Attendees: Natalie Borisovets, Melissa De Fino, Joseph Deodato, Pam Hargwood (Faculty Secretary), Karen Hartman (Faculty Chair), Kevin Mulcahy (Faculty Vice Chair/Chair Elect), Laura Mullen, Caryn Radick, Ela Sosnowska, Zara Wilkinson (remote)

1. Adoption of the agenda

The agenda was adopted as presented with the addition of discussion about the Electronic Resources Librarian job posting. The December minutes were approved.

2. Discussion of Electronic Resources Librarian job posting (Hartman and Deodato)

Deodato gave a brief overview of the job description and reporting structure for this position which was posted very quickly and without input from the Planning Committee. Several concerns and questions for clarification were raised, e.g., its status as an NTT position, the reporting structure, etc. Hartman and Mulcahy will communicate these issues to the VP/UL.

3. Discussion of feedback on a draft job profile for Assistant Vice President for Information Services, Director, Scholarly Communications and Collections (Hartman and Mulcahy)

Several issues were raised in discussion of this job description. First, it is unclear who will report to this person. Also, at other institutions that have this position, there are usually already two departments, Collections and Scholarly Communication, that are then joined together. RUL does not have a Scholarly Communication Department so there was a question of how this will work. Also, under the responsibilities and qualifications section, it all refers to the collections aspect of the position. There needs to be inclusion of the scholarly communication aspect such as items listed on the Scholarly Communication page; RU Core, OAT, ORCID and other initiatives. Additional bullet points supplied by the committee will be suggested for addition to the job description.

4. Update-group reviewing library faculty guidelines/criteria documents (Mulcahy)

Mulcahy will be setting up a meeting with the group shortly.
5. Update-Information Literacy Committee (Mulcahy and Wilkinson)

The information literacy goals mapped to the ACRL framework were accepted at the February 6, 2018 Cabinet meeting. The IL committee is currently in the process of reviewing Credo for possible purchase. A trial period is being set up for library faculty to get a chance to trial the tutorial and give feedback. There is still a question as to who will be paying for the subscription, Central or New Brunswick. There is a possibility of a consortial purchase with NERL.

6. Report of the Faculty Chair/Faculty Members of the UL Cabinet (Hartman and Mulcahy)

There was discussion regarding the job descriptions for the Electronic Resources Librarian and the AVP for Information Services, Director, Scholarly Communication and Collection.

The Web Improvement Team is currently conducting surveys on the new web pages and Mouse Flows is being used to track clicks anonymously.

There is a Cabinet retreat March 20, 2018.

There will be a Town Hall meeting on June 12, 2018. The purpose is to convey the plans for next year and invite input. Each library director will host the Town Hall at their location with the University Librarian presenting on the budget from a central location.

7. Update on agenda for the March 9 RULF meeting and planning for spring faculty assembly (Hartman)

The March 9th RULF meeting will take place in the Pane Room. De Fino inquired as to whether AAUP representatives could attend after the meeting to discuss upcoming contract negotiations.

The Spring Faculty assembly will take place Tuesday, April 24th, 2018 at 9:30am. Hartman will put out an announcement and call for agenda items.

8. Announcements

Mullen mentioned a pilot for librarian liaison team to SEBS. Judit Ward is the team leader but there will not be a single liaison. An open house was held to meet the team.

Deodato provided an ExLibris update. There will be Alma workshops March 13-15, 2018. In late April 2018, working groups will train appropriate staff. June 1, 2018 is the launch date.

9. Summary of outcomes (Hartman)

Hartman and Mulcahy will draft a response to Electronic Resources Librarian description.

Hartman and Mulcahy will provide the VP/UL with suggested additions to the AVP, Director, Scholarly Communication and Collections job description. Hartman and Mulcahy will seek clarification on Human Resources role in guidance for faculty issues.

Hartman will send out the Spring Faculty Assembly announcement along with a call for agenda items.