

RUL CABINET  
 University Librarian's Cabinet Meeting Minutes  
 September 29, 2015

Present: Agnew, Askew, Borisovets, Boyle, Fredenburg, Fultz, Glynn, Golden, Just, Maloney, Yang  
 Absent: Cohn

Agenda/Topic	Discussion/Issues	Decision/Action	By Whom/By When
1. University Librarian's Report – Maloney	Maloney led a discussion about RCM; asked for volunteers to join a small committee to figure out a story. Need to submit budget for next July in October.		
2. Consumer Satisfaction Survey – Boyle	Boyle distributed copies of the Consumer Satisfaction Survey from our Web site; 200 users responded since January. Directors have comments related to their libraries, and AULs have comments related to what they are responsible for; Just has comments by library and by topic, and they overlap. The survey gives an overview of how people are feeling – negatively and positively.	Will think about other things that can be done for assessment beyond this survey; will consider using LibQUAL to see how we are doing compared to our peers.	
3. The “Why” of Academic Libraries – Boyle	Boyle discussed the “why” of academic libraries, a statement that came out of the initial Cabinet SWOT discussion: “The academic library exists to: accelerate discovery, illuminate understanding, enrich academic growth, provide an intellectual commons, and contribute to the public good.” Cabinet debated the wording, and noted that it’s a way for us to remember why we are here; the emphasis has to be on the fact that we support these things.	Boyle will have it added to the Libraries website and get the mission and vision statements pulled out. It will be a pop-out in the strategic plan.	
4. SWOT Analysis Discussion –	Cabinet reviewed the Institute of Jazz		

Maloney	<p>Studies/Special Collections and University Archives and the RUL Infrastructure SWOT summaries. Under infrastructure, once again the strengths are a little more diverse. During the IJS/SCUA discussion, it was noted that an additional weakness is a lack of clarity and consistency in developing and applying policies. It is not clear when a policy is needed, who should draft policy, and how policy should be reviewed, approved and disseminated. Policy, which provides a framework and direction for actions to be taken, is often confused with procedures, which are actions taken in accordance with a policy.</p>	<p>Just and Askew will review the priorities and post the top five for each area in the SWOT folder on SAKAI.</p> <p>Yang and Fredenburg will synthesize the three SWOTS into one and see if we retain the ones that came from the infrastructure and the ones that came from the directors.</p> <p>Glynn will discuss with Maloney at their pre-Planning and Coordinating Committee meeting if Planning and Coordinating Committee will do a synthesis to make sure nothing was overlooked.</p>	
5. Announcements	<p>Glynn: At the last Planning and Coordinating Committee, a small group was appointed to look at where we post the Area Updates.</p> <p>Planning and Coordinating Committee made the recommendation that we allow webinars to be paid for from travel funds. After discussion related to the level of ambiguity in the travel policy it was evident that a broader discussion of travel was required. Faculty who want to attend</p>		

	<p>a Webinar should contact their unit director.</p> <p>Askew: Short-term loans of 15 iPad 2s to students at Rutgers University-Newark began on September 28.</p>		
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