

NBLF Meeting
Pane Room
February 3, 2017
9:30-11:30 AM

Attendees: Stephanie Bartz, Leslin Charles (Recorder), Janet Croft, Kayo Denda (Chair), Rebecca Gardner, Melissa Gasparotto, Francesca Giannetti, Tom Glynn, Karen Hartman, Triveni Kuchi, Mei Ling Lo, Megan Lotts, Kevin Mulcahy, Laura Mullen, Jim Niessen, Laura Palumbo, Janice Pilch, Judit Ward, Ryan Womack, Erika Gorder, Michael Joseph, Tara Kelley, Fernanda Perrone, Jeanne Boyle.

Judit Ward, now at LSM, was officially welcomed to NBLF and introductions were made around the room.

1. Approval of Agenda
The agenda was approved as presented.
2. Approval of Minutes from December 9, 2016 meeting
Minutes approved.
3. Report from the Chair (Kayo Denda)
 - a. Update: AVP/Director NBL (Assistant Vice President for Information Services, Director of New Brunswick Libraries Rutgers University-New Brunswick search Progress of the search can be found here:
www.libraries.rutgers.edu/human_resources/employment/nbl-director
 - The following items were circulated:
 - Names of members of the Search Committee were circulated
 - Academic Position Profile APP:17FA1025Attendees were encouraged to nominate any viable candidates to any member on the search committee.
Target dates for interviews: May 8-12
 - b. NBLF Roster was distributed. Denda has asked to be notified regarding any inaccuracies or omissions.
4. NBL Identity and Web Representation (Triveni Kuchi)
 - a. Kuchi highlighted the need for us to define ‘Who is NBL’, ‘What does it do?’, and ‘How does it do what it does?’. This is especially important in helping candidates understand our organization. Jim Niessen, Melissa Gasparotto, and Triveni Kuchi will work to develop a draft by February 10.
5. Report from the Interim AVP/Director of NBL (Jeanne Boyle)
 - a. Cabinet minutes are being distributed and attendees were encouraged to read them
 - b. Directors Group has been renamed from ‘Library Directors Group’. It meets twice per month and are defining how they want to work with groups that report to

them. For example, Instruction Community of Practice (ICOP). Boyle met with Leslin Charles and is taking this information back to the group.

- i. There is ongoing discussion on the director roles and collection allocation. These involve Tao Yang.
 - ii. Several one-time meetings have been held: collection allocation, space carpeting, personnel, and facilities concerns.
- c. Attendees were encouraged to communicate as needed and to note that Boyle will visit libraries as invited. If there are any log jams, please communicate.
- d. Jordan Nielsen, the new Business and Entrepreneurship librarian will join us on May 1.
- e. Biological Sciences Librarian search is on hold. We will now wait for the AVP/Director NBL search to be completed.
- f. There is a need a new head for SCUA, but we are waiting for NB director to come on board. Meanwhile, there will be a consultant who will be meeting with SCUA librarians and staff.
- g. NBL Unit Computing Manager offer is being made. Thanks to the search committee for doing a fine job. The selection will be communicated when the hiring process has been completed.
- h. Sensus Access is going to be purchased by OIT for all of RU use. It is a self-service solution for print-impaired users that converts print documents to a range of media formats, including MP3, e-books and digital Braille. It will positively impact our Reserve Services. The SA also does translation to many languages. We will receive training that will be led by OIT. E-reserves staff and public services will need to know that it exists.
- i. Nancy Kranich and Jeanne Boyle met with Mark Schuster, the new Dean of Graduate Student Life. One of his initiatives involves graduate student writing and this might be an opportunity to repurpose the graduate reading room since there is a need for these students to gather in groups. Further, the Dean is establishing a Graduate Student Experience Task Force, and Karen Hartman will serve as the library representative.
- j. The University is engaged in institutional space tracking. The RUL was asked to provide information on square footage and how it is being used.
- k. Cabinet continues to work on the plan to update our staff pages. Tibor Purger is working with Katie Anderson on a solution which should result in a prototype sometime soon.
- l. Attendees were reminded to vote for the PEC by end of day.
- m. Rutgers Day is April 29. Attendees were encouraged to participate in this opportunity for networking. For example, Mei Ling Lo is going to be working with the Math Department at this event. NB is partnering with RBHS. Tables will be erected on the Voorhees Mall. Busch Campus presence will be in the form of a table at LSM as well as the Math Department partnership. There are currently 11 volunteers and there will be a call for more.
- n. There is planning activity for the fiscal year 2018-2019. Cabinet will have a retreat to address the planning. April is the deadline for an environmental scan to find out initiatives that are coming along, in order to prepare a budget. We have a

strategic plan, but what exactly is being done needs to be highlighted. How can we go about finding out? Ideas were solicited.

