

Meeting:	Library Committee		
Date/time:	December 7, 2017	4:00 pm	Location NDSU Archives
Attendees:	Andrew Croll, , Xinhua Jia , Yechun Wang, Joe Mocnik , Jeffrey Chen, Estelle Leclerc, Sean Burt (chair)		
Not Present:	Ann Clapper, Kim Owen, Ben Bernard, Bonnie Klamm, Seth Bisbee, Lauren McNaughton, Megan Ramsett		
Note taker:	Robin Hellman		
Approved:	4/25/18		

AGENDA:

- Tour
- Approval of Minutes
- Update from Dean Mocnik
- Planning User Survey of Graduate Student Library Usage For Spring 2018
- Other

AGENDA TOPIC: Tour

The first half of today's meeting consisted of a guided tour for the committee. Trista Raezer-Stursa, Head of Archives, gave committee members a tour of the Libraries Annex storage and NDSU Archives with a focus on the newly installed shelving system.

AGENDA TOPIC: Review of Minutes

The minutes were approved as written.

AGENDA TOPIC: Updates from Dean Mocnik

Recruitment Updates:

- Government Information Librarian: The search is complete and the chosen candidate will start on 1/31/18.
- Social Sciences Librarian: The search is complete and the chosen candidate will start on 1/3/18.
- Associate Dean of Libraries for Research and Learning: The search committee is bringing in two candidate to campus for in-person interviews.
- Libraries Marketing and Programs Coordinator: The search is complete and the chosen candidate is tentatively starting 12/27/17.
- Interlibrary Loan Technician: The search is complete and the chosen candidate is tentatively starting on 1/2/18.
- Accounting Technician: This search is just in the approval stages and will go live soon.

Update on Budget: Budgetary concerns are monitored and managed as the Libraries moves along. The biggest concern for the budget is inflationary pricing. The Librarians continue to review their collections for use statistics and work with their liaison departments to make sure the databases we carry support the research efforts of the University as effectively as possible. Dean Mocnik encouraged faculty to have open communication with their liaison librarians regarding their needs.

- The question was asked if the Libraries can collaborate with UND on any purchases to keep costs lower. Dean Mocnik explained that the Libraries is a part of a multi-university system consortia (ODIN) and take advantage of cost sharing initiatives in many ways but are always on the look-out for other ways of cost saving.

Strategic Planning: It was shared that the Libraries will enter the public writing phase of strategic planning beginning in mid-January. It is expected that this phase will end in mid-May and that the

summer will be used to fine tune and edit the documents created. It is hoped to have a final draft ready to share with the President and the Provost by the beginning of the fall semester.

- Dean Mocnik invited committee members to be involved in the process either by being part of the committee or as a consultant in the review phase.
- It was explained that the Libraries have been busy working on creating the foundation for the strategic planning through team building activities, internal and external SWOT analysis, and by updating the Libraries mission and vision. A tagline has also been created.
- January 16 has been set as the kick-off to this project. The Provost will be involved in the initial meeting with the large group and then the group will divide into five subcommittee's to begin working on individual pre-determine areas.
- Dean Mocnik reported that he wants the Libraries final plan to reflect and connect with the Institutional plan.

Giving Day: The Libraries was able to quadruple their fundraising efforts from the previous year. Library committee members were encouraged to be involved in supporting the Libraries in the next campaign.

24/7: Dean Mocnik reported that the Libraries have been very busy with students preparing for finals. He thanked committee members for sending their students to us.

AGENDA ITEM: Planning User Survey of Graduate Student Library Usage for Spring 2018

Sean reminded the committee that the last survey completed by this committee was of faculty in the spring of 2016. It was informally decided at that time to do a similar survey of the University's graduate students. Discussion was held on if the faculty survey should be used in its entirety or edited to have it geared more toward the graduate level experience. Based on today's discussion, Sean will type up his recommendations and will work with Emily Berg to begin the creation of the spring survey and determine a date to initiate the survey. More details will be discussed at the next Library Committee meeting that will be scheduled by Xinhua Jia. Xinhua will be taking on the role of committee chair for the spring semester.

- Dean Mocnik indicated that the survey results will be used in the strategic planning process.

The meeting was adjourned at 5:05 pm.