

Meeting:	NDSU Faculty Senate Library Committee	
Date/time:	Thursday, April 30, 2015	11:30 am
Attendees:	Aaron Feichert Bernhardt Saini-Eidukat, Chair Brandon Marback Bridget Burke	Kim Owen Mark Harvey Mijia Yang
Not Present:	Amy O'Connor Nicole German Senay Simsek	Nichole Brunner Sri Lalitha Nathulapati
Note taker:	Robin Hellman	
Approved:		

**AGENDA:**

- Review of minutes from March 4, 2015
- Library Status – Dean Burke
  - Space
  - Recruitments
  - End of Year Spending
  - Budget FY16
- Tour of Klai Juba Library Spaces and Discussion

**AGENDA: Review of Minutes from 3/4/15**

CONCLUSION: The minutes were approved as written.

**AGENDA: Library Status – Dean Burke**

- SPACE
  - Dean Burke reported the Libraries' front end construction project goes before the State Board of Higher Education for approval as part of the Consent Agenda. The Library Renovation is #20 on the agenda under "Other Board Consent". It is 1 of 7 items within this section on the agenda and reads as, *Authorize NDSU to proceed with the Library Entryway/Circulation/Deferred Maintenance Renovation project at an estimated cost of \$1,400,000 to be funded from 2013-15 appropriated operations funding; furthermore authorize the transfer of \$1,400,000 from 2013-15 operations to capital assets line item per SM2003 (2003), Section 35.*
  - This meeting is scheduled for this afternoon, 4/30/15 at 2:00 pm and will be streamed live if anyone is interested in viewing the meeting.
  - If the consent agenda is approved, NDSU will be authorized to use the funding and proceed with project.
  - Floor plans of renovation area were distributed to members present.
  - Renovation will help with wind remediation by repositioning entry doors, will be visually attractive, contain a smaller security footprints, consolidate staff spaces and add a new circulation desk. HVAC issues will be resolved. The stairway will be opened up to the basement level leading to the math emporium. The footprint of the elevator will remain the same with a remodel to the elevator itself.
  - Dean Burke pointed out with the opening up of the stairwell, fire code is requiring the installation of fire doors just prior to entry into the reference area and at the end of the hallway that leads to the GRHC spaces.

- The library will have a temporary entrance on the East side of building during construction. Appropriate signage will be available to redirect patrons to alternate front entrance. There will be a ramp to allow Library to be ADA compliant.
  - It was noted that construction will not begin until after the end of the semester. Exact timetables have not been drawn up but will be shared when they are.
  - Dean Burke noted that contractors have already been in the building and a bidding process will be held once the consent has been given.
  - Within the building preparations are being made for construction. Service points are being moved. ILL staff are moving into space previously occupied by the Coffee House. Circulation staff will be moving into the vacation ILL space as it has a service counter to work with patrons.
  - The remodeling project will be disruptive to the Library patrons. Dean Burke reported that announcements will go out to the larger campus community as well as to all building occupants regarding the project as often as possible to alert students and faculty of the disruptions as they are known.
  - Utilizing the map handout out, Dean Burke lead the committee through her vision for use of spaces that will be made available during following this current construction project. She sees these areas as future phases of the remodel and knows that with the strategic planning process recently completed, the need for an additional 200 more seats may be needed for the Library. This space will allow for growth within the current footprint of the Library building.
    - Available space could possibly open up a 24/7 space. Data is continuing to be gathered on a need for such a space within the Library. The 2<sup>nd</sup> round of swipe data will be gathered during the upcoming 24/7 at the Library.
  - Bernie inquired on the status of the Math Emporium remodel.
    - Dean Burke reported that the opening of the stairwell and elevator remodel are about accessibility for the Math Emporium space.
    - There were some HVAC Issues being worked on but not much else is known about current progress for the space.
- RECRUITMENTS:
  - Engineering Librarian: Currently recruiting for this position with search scheduled to close in a couple week. Language was added to the recruitment regarding the role of a liaison that includes having knowledge of academic programs, research agenda, and patterns within the local setting. On campus interview for this position are hoped to be held in June.
  - Head of Technical Services: Burke reported this position has been filled on an interim bases for the past couple years. The Position Description is being drafted and it is hoped to have the position posted within the next couple weeks. The Head of Technical Services is a key professional position within the Library. It is all about how we buy, deliver and connect all our content at the Library. On campus interviews for this position are slated for late summer.
  - Bernie asked if the Library would be fully staffed once these positions are filled.
    - Dean Burke indicated that as defined by current of slots, we will be.
    - She reported she will be asking for additional slots and recovery of ones that have fell to the wayside over the years. It is a hard ask but when compared to benchmarking and IPAD peers, NDSU's Library is staffed at half or less than our peers. University of Fairbanks is the closest in staffing with 62, Clemson

is next at 90, NC State has 240 and NDSU sits at 42 currently. Mark asked what would be an ideal number of staff and Dean Burke indicated about 60.

