

**Library Committee Meeting Minutes
September 12, 2007. Noon – 1:25 PM
Austin Conference Room, Tisch Library**

Present: FLC Members: Ina Baghdiantz-McCabe, Mark Kachanov, Greg Crane, Constance Mourning, David Proctor, David Sloan, Michael Reed, Jenna Kubly; **Ex Officio Members:** Jo-Ann Michalak & Laura Walters.

Absent: Members: John McDonald, Neil DiBiase; **Ex Officio Member:** Leah McIntosh

1. Chair's Welcome and Member Introductions: *Ina/All*

Ina welcomed everyone to the meeting and asked members to introduce themselves. Ina also passed around a copy of the Faculty Library Committee list as posted on the website and asked members to review for corrections/additions. The undergraduate student Senate is holding elections today, so new undergraduate student members will attend the November meeting.

2. Tisch Library's Ex College Course and Services for Senior Honors Thesis/Capstone Project

Writers: *Regina Raboin and Laurie Sabol*

Laurie and Regina discussed the history of the course, their outreach and marketing efforts to faculty, advisors, administrative staff, and various departments, as well as the challenges in reaching their target audience. The course spans 8 weeks and meets for 2 1/2 hours/week. Although students' course evaluations have been excellent, highlighting the critical research development skills each of them has gained, the number of students registering for the course has been low. Laurie and Regina asked the committee for suggestions on how to improve registration numbers. Constance Mourning recommended that Laurie and Regina present information about the course at student meetings. Ina told Laurie and Regina that she would like to give this information to Howard Malchow, who is in charge of Thesis Exchange. She said that she would be prepared to go to the first Thesis Exchange meeting to talk with students about this offering. Ina also said that she would speak with Jim Glaser and Robyn Gittleman about flexibility in the deadline for registering for the course since it is only 8 weeks in duration. Additionally, Regina and Laurie will speak with Jim Glaser regarding allowing the library to have access to the honors thesis and other research project pre-registration list.

3. FY09 Draft Materials Budget Request: *Laura*

Laura presented the FY09 draft materials budget request. The library estimates that it will need an 8% materials budget increase just to cover inflationary costs of journals and books. Another 3% increase is needed to support expanding research needs for new degree programs, new faculty, and undergraduate research.

Jo-Ann requested that the FLC review the FY09 materials budget request carefully. Following review and discussion, Ina asked for a vote on the FY09 materials budget request. All members voted in favor. Members also agreed to further support the proposed budget in meetings with the Deans and the Budgeting and Priorities Committee.

4. Review of FY08 Meeting Dates and Topics (Distributed at meeting.): *Jo-Ann*

Jo-Ann reviewed the dates and agenda topics for FY08. The November meeting date has been changed from November 21st to November 14th. The rest of the dates and topics will remain as is. See revised version below:

FY08 Library Committee Agenda Topics

Additional topics are welcomed and should be suggested to Ina McCabe or Jo-Ann Michalak.

Wed Sept 12 open block meeting:

1. Chair's Welcome and member introductions
2. Tisch Library's Ex College course and services for senior honors thesis writers

3. FY09 materials budget request (draft)
4. Review of FY08 meeting dates and topics (to be distributed at meeting).
5. Directors Report

Wed Nov 14 open block meeting:

1. Update on library's Strategic Plan
2. Update on Space plans
3. Update on Learning Commons

Directors Report will include: Marketing library resources to faculty, graduate students and undergraduates; Extending graduate student loan period for Interlibrary Loan (suggested by David Proctor); How to link in Blackboard to electronic books in our licenses and in Google or library digitization projects such as Michigan and Harvard (suggested by David Proctor)

Wed Feb 13 open block meeting:

Joint meeting with Computer Facilities Usage Committee chaired by Don Weingust to discuss the following issues:

1. Update on national, regional and local plans for Digitization of Library Materials
2. Improvements needed to Blackboard (suggested by Constance Mourning)

Directors Report will include: Results of Graduate Students Focus Groups and Library Impact of Proposed New Graduate Programs.

Wed April 23 open block:

1. Presentation of Library's Strategic Plan
2. FY09 draft materials allocation
3. Review draft annual report
4. Suggestions for next year's agenda topics
5. Thank members rotating off Library Committee

5. Director's Report – Jo-Ann

Jo-Ann addressed the library space shortage. She informed the committee that the oversized book collection has run out of space. A temporary solution to extend into the adjacent area of reference stacks has been initiated. In FY09 there will be a space shortage in the stacks on both Levels G and 1. The space team has identified 3 space options: 1) installing compact shelves on Level 1; 2) utilizing remote storage; 3) recovering space currently occupied by ITS and DCA on Level G. Both ITS and DCA also are in need of more space for their departments. Leah McIntosh has scheduled a meeting, which will occur this afternoon, with all of the parties involved as well as the Provost's office to determine appropriate next steps.

Jo-Ann reported that Tisch has committed \$70,000 over 2 years from the NEH endowment for digitization, including digitization of the Boston Society of Civil Engineers' journal and a 19th century French journal. Greg Crane asked about identifying a mechanism to involve faculty in the selection of candidates for digitization, especially in fields in which they are interested. Laura responded that the bibliographers are working with faculty on identifying materials and this is how the two journal titles were selected for phase 1 of the OCA project.

Lastly, Jo-Ann reported that Tisch has begun its strategic planning process, which will, in part, build upon the recent strategic plans of A&S& E. David Proctor, Michael Reed, and 2 undergraduates who will be elected by the student Senate will join the Strategic Planning Team.

The meeting was adjourned at 1:25 PM. The next Faculty Library Committee Meeting will be on November 14, 2007 from noon – 1:15 PM.