

Meeting:	NDSU Library Committee		
Date/time:	April 25, 2016	10:00 AM	
Location:	NDSU Library/Room 110		
Attendees:	Bernie Saini-Eidukat Brent Seewald-Marquardt Bridget Burke Fariz Huseynov	Kim Owen Larry Peterson Mijia Yang	Jennifer Autumnstar Katie Mastel Scarlet Gray Bernard Sean Burt
Not Present:	Jason Boynton, Nicole German, Ram Ramakrishna, Sara Berger, Xinhua Jia		
Note taker:	Robin Hellman		
Approved:	5/3/16		

AGENDA:

- ❖ Review of Minutes
- ❖ Update on Search for Dean of Libraries
- ❖ Introduction of the Interim Dean of Libraries
- ❖ Comments by Dean Burke
- ❖ Discussion on Deploying the User Survey
- ❖ Discussion on report to the Faculty Senate

AGENDA TOPIC: Review of Minutes

The minutes from the 3/9/16 meeting were approved as written.

AGENDA TOPIC: Update on Search for Dean of Libraries

Bernie reported that the search committee has met and the screening date set for the Dean of Libraries position was 4/28/16. A copy of the job posting was passed amongst committee members and Bernie encouraged all to take note of the job posting number and to pass it on to any qualified potential candidates as the search committee is currently working on trying to expand the pool of available candidates. There are 13 applicants at this time. Bernie indicated that he has relayed to the search committee that he would like the Library Committee to be involved in the search.

AGENDA TOPIC: Introduction of Interim Dean of Libraries

Dr. Larry Peterson was introduced to the committee as the Interim Dean of Libraries. Dr. Peterson explained that he has been with NDSU since 1977. During his time at NDSU, he has worked and taught in the history department for 35 years and in the past four years he has been working as the Director of Assessment and currently is part of the Office of Teaching and Learning.

AGENDA TOPIC: Comments by Dean Burke

Dean Burke indicated she is in a period of transition as she finishes up her last couple of weeks with NDSU.

- Budget: She is continuing to work on FY17 budget and salary information. She stated that Library will end FY16 with a \$50,000 to \$70,000 carryover into FY17 due to strategic review of continuing resources. Even with the anticipated carryover, she anticipates that the Libraries will be in the hole in FY17 and will be required to continue making strategic cuts in continuing resources. It is hoped that larger cuts will not be necessary. The Libraries salary process has been moving forward and she will present her recommendations to the Provost's Office by May 4th.
- Annual Report: Dean Burke reported she will have a preliminary draft of the Libraries' annual report completed prior to her departure.

- Records Management: Dean Burke reported Michael Robinson, Associate Director of the Libraries has been working very closely as joint chair with the IT division on records management for the University and seeing that the institution is compliant. Faculty were recently sent a one-page document on records management as a result of this work.
- Credit Based Instruction: Dean Burke reported in that in one of her very first meetings with Provost Ingram she was asked to think about how the Libraries might provide credit-based instruction. The Librarians have worked hard over the last couple years to nearly double the number of non-credit instruction courses that are taught and Dean Burke reported she is very pleased with faculty support on these instruction sessions. The Libraries will be offering for the first time this coming year a one-credit course titled "Online Conversations". This course was selected by the Honors Program to be taught in the upcoming year. Beth Twomey is the lead on this course development and will teach the course. The course will be taught at a generalist level with a mix of information and communication. It will be taught to the honors program students only.

AGENDA TOPIC: User Survey

Bernie and Dean Burke shared the user survey draft with the committee present. They explained that the version of the survey that was being shared with the use of screen sharing technology was the result of conversations held at past meetings. The committee reviewed and discussed suggested edits. Dean Burke will work with Emily Berg in the office of Institutional Research & Analysis to have edits made.

Discussion was held on the best time to deploy the survey and whether it should be deployed as a function of the Libraries or a function of the committee. Based on discussion and with a motion to move ahead made by Kim Owens with a second by Faris Huseynov & Mijia Yang, it was decided to move ahead with deploying the survey and to deploy it as a function of the committee. It is felt the information gained from the survey would be of benefit to the new Dean of Libraries once hired. It was also felt that the survey should be repeated on a three-year cycle in order to get a longitude data set. Bernie informed the committee they will be sent a final draft version and if there are no major objections to the next version, the survey will be deployed yet this week.

AGENDA ITEM: Discussion on Report to the Faculty Senate

Katie and Mijia reported that they are at the end of their terms on the committee and would not be back next year. Bernie thanked both for their service to NDSU by serving on the Library Committee. Bernie requested that any committee members whose terms are up touch base, if possible, with their successors to bring them up to speed with committee information.

Brent Seewald-Marquardt inquired on getting involved in the Library committee as a committee member. Bernie explained that members are appointed by the Faculty Senate.

Adjourned at 11:00 am

Note: Due to this being the last meeting of the academic year, a motion to approve the minutes as written was given via email by Sean Burt and seconded, via email, by Scarlet Gray Bernard.