- END OF YEAR SPENDING

- Dean Burke reported receiving \$480,000 for one-time acquisitions and worked to distribute the funds across many discipline and collection areas. A list of purchased resources was distributed. Newspaper back files were included in the purchases.
- Part of preparing for the possibility of "end of year" monies is being prepared and having lists of items that can be received and paid for quickly. The Library maintains a wish list with current pricing so that it is easily accessible should additional money be available. Metrics are used in seeing what resources patrons are trying to access when making decisions on where the gaps are and what is needed.
- Bernie questioned how purchasing back files are handled. Dean Burke said it all starts out with conversations with vendors and finding out what kind of deals can be created. Packages are based on usage data. Adding in back files doesn't create additional cost for the vendor but is merely a push of a button to give us access. They do create the packages though and the pricing is based on what is included. There is a hosting fee for the perpetual access.
- Regarding the purchase of "Early American Imprints," Mark asked what imprints were. Dean Burke explain that imprints were publications, monographs.
- Mark asked who decides on items like the Washington Evening Star. Dean Burke reported normally overall coverage is looked at in the decision but in the case of the Star, it was part of a package deal that had to be included to get the discounted price. Vendors all have their own pricing models.
- Mark inquired if there is such a thing as more recent American Newspapers, 1875 to present. Dean Burke reported that are current newspapers coming up for a consortia purchase. The selection is not great but she can look into it.

- BUDGET FY16

- Dean Burke reported that the Provost has been and continues to be very vocal about her support of the Library. Her support has been mentioned at recent faculty senate meetings and identified in strategic planning.
  - Dean Burke meets with the Provost in June regarding FY16 budgets
    - It is known what is needed in monies to stay steady at the library and also known what is needed to grow. These numbers will be presented to the Provost at Dean Burke's June meeting.
    - There is a need of \$300,000 more to cover increased in continuing resources. Without increase, cuts may be needed in form of moratorium of book budget.
    - Brandon asked if there were thoughts of going back to the students to request an increase in fees. Dean Burke stated there is no thought of doing this.
  - There is a need to provide continuing funds and not just end of year monies.
  - Bernie asked who the decision makers are for how monies are distributed/spent and how members of committee can help provide support for the Library's needs.
    - Provost Ingram, Bruce Bollinger, and President are amongst the decision makers.

- Dean Burke feels the Provost would like to hear from this committee how they appreciate that the Provost is showing support to the library through new furniture, end of year monies etc.
- Bernie asked that committee members lobby appropriately for the Library. Brandon will take the Libraries needs back to the Faculty Senate Committee.
- COMMITTEE MEMBERSHIP
  - Dean Burke inquired on the process of appointing members to this committee as it looks like many of the current members rotations have ended.
    - Bernie indicated the membership list was updated at the beginning of the year and he will look into how membership is populated.
    - The need for representation across colleges is very important.
  - Bernie thanked all those who have been involved in the Faculty Senate Library Committee over this past school year.

#### **AGENDA: TOUR OF KLAJ/JUBA ARCHITECTURE/LANDSCAPE ARCHITECTURE LIBRARY**

Jenny Grasto, Architecture and Visual Arts Librarian/Interim Technical Services Librarian, gave the committee members a tour of the Library Space. The history of the location for the A/LA library started in the 1970's with being located in the college of engineering. In 1999, the library was moved to Ely Hall, and in 2008 moved to its current location. The collections held at the A/LA library include media/blue prints, 14,000 book volumes, periodicals, and a reference collection. Jenny indicated the space currently being used for the reference collection will become a space for a new materials collection which will allow students to actually see and feel products used in their industry.

- The A/LA library is an imbedded program within the Architecture and Landscape Architecture Department
- 24/7 open access to faculty
- There is capability of sending materials to main campus
- Dan Juba and John Klai are founders of the program. They are both architects with the Klai, Juba, Wold Architect firm out of LasVegas

**Meeting adjourned at 12:45 pm**

*Next Meeting is planned to be held at the Barry Hall Learning Center at the beginning of the fall semester with the date yet to be determined.*