

New Brunswick Libraries Faculty Meeting Minutes

Pane Room, Alexander Library

July 22, 2016

Present: Kayo Denda (chair), Stephanie Bartz, Janet Brennan Croft, Joseph Deodato, Rebecca Gardner, Melissa Gasparotto, Karen Hartman, Melissa Just, Triveni Kuchi, Mei Ling Lo, Kevin Mulcahy, Jill Nathanson, Laura Palumbo, Ryan Womack (recorder), Connie Wu

Meeting opened at 9:30 am

Denda and the group thanked Hartman for her service as NBLF chair, especially for her extra year's service due to Tao's move into administration.

1. Open and Affordable Textbook Initiative (Palumbo)

Palumbo reported for Todorinova. The description and application form for grants was recently distributed. The group welcomes feedback. Barchi approved initiative in February. \$12,000 is available to distribute to faculty to support creation and adoption of open textbooks. The program will run for one year. Grant application will begin in October, for courses running in Spring, Summer, and Fall of 2017 (and possibly Spring 2018). Given the short term and budget, creation of a textbook from scratch is unlikely (but still welcomed), so the focus will be more on adoption of open textbooks. The group will be holding workshops for faculty to inform and assist them on this process, and is developing those workshops now. Palumbo answered questions about the program. The money is meant to provide an incentive to faculty to take the time to develop alternatives and switch to open materials, but the grant spending is not tracked. Selection criteria will give higher weight to the projects that provide the greatest cost reduction for the largest number of students. This is one year pilot, so sustainability is desirable, but is out of the group's control. Please reach out to Todorinova with comments and suggestions.

2. Chair's Report (Denda)

As incoming chair, Denda is looking forward to working with Mulcahy (as vice-chair/chair-elect), and welcomes input from all faculty on agenda items for discussion during the year. The RULF meeting conflicts with the regular date for the NBLF meeting on December 2. So NBLF will plan to meet on December 9 instead.

3. AUL's Report (Just)

Just discussed the budget picture. This is an ongoing process, and Just welcomes further discussion of budget issues at any time. A budget is a plan for spending, not what we actually spend. It is reconciled at the end of the year. NBL budget is mostly salary (faculty and staff). Operations budget includes supplies and equipment, travel, repairs, student workers, overtime, and other non-salary expenses. Special funds includes endowments and gifts, and is handled separately from the annual budget.

NB Chancellor provides funding for the entire NBL budget, and 45% of the systemwide budget through the RCM process. Any special requests are on top of this regular budget. In FY17 additional funding was provided for public PC replacement, and 24/5 hours service is being considered. The special requests must be things that we can present to the Chancellors as significant service improvements. Behind-the-scenes needs, like old staff PCs, must be handled by adjusting our own budget.

FY2016 reconciliation is underway. We are underspent in salary and operations. We are no longer using the terminology “salary savings”, but vacant lines still result in underspending.

The NBL All staff meeting presents some additional details on the budget.

We build the FY17 based on the target from the Chancellor, our historic spending, and known changes that are coming.

We have some “Known Unknowns.” RCM is more closely defining what is central vs. what is local. Imaging Services is moving from Central to NB, because most of its work is done for the NB audience. Funding for LibGuides and LibAnswers is moving from NB to Central because it supports systemwide work. Questions such as, “Does it make sense for x Chancellor unit to pay for % of the overall cost?” are useful in determining where functions should be located.

We cannot finalize the FY17 budget until the cost details of these changes are finalized. The old model of “state funds” is no longer applicable. If state funds to Rutgers are reduced, it will have an impact, but perhaps not in the direct fashion that it did in the past. Our target is not directly based on the level of state funding, but of course it could indirectly impact how the decisions are made to set the targets.

Currently we anticipate a NB budget deficit for FY17. We must reduce our budget expenses to meet the target. Salaries are the only area where significant cuts can be made. We have salary underspending due to vacancies this year, so we must look at permanently cutting open positions to close this deficit.

Some ways that we used to think about staffing are no longer true. Faculty and staff positions are not treated separately. There is no such thing as a dedicated line. Budget can be flexibly allocated between people and operations costs. But salaries must have a long-term source of funding. Positions that are vacant for half a year will generate savings that will probably need to be spent as one-time purchases.

