

Meeting:	Faculty Senate Library Committee		
Date/time:	October 11, 2016		
Location:	NDSU Library/Rm 110		
Attendees:	Ann Clapper Ben Bernard	Bernie Saini-Eidukat (Chair) Jamal Omar Larry Peterson	Sean Burt Xinhua Jia Yechun Wang
Not Present:	Fariz Huseynov, Kim Owen, Sara Berger		
Note taker:	Robin Hellman		
Approved:	11/17/16		

AGENDA:

- Introductions and Review of Committee Charge
- Update on Search for Dean of Libraries
- Update on Libraries from Interim Dean Peterson
- Results of Library Use Survey of Spring Semester 2016
- 2:15 meeting with Dean of Libraries Candidate Josip Mocnik

AGENDA TOPIC: Introduction and Review of Committee Charge

Bernie welcomed members to the new year of the Faculty Senate Library Committee and started off the meeting with introduction of all present.

The charge for this committee was reviewed and can be found in Article V, Section 3 of the Faculty Senate Bylaws.

1. *Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, and the Dean of Libraries.*
2. *Committee responsibilities include:*
 - a. *Formulating policy recommendations for the NDSU Libraries.*

Bernie stated the committee responsibilities are very short but he interprets the short statement to mean that the committee acts as a sounding board for the Dean of Libraries could also be used in advisory council as a mechanism to transport information back to respective units as well as bring information from your units to the Libraries.

AGENDA TOPIC: Update on Search for Dean of Libraries

Bernie reported that there is currently an active search for a Dean of the Libraries and he is on the search committee. He reported that Larry Peterson is currently serving as Interim Dean of Libraries; however, he will be retiring at the end of December. This search started in the spring of 2016 with an initial applicant pool of 16. The committee narrowed the pool down and phone conversations with some and brought four individuals to campus for airport interviews; however, no candidates moved forward beyond that point. Search was put on hold with the end of the school year. At the request of the Provost the search was reconvened this fall with a pool of 8 applicants. Two candidates have been selected for on-campus interviews. Joe Mocnik, from Georgia College & University, is currently on campus for an interview that began on 10/10/16 and runs through this date. Larry White, from the University of

Buffalo, will be on campus on 10/17/16-10/18/16. This committee will have a chance at the end of this meeting today to meet briefly with Joe Mocnik and a separate meeting will be scheduled for the Faculty Senate Library Committee to meet with Larry White next week as well. These short meet and greets are informal and a chance for the candidate to know us and what we do. Bernie reminded the committee that if the time that is being arranged for next week doesn't work with schedules that there are other opportunities within the interview process, such as the open forum or meetings in particular colleges, to interact with the next candidate.

AGENDA TOPIC: Update on Libraries from Interim Dean Peterson

Larry reported that the Libraries staff are trying to prepare for his departure in December with front loading a lot of tasks into this fall semester what is normally spread throughout the year. This would include completing all Libraries staff responsibility reviews and salary recommendations by December 1 since a new person coming into the position would not know the staff enough to complete them. Trying to front load into the fall what is normally spread out throughout year. Library Heads have also been asked to come up with "plan B for a situation in which a new Dean is hired but doesn't start in January" and a "Plan C for if no hire is made". These recommendations when completed will be given to the Provost for planning.

The Libraries currently have seven vacant positions that include:

- Associate Dean
- Head of Access Services
- Architecture & Visual Arts Librarian
- Reference & Interlibrary Loan Technician
- Government Documents Librarian
- Metadata & Cataloging Librarian
- Receiving and Rapid Cataloging Associate

It is a dilemma for the Libraries to have these vacancies and not be able to fill them due to the hiring freeze and lack of a Dean since many of the positions report directly to that position. The Provost has given permission to fill the Receiving and Rapid Cataloging Associate position and this search is active at this time. Reference hours have been reduced slightly due to staffing shortages. Larry stated it his sense from Dean's meetings that there will be no hiring overall on campus this spring but approvals may come through for next fall semester but it is really dependent on the legislature session.

Faculty status (professor of practice) for Librarians is being discussed with hopes that it happens sometime in the near future. The Provost is support of the idea but it is something that needs the State Board of Higher Education approval. UND has been contacted regarding this and they feel it would be beneficial as well

Budget: Larry stated that in terms of the budget, the Libraries is doing fine at this time. He stated that Librarians have looked very hard at databases and journal usage and have been making deselections to make better use of funds. Librarians have been working closely with their disciplines to make the choices that have been made. Larry reported that the Libraries gave up the Associate Dean position to work with the 90% budget scenario.

Ben commended the Libraries staff on the remarkable service provided at Libraries even though they may be short on staff.

AGENDA TOPIC: Results of Library Use Survey of Spring Semester 2016

Bernie reported that many conversations have been held over the last couple years on how this committee can help the Libraries Dean understand aspects of the Library use. From these conversations, a use survey for faculty was developed following models that have already been created with modifications that fit our purposes. This survey for faculty would be deployed once every three years to get a sense of how the Libraries is doing. It was additionally thought, during these conversations, that a separate survey for staff and students could be deployed on different years as well but that will be up to future committees to deploy the additional surveys. The faculty survey was deployed at the end of last year after working with the Office of Institutional Research and Analysis. A survey summary written by Emily Berg, Director of the Office of Institutional Research and Analysis, was made available to committee members.

- Dean Peterson thought it would be good to invite Emily and Bernie to a Library Staff Meeting to present the results of the survey.
- Bernie reported the response rate was 31.6% of faculty which he felt meant the faculty were engaged and interested. He felt the results would be a useful planning tool for the new Dean of Libraries.
- Bernie would like committee to re-examine the survey results at a future meeting once complete data set is available and the comment fields have been collated.
- Discussion was held on deploying another survey and to which group should it be deployed to. No decision was made at this time; however, the committee will discuss again at a later date.

Meeting adjourned at 2:15.