
1. Approval of Agenda
   Approved.

2. Approval of Minutes
   Approved.

3. Welcome and Introductions

4. Report of the NBLF Chair—Kevin Mulcahy
   Mulcahy looks forward to working with everyone, sharing expertise, and thinking creatively. Please suggest agenda items, ideas about meetings, etc.

5. Report of Assistant Vice President for Information Services and Director, NBL—Dee Magnoni
   Magnoni is learning about NBL by working in partnership with faculty and staff, encouraging feedback and advice. This semester will not see any major changes; rather, she will focus on listening, asking questions, and examining library structure. Magnoni will travel to campuses/libraries, including Annex, each month and will establish recurring meetings. Each of her visits will include a full staff meeting, as well as faculty group meetings and one-on-one conversations. Where possible there will also be some group meetings devoted to specific
topics and on an ad hoc basis. At least twice a year there will be an all New Brunswick meeting with the first one in October.

Current priorities, grounded and oriented. Make sure NBL is serving Rutgers’ mission—teaching, service. Serve the faculty and the library staff. Outreach to Rutgers—New Brunswick leadership and stakeholders.

Collectively defining what current priorities are, balancing priorities and collectively setting path. What are metrics for success, how are we telling our story.

Magnoni’s exploratory questions include:

- Liaison roles: whom are we serving, and who is not being served? Where are the biggest gaps?
- Our projects: what are we doing and how they fit into our priorities? What are our project management needs?
- Professional development for everybody: uniform plan for bringing in webinars, seminars, etc.
- Lunch discussions and metrics workshop.

Tenure track folks—ensure that the research and service components are supported. Questions that arose include whether library faculty can participate in the three-year mentoring program supported by Chancellor? Mulcahy and Hartman discussed mentoring with Maloney. The old system still in place but in the future Maloney will be assigning all mentors with advice of the faculty, so she will want a mentors group or subgroup. Beyond the formal mentoring process, there are informal relationships that encourage professional development and collegiality.

- Professional Development:

  We’ve never had a comprehensive program but should establish one. Challenge is budgetary but we can seek out other kinds of support. For instance, we can accomplish cost savings by inviting speakers to come to us, rather than sending multiple librarians out, and also take advantage of the expertise at SCI.

- What are we known for at Rutgers?

  We’re not always aware and we probably don’t know so there is a great interest in showcasing our accomplishments. Communication:

- It’s good to visit each campus and looking at the local cultures, coordinating all the different buildings recognizing special needs and constituencies. While there can be a danger in getting too local and diffuse we should have a true mirror of our campus, celebrate diversity, and recognize common goals in our individual cultures.
Regarding communication, we have an overwhelming amount of email but it can be more effective than meetings particularly for important or immediate issues—replies can be sent right away, keep communication flow going. Utilize mailing list for all NBL and possibly a regularly scheduled email blast, like a “Monday email.” For Magnoni, individual asks are challenging her, because she is trying to establish the big picture. Therefore, expect that she will not move on too many small asks because she doesn’t know what the implications might be until she gets a handle on New Brunswick.

Concern about communication from the new Director’s group. Some sort of communication channel or information exchange is important—some former council business going to Director’s group—but they do not publicize an agenda or minutes. Some questions go to the Director’s group but librarians do not receive feedback. This is problematic when the discussions involve something very specific and the librarians with expertise are not consulted.

Planning Committee now reviews only central positions; NBL will review NBL positions.

6. Department Head Reports—Triveni Kuchi and Ryan Womack

Learning and Engagement and team leaders met and discussed priorities. Learning and Engagement has three teams:

- Instruction and Information Literacy (Leslin Charles)—“Teach Meets,” training reference and instruction assistants. Will work with Central groups on replacing RIOT tutorial. Use of ACRL framework continues.
- Undergraduate Experience (Lily Todorinova)—develop a student ambassador program and examine student needs, textbook exchange, stress busters etc.
- Global Experience (Connie Wu)—initiate brown bag lightning talks, bring in variety of experiences, NBL and RUL generally have to build common knowledge on global experience. Several librarians participated in international student orientation where over 250 stopped by libraries table. In addition, two longer orientations were given with nearly 200 students in attendance, and the international students guide is being updated.

Research and Content teams:

- Karen Hartman and Kayo Denda Graduate and Faculty Services—Graduate and Faculty team met once—new grad student and new faculty orientation table. This semester will focus on organizing more workshops, identifying journal editors in the NB faculty and bring them in to discuss the journals and selection process.
- Jim Niessen—Content, Content team likely to assume tasks once performed by NBCG teams, including non-state allocations/used to do.
• Laura Palumbo and Ryan Womack—Research Data Outreach
• Laura Mullen-- Scholarly Communication and Open Access. September 19 Scholarly Communications meeting to discuss possible activities for Open Access Week in addition to some holdover ideas from the past, they’ll have a full agenda;
• Francesca Giannetti—Research Spaces: Team meeting coming up in September.

