

**NBLF Meeting**  
LSM Conference Room  
March 3, 2017  
9:30 a.m.-11:45 a.m.  
**Minutes**

Attendees: Stephanie Bartz, Jeanne Boyle, Leslin Charles, Janet Croft (recorder), Kayo Denda (chair), Rebecca Gardner, Melissa Gasparotto, Francesca Giannetti, Tom Glynn, Erika Gorder, Karen Hartman, Michael Joseph, Nancy Kranich, Triveni Kuchi, Mei Ling Lo, Megan Lotts, Rhonda Marker (guest), Kevin Mulcahy, Laura Mullen, Jill Nathanson, Jim Niessen, Laura Palumbo, Janice Pilch, Caryn Radick, Sheridan Sayles, Judit Ward, Ryan Womack, Connie Wu

Called to order by Kayo Denda at 9:30

1. Approval of Agenda  
Agenda approved as presented
2. Approval of Minutes from February 3, 2017 meeting  
Minutes approved

(Original agenda item 3 postponed until Rhonda Marker's arrival)

4. Report from the Chair (Kayo Denda)
  - a. Update: AVP/Director NBL search: The position has been posted in chosen media outlets, and qualified applications are arriving. Kayo Denda will attend ACRL and recruit there. Krisellen Maloney will be discussing the AVP position at our lunch today.
  - b. Denda thanked the group that did revisions on NBL page, headed by Triveni Kuchi. The new page was shown and discussed. The old RIS page was replaced by NBL page, except for RUL instruction stats, which moved to the bottom of the column. The new page includes an up-to-date organization chart, objectives, team structure, etc., in part so that AVP applicants will have accurate information about NBL.
5. Report from the Interim AVP/Director of NBL (Jeanne Boyle)
  - a. Jeanne Boyle called for volunteers to staff library booths and tables for Rutgers Day, April 29.
  - b. Boyle thanked the faculty who agreed to work on six NTT reappointments this year, and the peer evaluation committee who worked on the faculty compensation program; this work is complete except for some forms Boyle will be filing.
  - c. Boyle provided a draft of the Cabinet planning calendar. The March 29 planning retreat is coming up, and budget forms need to be filled out and submitted to her well before then.

- d. A survey form will be coming out soon to collect information on the departments, schools, programs, and centers with which we liaise.
  - e. Library directors are now meeting twice per month, once with Krisellen Maloney and once without. They will meet with various working groups over the next months.
  - f. The NBL Data Outreach Team has requested web space for research data services.
  - g. Overall University structure: It looks like within a year the universities will each have their own website but the structure details, and impact on libraries, aren't known yet.
  - h. Library and service point hours collection: Rhonda Marker's department is developing a LibCal project to collect and disseminate this information.
  - i. Kilmer Library name change to James Dickson Carr Library: So far all we have is a poster that will go in Kilmer. We have started figuring out our name change processes internally but don't have an official date for name change yet.
  - j. Teleconference Lecture Hall: Tibor Purger did a walk-through with reps from the Digital Classroom Services, which will propose updates for the space.
  - k. The Office of Disability Services is working on auto-open door for the Math library.
  - l. A consultant is coming in to work with special collections and archives to develop priorities for collections, procedures, space, etc.
  - m. Collections budget: There is a shortfall that will be funded by salaries from open positions.
  - n. Open Access Textbooks: some further discussions are coming up.
  - o. Discussion: A clarification on the budget: we do not know yet our allocation for 2017. Travel committee: Connie Wu pointed out that at present we can only provide funding for one trip per person – might there be more available in the future? Boyle responded that she has money to send people to events or conferences if they are representing us officially.
3. Overview of Shared User Services (Rhonda Marker)
- a. The Department of Shared User Services (SUS) was formed in response to the changing environment at Rutgers. There isn't a "library system" anymore, there are individual libraries at "universities" or "campuses" –not solely because of RCM, but it has an impact. NBL libraries have always played a central and coordinating role because of their size, but can't under this new system. Central Technical Services has been around for a while, but doesn't cover user services.
  - b. Areas covered include discovery, shared reference (Chat, AAL), and digital projects, and will eventually include the website. Why digital projects? They need to be approached from a user point of view, not a technical point of view, and should fill a user need. SUS will provide support and coordination, but Marker likens it to "Living in the basement while building the house above you."
  - c. SUS is currently looking for a web services librarian, and will be searching for reference coordinator. No departmental "vision" yet; SUS is mainly focused on supporting the visions of other units.

