1. Approval of Minutes from October meeting
The October minutes were approved with a few typos that will be corrected.

2. Approval of Agenda
The agenda was adopted as presented.

3. Report from Cabinet (Anderson and Mulcahy)
Some highlights from the last Cabinet meeting are as follows:

- The 2018-2020 priorities were reviewed. RU Core’s technological infrastructure can no longer be supported and RUL needs to look at its replacement. Grace Agnew is looking into what other institutions are using. The Planning Committee would like clarification on this issue and to see the notes from the Infrastructure Committee and Agnew’s report.

Agnew will take on role as Assessment Librarian.

A small group has been organized to revisit reference architecture.

The University Librarian would like to see more librarian involvement in monitoring social media. Deodato mentioned that social media accounts can be linked to LibAnswers which might assist with monitoring.

- The ExLibris group successfully extracted Sirsi data.
- The proposed digital projects process was endorsed.
- The LibQUAL+ survey will take place Spring 2019.
4. **Research Leaves and Research Support (Mulcahy)**

A group has been formed to revisit the old research leave policy and look at broadening the policy. The group members are Deodato, Radick, Rebecca Gardner, Bonnie Fong, and Julie Still.

The group will bring a proposed draft back to the Planning Committee by February 2019, which will then go to the University Librarian and then to the RUL faculty.

We discussed the best way to get input from the directors, whether as a group or individually. The consensus seems to be that our group will consult with the directors as a group, in addition to any individual contacts with directors.

Some points the Planning Committee feel should be included in the proposal are 1) to emphasize that this policy only refers to tenure track faculty and tenured faculty (who are evaluated in part on the basis of their scholarship), 2) that all RUL faculty who are eligible have a fair and consistent opportunity to get research time, and 3) since RUL faculty cycle in and out of research, use caution with using the term “research active” when describing eligibility.

5. **Bylaws (Mulcahy)**

The Planning Committee has decided to hold off on moving forward with any bylaw revisions until RBHS librarians have a contract settlement, and their status has been clarified.

6. **Faculty Forum Follow-Up/Long Range Planning (All)**

Based on comments from the Faculty Forum it is felt that the Planning Committee needs to come up with a vision of what a 21st century research library looks like.

The Planning Committee brainstormed some ideas of what RUL needs to match our peers and to meet the needs of faculty, students, and the state of New Jersey. Some of the suggestions are:

- Enhanced support for cataloging.
- Explaining to the university community what librarians bring to RUL and to the university. There is a need for librarians with the subject expertise to assess collections and ensure that researchers have the resources they need in the different disciplines.
- Leadership for scholarly communication.
- Infrastructure that can support projects.
- More active engagement with outside repositories and consortia. We should be pooling our expertise with other institutions and taking greater, more proactive advantage of partnership opportunities, in developing, maintaining, and preserving collections and in offering advanced services.
- Need to emphasize and support the special collections that are unique to RUL.
- Gain library resources to support new university programs and initiatives.
- Emphasize the fact that RUL is a research library, requiring all the resources commensurate with university aspirations to distinction.
- Determine the proper balance of access and ownership for a research library.

The committee will continue to discuss these ideas in order to refine and prioritize them.