the library is still losing money overall. The annual cost of inflation for subscriptions also remains troublesome.

D. Hours and Services

Dr. Gregory mentioned that the library is open for 91 hours per week and this has not changed despite losses in staff. This can be attributed to the flexibility of the staff and the assistance of student workers and two graduate assistants. The library continues to provide students with extended hours the week before Finals and the library remains open 24/7 during Finals Week.

E. Other Concerns and Plans

A new security gate was purchased for the library's main entrance and installed this summer. The new gate looks the same as the old gate but its functionality is much improved. The old gate was 21 years old before it was replaced, which led to some issues when patrons went through it with newer technology (especially cell phones). Signage has been placed by the new gate, which directs students to go back to the Circulation Desk if the gate alarm goes off while they are exiting. So far, the new gate has been a positive addition.

The library is preparing to renovate the 5th floor of the tower to close off a large portion of space for archival materials. There are currently rooms which hold archival materials on the 5th floor and other materials are stored in underground storage. By closing off a portion of the 5th floor, the library will be able to pull the materials out of underground storage and organize the archival materials more efficiently. A false wall with a door will be built on the 5th floor for this purpose and shelving is currently being erected in order to hold the materials that are coming from underground storage. The money for this project has already been moved and plans are complete. Work will begin once a contractor is found.

Dr. Gregory asked for any questions from the committee about library operations, but no questions were asked.

4. Librarians' Reports

A. Pamela Colyer, Head of Technical Services and Cataloging

Pamela reiterated that losing Megan Day from the Cataloging Department will be a huge blow to the library. Since the news just broke, she is still exploring how to handle the loss so that it will have the least amount of impact on library services as possible. She mentioned that it will be hard to adjust to, but that the department will adjust and duties may have to be juggled in order to do so.

B. Jason Griffith, Systems and Acquisitions Librarian

Jason mentioned that a new version of the library's discovery tool, Primo, was launched earlier this year. The upgrade did not change the look and feel of the catalog but did offer improvements in workflow on the backend, which has had a positive impact on its usability from the patron perspective. Jason also spoke about his new role in Acquisitions and offered praise for his staff for accepting and learning new duties. He

mentioned that he has worked on new initiatives in Acquisitions and is hoping to find more flexibility in the library's materials budget in order to combat inflationary costs.

5. Business and Discussion

A. SACSCOC Accreditation

Dr. Gregory mentioned that he has completed the first draft for the first section of the SACSCOC report that pertains to the library. He has completed parts of the other two sections and his work is ongoing. He has not heard feedback about the first section yet. Part of the first section was an exploration of how Camden-Carroll Library compares to libraries that serve the benchmark institutions designated by the university. While CCL compares favorably in some areas, in others such as the total number of librarians and the number of instructional librarians, CCL is lagging behind. Dr. Gregory mentioned the distinction between an Instructional Librarian (a librarian whose primary duty is to provide instruction) and other librarians (even though other librarians teach classes for the departments they work with, their primary duty is in another area of the library). Despite this, the library is putting its best foot forward in preparing for SACSCOC.

B. New Canopy for Front Entrance

Dr. Gregory was informed yesterday that renovations to the library's entrance will begin tomorrow. A makeshift plywood tunnel was constructed outside the front entrance years ago, in order to protect patrons from chunks of the building that are falling off. This tunnel will be replaced with a canopy that will look better and provide better protection to patrons. The front entrance will be closed off for approximately one week while the concrete in front of the plywood tunnel is torn up and footers for the canopy are poured. This portion of the project should take about a week, then the front entrance will be reopened. The entire project is tentatively scheduled to be completed by Homecoming.

The committee asked for more information about the front entrance and if there are other areas of the building with similar concerns. Dr. Gregory responded that the issue stems from the limestone façade that is on the outside of the building. In the winter, chunks of the façade crumble and fall, which is why the plywood tunnel was built. An estimate to completely repair the front of the building was given a couple of years ago and it was in excess of \$7 million. He also mentioned that the side of the building is also a concern, though the pieces that fall from there are smaller and a fence has been placed which blocks off the side of the building where those pieces are falling from. When asked if there is some sort of grant funding or state funding that could potentially help with the cost of repairing the building, Dr. Gregory responded that the university has proposed a plan to CPE to raise funds for this purpose but there has not been any feedback as of yet.

Dr. Gregory also mentioned that other important facilities issues – such as a new chiller for the tower side – have been addressed.

C. Library WEAVE handout

Dr. Gregory placed this on the agenda with the intention of providing a handout of the library's WEAVE report, however, he decided instead to have his administrative assistant send the handout through email in order to save paper. He did mention that one of the library's key goals for last year's WEAVE was to modernize the collection by weeding older materials. The librarians weeded approximately 9,000 items last year, which improved the average age of the collection by about a year.

D. Celebration of Millionth Library Visitor

The library is close to having its one millionth visitor, but the celebration for that is currently on hold.

E. Other Business

Dr. Gregory asked for any new business but none was raised. The meeting was adjourned at 2:45pm.

Meeting Adjourned at 2:45pm