

## DRAFT

### New Brunswick Libraries Faculty Meeting Minutes, December 9, 2016

**Present:** S. Bartz (recorder), J. Croft, K. Denda (chair), J. Deodato, R. Gardner, F. Giannetti, K. Hartman, M. Just, T. Kuchi, M. Lo, C. Lutz, K. Mulcahy, J. Nathanson, L. Palumbo, J. Pilch, J. Saucedo, L. Todorinova, R. Womack, C. Wu

#### 1. Adoption of agenda

The agenda was adopted without amendment.

#### 2. Approval of minutes from November 4 meeting

The draft distributed via email was approved without amendment.

#### 3. Chair's Report (Kayo Denda)

- Tenured faculty will be meeting regarding personnel actions on Tuesday, January 17. The back-up date is Thursday, January 19. Tom Glynn is the ad hoc chair and will contact the group prior to the meeting.
- The previously scheduled conversations between tenured and untenured faculty have been postponed, but untenured faculty are welcome to ask questions even without a formal meeting.
- The RULF Steering Group has concluded the first round of work. The next step will be for some members of the group to work with the Rules of Procedure Committee to revise the bylaws.
- Names of potential candidates for the Assistant Vice President for Information Services/Director, Rutgers University Libraries-New Brunswick should be forwarded to Krisellen Maloney.

#### 4. Equipment upgrades in NBL teaching spaces (Mei Ling Lo and Jill Nathanson)

Mei Ling and Jill are currently co-chairing the NBL Instruction and Information Literacy Team. They've reviewed the current condition of the instructional spaces in NBL, including some that are not generally thought of as instructional (e.g., home-away-from-home offices at Alexander and LSM), and provided a spreadsheet of potential upgrades. Quotes have been obtained for the technology, but additional quotes will be needed for installations/facilities work. These are intended to be short-term solutions given that the existing long-term plan will involve major changes to the spaces in all of the libraries.

Several suggestions were made.

- Repurpose the televisions that are being replaced at Kilmer.
- Establish a technology plan/upgrade timeline.
- Add the LSM classroom to the list with the suggestion that a podium be added.

An unrelated suggestion to investigate the possibility of purchasing portable projectors that could be loaned to students will also be pursued as a pilot project.

#### 5. AVP/Director's report (Melissa Just)

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- As announced yesterday, Jeanne Boyle will be stepping in as Interim AVP/Director. A search firm is being hired and committee members are already being solicited for the work of hiring a permanent successor. Work is expected to start in January. Melissa will be meeting with Jeanne to transfer information about NBL. NBL-All transition meetings have been scheduled on December 20 and 22.

    Melissa solicited questions relative to the transition. She spoke about the change in her role since her arrival at Rutgers almost 5 years ago. The focus is much more on NBL than it was then, and upcoming changes to university administration may allow more opportunities for engagement across the university and a greater role for the libraries on this campus.

    There was also discussion of the NBL organization and whether it will need to change. It's a work in progress that should be revisited within the next six months or so. Some teams may need to be eliminated and others added. Since Special Collections is now a part of NBL, its place in the structure also needs to be considered. A new department with cross-pollination from those not in Special Collections was suggested.

- The biological sciences search is currently on hold. Three candidates were approved for interviews, but the interviews couldn't be scheduled before Melissa's departure. It's unclear whether the search will continue from the point it left off or restart in January.
- The business search should have a resolution before the end of the year.
- The Alcohol Studies library is closing as of today. All of the material is being boxed and sent to the Annex. It will be sorted and processed from there. The uncataloged material will go for recon, and the rare materials will be assessed by Ron Becker. Subscriptions are also being looked at. Judit Hajnal-Ward will join NBL as a general science and instruction librarian based at LSM. One part-time staff member will also move to LSM.
- Jill Nathanson is moving to LSM.
- Ron Becker is retiring. His position will likely be replaced but it's uncertain what it will look like.
- There was a discussion at Cabinet about moving material from the staff side of the website to the common T drive. This would effectively hide both outdated material and material that should not be public. It would leave the material accessible off-campus via the VPN, but would render it much less easily searchable. The consensus among those present at the NBLF meeting was that it would be better to make the existing pages accessible only with a NetID, but create an alternate shared login that could be used by student workers and others who may need access.

### 6. Announcements

- K. Denda – Expressed thanks and best wishes to Melissa on behalf of NBL. A farewell gathering will follow the meeting.
- L. Palumbo – The Data Outreach Team is arranging a lunch to follow the NBLF meeting next month in order to provide an opportunity to talk about integrating data into liaison activities.
- J. Nathanson – Jill will be moving to LSM this month. Her job is not changing.
- T. Kuchi – The business search committee is meeting this afternoon. Please send comments on the most recent candidate to Triveni as soon as possible.