1. **Adoption of the agenda**

   The agenda was adopted as presented with one additional item added. The April minutes were approved as amended.

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

   There has been one Cabinet meeting, one Cabinet retreat, and one meeting with the University Librarian since the last Planning Committee meeting.

   **May 8th Cabinet Meeting**

   It was mentioned that existing PINs will be loaded into Alma. PIN users will be able to initially log in with their PIN the first time and then they will be required to change to a strong password.

   There was discussion of how Primo works with regards to accessing full text articles in EBSCO. At some point, the “Recommender” feature will be implemented which can direct users to appropriate resources outside Primo.

   Jessica Pellien reviewed the promotional item purchase process.

   Decision making roles with regards to the RUL website and WIT were discussed.

   **Cabinet Retreat**

   The focus of the retreat was decision making with the group brainstorming aspects of decision making. There was discussion about how Central coordinates through groups and individual roles.

   **University Librarian Meeting with Faculty Chair and Vice-Chair**

   Two topics were discussed at this meeting. One topic was the role of being a local campus librarian and a librarian for the university as a whole. The second topic was the peer user letter process. Maloney stated that beginning 2019/2020, there will be a limit of 5 letters to help keep the process consistent.
3. **Current librarian openings (Hartman and all)**

Various Planning Committee members updated the committee on the current librarian openings.

Radick updated the committee on the status of the Associate Director, Special Collections and University Archives position search.

Borisovets mentioned that the Dana Library has an Archivist position advertised and that they are scheduling Skype sessions for the Undergraduate Success Librarian position.

Wilkinson reported that Camden has started their Student Success Librarian search.

Deodato mentioned that in-person interviews are scheduled for June for the Electronic Resources Librarian position.

Glynn updated the committee on the Assistant Vice President for Scholarly Communications and Collections position mentioning that candidates will be on campus the 3rd week of June.

4. **Bylaws addition-Administrators holding offices (Hartman and Mulcahy)**

This bylaws addition is to remedy the fact that there is nothing in the current RUL bylaws that address the issue of RUL faculty, who hold primarily administrative duties, running for elected office. Suggestions for the wording of the bylaws addition were made.

5. **Faculty Meeting June 8, 2018-Agenda (All)**

The committee reviewed the agenda for the June 8th RUL Faculty meeting.

6. **Faculty Assembly-process and discussion (Hartman and all)**

The Spring Faculty Assembly was postponed. The timing for the next Faculty Assembly will be discussed at the June Planning Committee meeting.

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

There will be more discussion about this at the June Planning Committee meeting.

8. **Update-Information Literacy Committee (Wilkinson)**

There will be a meeting consisting of the Information Literacy Committee and Instruction Coordinators in June to prepare for the implementation of Credo.
9. **Summary of outcomes (Hartman)**

There will be more discussion regarding the next Faculty Assembly and the library faculty guidelines/criteria documents at the June Planning Committee meeting.

Glynn will revise the language for the bylaws amendment and will email the committee to review before it gets sent to the RUL faculty.

10. **Announcements**

There were no announcements.