

Meeting:	Library Committee		
Date/time:	9/29/17 – 11:00 am	Location	Library
Attendees:	Ann Clapper, Yechun Wang, Joe Mocnik, Jeffrey Chen, Estelle Leclerc, Sean Burt (chair), Seth Bisbee, Lauren McNaughton, Megan Ramsett		
Not Present:	Andrew Croll, Kim Owen, Xinhua Jia, Ben Bernard, Bonnie Klamm,		
Note taker:	Robin Hellman		
Approved:	12/7/17		

AGENDA:

- Approval of Minutes
- Update from dean of the Libraries
- Discussion of NDSU Libraries' forthcoming strategic planning process
- Planning for Spring Semester User Survey
- Discussion of future meetings

Welcome from Sean

- Introductions were made
- Review of bylaws for Library Committee
 - From Faculty Senate bylaws: "Formulating policy recommendations for Libraries"
 - From Staff Senate bylaws: "Formulates policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, databases, electronic and other services.
- Sean informed committee members he will be the chair of the Library committee for the fall semester only as he will be on a leave of absence beginning in January 2018. Xinhua Jia will be chairing the committee in the spring.

AGENDA TOPIC: Review of Minutes

The minutes from the 4/28/17 meeting were reviewed and approved as written.

AGENDA TOPIC: Updates from Dean of Libraries

- Dean Mocnik provided the committee with an overview of his first months as the Dean of Libraries.
 - Time has been spent meeting with all 8 colleges on campus, senior leadership and various individuals on campus in order to create an assessment on how to move the Libraries forward.
 - Outreach:
 - With the Agricultural Sciences Librarian, has participated in outreach events over the summer to support research for the extension services. Assessment opportunities are being created.
 - Work is beginning in providing outreach to student athletes.
 - Ann Clapper asked that the Libraries keep students in mind that never come to campus (i.e. academy programming students) as areas of outreach are being explored.
 - Internal work being completed to develop strategies and identify teaching and learning needs.

- Made recommendation to Provost to recruit for a position of Associate Dean of Libraries for Teaching and Learning. Position was approved with hiring in the beginning of FY19.
 - Contact Dean Mocnik if there is an interest in serving on search committee.
 - This is a new position for the Libraries and will allow the Dean of Libraries to be more externally involved.
- Dean Mocnik gave a recruitment update on the positions the Libraries is currently recruiting for.
- Recommended to committee members to tour the Libraries, including all branch locations.
- Challenged committee members to ask themselves how they can be involved and help move the Libraries forward.

AGENDA ITEM: Forthcoming Strategic Planning Process

Dean Mocnik reported the Libraries is in the beginning stages of preparing for strategic planning. This work has begun with the Libraries' Department Heads committee and to date, this committee has created a Case statement for the Libraries using the analogy of S.P.A.C.E., a new mission statement, a new vision statement, and a tagline. All of these working documents will be utilized as the Libraries moves forward with strategic planning.

- Strategic planning will be a multiple month project
- The Libraries will be seeing individuals who have the energy and passion to help figure out what the Library of the 21st century will be.
- Email Sean or Dean Mocnik if you are interested or know someone who would be a good fit for this planning process.

- The NDSU Archives will be receiving high density shelving by mid-November. This project was approved by NDSU Senior Administration.

AGENDA ITEM: Planning for Spring Semester User Survey

Sean shared the executive summary of the user survey completed spring semester 2016. Discussion was held on repeating the survey and who should be the target audience.

- Graduate levels students could possibly be target with the spring survey for 2018 and staff in the spring of 2019
- Sean will discussion with Teaching and Learning and will bring information back to next meeting.

AGENDA ITEM: Future Meetings

- This committee generally meets twice a semester.
- Recommendations was made to hold meetings in the different Library branch locations.
 - Sean will look into any parking issues.
- A recommendation was made to hold a Library tour in October.
 - Sean will schedule and follow up with date.
- The next Library Committee meeting will be held in late November at the West Building/NDSU Archives.
 - Date to be determined.

Adjourned at 12:00