- o. Shared User Services will be central support for how we do our jobs in the libraries. Kayo will invite Rhonda Marker to a future NBLF meeting.
 - p. In response to a question posed regarding the inefficiencies of the new email system (emails from colleagues ending up in clutter), Melissa Gasparotto (representing USC) noted a discussion of this issue at the last USC meeting. Tibor Purger has requested that email issues be sent directly to him. This information has been recorded in the USC minutes that will be distributed.
6. FCP: Faculty Compensation Program. (J. Boyle and K. Denda)
- a. Following the vote, PEC unit will be formed by Monday February 6.
 - b. Discussion ensued regarding the development of criteria for a merit increase.
 - i. Vote for the period of evaluation range: July 1, 2015 – June 30, 2016 with 15 for and 3 against
 - ii. Merit criteria
 - 1. For Tenure Track librarians: Librarianship (highest consideration), Scholarship, and Service
 - 2. For Non-Tenure Track librarians: Librarianship and Service
 - 3. Inequity will also be a consideration
 - 4. Submission deadline for materials is February 9. The email sent on Jan 20 marked the beginning of the 20-day period for submission, hence February 9. The CV is required but we also submit a 2-page document on our accomplishments/activities in the areas outlined above. The document is to be submitted to Jeanne Boyle.
7. Report from the NBL Department Heads
- a. Learning and Engagement. Melissa Gasparotto
 - i. Mei Ling Lo and Jill Nathanson as interim co-chairs of the I&IL Team did an inventory of equipment in teaching spaces. The equipment replacement is being recommended to Jeanne Boyle as a priority.
 - ii. Student run textbook exchange program is being discussed as a possible project.
 - b. Research and Content. Ryan Womack
 - i. Potential projects will be discussed. The document will be drafted and circulated for input.
 - ii. Update to instructional spaces, chiefly changes to the Graduate Reading Room was endorsed
 - iii. Graduate Assistants/Interns might be hired to help to work on some topics including Digital Humanities, OA, Data Management, etc.
 - iv. There are ideas regarding specific programs for OA and DM.
 - v. Reconfiguration of Teams was also discussed

- vi. Kayo Denda asked that this information be sent to Triveni Kuchi, Melissa Gasparotto and Jim Niessen so that they can be incorporated into their draft.
 - c. The idea for SCUA to do presentation on their work, the strength of the collection and budget considerations etc. came up. Perhaps we can also have a tour in the future.
- 8. Update on budget allocations. (Jim Niessen and Melissa Gasparotto)
 - a. Allocations are mostly in place. Camden and Newark were allocated before NBL. New fund for Psychology books was created. Tao is considering a small Humanities approval plan. Concerns about this plan were raised. Kayo will email Tao requesting an update and suggesting the importance of consulting Humanities Selectors on the building profiles.
It has become apparent that there is a need for new librarian orientation regarding collection development issues. Kevin Mulcahy and Ryan Womack will take responsibilities for this. We also need to address general orientation program/schedule of new librarians. Kevin Mulcahy will lead on this move. Rebecca Gardner will work with Kevin on this with the intention of being ready by May 1 when Jordan Nielsen comes on board.
- 9. Steering Group for Faculty Groups – Next Steps (Tom Glynn and Karen Hartman)
 - a. Intentions document is being developed. We hope to vote at the upcoming Faculty meeting. We need to address the faculty units. On Jan 30 an email was sent by Natalie Borisovets (Faculty Coordinator) regarding the hosting of a forum on February 14 to discuss reorganization (looking at personnel issues such as merit, reappointment and promotion). A discussion document has also been attached. The meeting is scheduled for 2-4 PM in the THL at Alexander Library. All were encouraged to attend as this will inform what is presented at the next RULF meeting.
 - b. There is also the open issue of what happens with RBHS who have a new contract coming up. There is provision in the faculty regulations to include RBHS.
- 10. Announcements (All)
 - a. Krisellen Maloney will host a meeting immediately after the March 3 NBLF meeting. What are the virtues of NBLF so we can all be on the same page when we nominate people and meet with potential candidates? It will be informal. Kris will provide lunch.
 - b. Kanopy PDA has been added to our suite of databases. It contains a broad range of documentaries. It may not solve all media acquisitions but it will be useful. Go to kanopy.rutgers.edu to access. All the titles are displayed there. We have a cap of \$4500. We have a trial that ends on February 13.

- c. Linking libguides to online courses. Jill Nathanson, Joseph Deodato, and Mei Ling Lo are looking to have a seamless connection between Springshare and Canvass. They need our help to identify appropriate libguides so that the coding can be accurate.
- d. OA policy is in effect and if anything has to do specifically with our Liaison area attendees were encouraged to reach out to Laura Mullen. Also there was a reminder that library faculty publications should be uploaded to SOAR.
- e. ACRL 2017 Conference: Megan Lotts has been selected as a contender for the top innovative project and is seeking support from those faculty members attending the ACRL conference.
- f. Zimmerli Art museum will host the event “Artists and Activism: Behind the Gorilla Mask” with two former Guerrilla Girls. The talk is on Feb 27 at 7 PM.

Meeting adjourned at 11:28 AM.

Submitted by:
Leslin Charles