- d. Discussion: Web Services. How does this relate to Joseph Deodato and Sam McDonald (who provide tech support for the web page)? They and some others will continue doing same jobs, but the Web Services Librarian will have an advisory board and people like this will be on it. This person will address usability, disability needs, etc., focused on user, and assessment and evaluation, and these will be the responsibility of a person, not a committee. It will be tenure track. Denda asked if we take our web projects to Boyle first, who will then take them to directors? This will be determined as the department grows, but Boyle expects that NB will probably have its own web team, soliciting feedback from users, etc.
  - e. Discussion: Reference Coordinator. It is expected this position will be posted in about two months. This position will manage training, assessment of SpringShare products, chat needs and statistics, etc. Will be responsible for coordination of in-person and virtual reference, and expected to actually do some of each in order to understand the diversity of our users. Will be tenure-track. PlanCo is one of the groups developing the position description; Karen Hartman suggested they should also talk with the chat reference committee.
  - f. Discussion: What is SUS doing already? SUS is working on digital projects like NJ Highway, electronic theses and dissertations, RU Core, the building and desk hours calendar, data curation. There is not yet a web site for the department listing all staff and current projects. Marker reiterated that her unit supports all other library units and needs to invite participation, which will be built into their structure. Denda remarked that we are eager to participate and be kept in loop about activities.
6. Presentation on the University Archives (Erika Gorder)
- a. As part of a series introducing SCUA units to NBLF, Gorder presented an overview of her unit, University Archives. It is one of the four curatorial areas making up SCUA. Her PowerPoint is available on request. The audience for University Archives includes genealogists, students and faculty, government, historians, alumni, and administrators and the Board of Governors. Records and archives serve both immediate and long-term needs, and the goal is to “preserve for eternity.” There are various functions and specialties within archival work: selection and appraisal (including field work); arrangement and description (processing and cataloging, creating finding aids); preservation (including disaster planning); and access and outreach (including exhibits and instruction).
  - b. Some specific description of University Archives: Officially founded in 1975; there were less formal collections before then. There is a dotted-line relationship with University Records Management; from there, items get destroyed OR transferred to Archives, according to records retention schedules. Most UA materials are in the Records Center on Livingston campus; some are in SCUA in Alexander Library or in the Annex. Most collections have some sort of finding aid. The collection includes dissertations and theses prior to 2007, when the copy of record became electronic. SCUA does charge outsiders for copies but not university offices.

7. Input on Research and Content Development Goals (Ryan Womack)  
Womack presented the Research and Content 2019 goals and budget requests. The departments had budgets of \$3000 each but a regular stream of money would be helpful. Big ticket items include instructional space upgrades and Interns/GAs. For the Intern or GA program, we want very talented people near the end of their programs, with specialized expertise in four particular areas: Data Services, GIS, Digital Humanities, and Open Access. Womack welcomes further input before the March 29 Cabinet retreat; send him comments by March 17.
8. Discussion of the Configuration of Faculty Groups (Karen Hartman)  
The forum of February 14 started a discussion of faculty units re personnel actions. Hartman and Tom Glynn will take a summary recommendation to March Plan Co meeting. This reconfiguration will affect tenure, tenure track, and NTT librarians. The simplest plan is to map to the administrative units. Discussion focused on the optimum size of groups for discussion and evaluating colleagues' research and work, the consensus being that a smaller group of peers who worked directly with the person under consideration was most effective. Other points arising in discussion: SCUA has its own needs in evaluating. SUS is new and its needs are unclear; it shares some issues with CTS. Untenured faculty may not have had enough input. Procedures for creating a quorum in smaller units are not formalized. Hartman has asked that we please email with other thoughts so we can continue this at the next NBLF meeting.
9. Mapping LibGuides to courses (Jill Nathanson)  
The university has five Learning Management Systems right now, but a committee is working on standardizing this to one. Nathanson presented a PowerPoint on moving library resources from "pull" to "push" in these systems. Currently instructors need to add library subject or course guides manually. With push in Canvas, we can put LibGuides into courses ourselves. They will automatically link to appropriate courses, and the chat box will also appear. Nathanson showed how to include a course code in LibGuides, which will link it automatically to the course in Canvas (and a few other platforms). The PowerPoint includes specific instructions on truncating codes and finding course codes for specific courses. Jill will be mailing instructions to everyone after this meeting.
10. Announcements:  
Karen Hartman noted an EndNote workshop in LSM later in the day.

Meeting adjourned at 11:48.

Submitted by  
Janet Brennan Croft