Our prior exploratory committee discussion was in the context of lines, of which there are 8 vacant in NB. Four lines were identified as priorities: Business/Entrepreneurship, Biological Sciences, GovDocs/GIS, and Media. Business and Biology were approved as the positions to start with. We will continue to go forward with these hires, as well as the Unit Computing Specialist supervisor and a Library Associate staff position. Those positions will all be present in the FY17 budget. **We will revisit our position needs, especially those that are not going forward (Gov Docs and Media) in December 2016 as part of an overall planning and priorities discussion.**

In the future, we will discuss staffing in the context of the new budget model. Are our greatest needs in hiring people? The target from the Chancellor will also influence our decisions if it changes. NBLF should discuss the positions again by December in the context of our expressed needs and work requirements, so that we can include additional positions in the FY18 budget. That discussion can include different kinds of positions and potential redistribution of workload.

FY16 reconciliation and FY17 budget will be finalized in the next couple of weeks. We will see if there are any further impacts from the state budget soon after that.

4. Tenure Process and External Letter Discussion (Just)

Just reported on a presentation given by the administration for Deans and Chairs. One of the issues of concern is with external letters. Every packet must have at least 7 external letters. The Libraries aim for

10, so that we are safely over the minimum if some letters do not come in. The 7 letters must be at “arm’s length” according to the standards of the PRC. Ideally, arm’s length means that the letter-writer does not know you at all, but is only familiar with the area you work in. There are degrees of closeness along of a continuum of “none known” to close relationship. For example, a prior colleague at an institution, an adviser, a grad-school buddy, a co-author, are all too close. The following kinds of relationships are examples that fall along the continuum, and the relationship should be described by the candidate and the reviewer: someone that you have been on a committee with, presented on a panel with, and other relationships that might be typical within a small academic group.

The letters should be a mixture of names recommended by the candidate, and names recommended by the library administration (unit director and university librarian). Since administrators have knowledge of appropriate administrative peers to solicit letters from, it is better if the candidate focuses on identifying accomplished librarians at their discipline/specialty peer level for letters. The candidates will now be filling out Form 3-A themselves for internal use only to directly identify relationships.

5. Updates from NBL Department Heads

Experience (Just)

The Experience team has no update at this meeting. The NBL All meetings this week and next are providing an update and activity on the Service Points Team.

Learning and Engagement (Gasparotto)

Next semester, asking Team Leaders to more proactively approach the groups under their purview, so that work can be coordinated across NBL organization.

Research and Content (Womack)

As with other teams, the NB-All meetings provide the major update on the group’s work. Questions about how the budget process worked in its first year. Teams are getting used to having money to spend, but there have been several useful projects funded.

Budget will be \$3000 again for each team in FY2017, but going forward it can be adjusted. Just can also supplement for specific needs. We should not let the budget hamper funding for real needs.

6. BStats Changes (Nathanson)

The updated system is now available. It will eventually be used for all Universities, and is accessed via NetID login. New departments have been added to reflect commonly used groups for instruction, and many unused departments were dropped from the form. Simplified entries for locations where details were not needed were also dropped. This will improve reporting functionality as well.

Discussion about how converging on common products for recording consultations, events, instruction, in one location would simplify usage, reporting, and working with course management systems. This may be the topic of a future report.

7. Travel Committee (Wu)

Travel allocation is the same as last year, and similar carryover amount. Although we have discussed changing the allocation model in the past, no decision was made. So, this year’s allocation pattern will be similar to the previous year. A new structure for allocating money should be a future discussion topic for NBL. Just reported that Rutgers is coming out with a new travel policy that we should align

with. Also, travel is an unresolved issue in RCM. Next year's travel funding will be allocated in a different manner. After travel policy is promulgated, this topic should be discussed again by NBL.

Announcements

There will be a Kaltura workshop on August 2, providing hands-on training on recording video and embedding into Sakai [not Canvas]. Kaltura does not provide closed captioning, but it is possible to send videos to a service for closed captioning.

Meeting adjourned at 11:37 am