7. Update on Learning management systems—Jill Nathanson

There are currently six learning management systems at the university totaling over 9300 courses per semester broken out to the following percentages: 65% Sakai, 18% Blackboard, 10% E-College Canvas, and Moodle 6% (only health sciences). In the past these have been managed by different groups. Blackboard is administered in Newark, the remaining are now administered by Continuing Studies—in the group now called “Teaching and Learning with Technology.” Mei Ling Lo, Joseph Deodato, and Jill have met with them and they have many instructional designers who can offer assistance if you need it. This offers opportunities to build on our great relationship with Office of Continuing Studies. All help desks are combined in New Brunswick and are 24/7.

Different management systems have different abilities to link to Libraries. Canvas is easiest to link Libraries and Lib Guides using the Springshare LTI tool. This requires adding metadata to guides to map them to courses. We’ve done this for the approximately 1000 courses in the fall for Canvas. Hopefully by next summer we can do the same in Sakai by adding course codes to LibGuides and Sakai will provide a library section/category under “Tools.” Some courses are harder to map with Lib Guides and we can work on reducing the number of overlapping lib guides.

There was a wide-ranging discussion of Lib Guides. Cabinet sees incorporation of LibGuides within courses as a key metric. When creating course guides, it would be very beneficial to embed courses in the metadata and ensure correct mapping. For interdisciplinary courses, it is hard to have one LibGuide, but we are not limited in the number of guides which can be mapped to a course.

8. Instruction Updates—Leslin Charles:

We heavily rely on SCI & MI graduate students. Not all MI courses are online, nor is that the goal of SCI. The Information Literacy course is fully on-line this year. SCI has seen a 180% increase in enrollment. We have ten students this fall who will hopefully stay into Spring, plus adjuncts.

A number of librarians attended the August TeachMeets along with graduate students. We’d also like to have people to volunteer to be mentors for these students. While RIOT is still being used, a group within ICOP has been working to revise RIOT. That work will be carried on by a central group (including many of the same librarians).
The Writing Program is very enthusiastic that we are collecting essays, reading and scoring them. Planning to have drop-in reading day (labeled a “Teach Meet”) of randomized essays written by 201s from Writing Program.

9. Travel Policy—Connie Wu

A brief history of travel policy presented. The last travel policy discussion was 10-12 years ago and it is necessary to revisit travel policy and develop a new system for travel budget. This year we same flat budget--$16,800K. Committee divides the allocation to three groups—untenured, tenured, and NTT. Pre-tenure faculty members will each get an allocation of $1,500 and tenured faculty members will each get an allocation of $700. NTT allocations on a case-by-case basis. SC/UA submits travel to NBL but not part of budget and SC/UA need to report to committee who then reports it to NB director.

Open discussion of travel policy ensued and highlighted important issues. Ideas circulated include:

- It is essential for tenure track to know stable amount of $$ in order to commit to conferences and other activities.
- A higher allocation to tenure track librarians, means tenured get less. However, travel to conferences is also crucial for tenured librarians’ promotion. Also, significant participation in conference should get more.
- Other comments pointed out that this is an example of how we don’t have the level of money that supports what we’re supposed to be doing.
- We also could consider other research funding, not tied into “travel.”

The consensus is that we need to create new guidelines that are fair and equitable with a clear rationale on how monies are allocated. Faculty invited to send suggestions to Connie Wu and pursue at another meeting. Mulcahy suggests a request to Cabinet for higher funding; he and Hartman will bring to Planning Committee first.


There will be a cancellation project to address the deficit resulting from inflation. This year getting inflation adjustment $400K and hopefully this will become a permanent part of budget. However, there is still a significant structural deficit of $300K.
The goal is to reduce/cancel $200K each year for three years with $100K set aside for new purchases so that we can address long unmet needs. Print and microfilm titles are initial targets because of low use. Everyone’s involvement is crucial and there will be a September 13 information session---open to all selectors. Opt out requests needed by September 30. Comments with original recommendation will be compiled and sent to Directors for final decisions.

Commentary around the table included:

- Some local newspapers not available in digital form are significant for RU, notably the Home News Tribune in New Brunswick and the Courier Post in Camden.
- Swapping out titles but keeping in mind that cancelation and adding are two separate processes.
- Concern for balance among broad disciplinary areas, so that cuts in areas are matched by new resources.
- Prioritize titles/materials that are repeatedly requested by faculty.
- Cancellation Impact on each discipline is too early to assess but we still need to think about real impact.
- Reprints desk will be beneficial—“pay per view” per article better than subscription.

Some funds are now available for faculty requests, roughly 25% of last year's allocation in endowed funds.

11. Announcements

Kayo Denda announced the Douglass 100th anniversary celebration that includes many events including exhibition at Mabel Smith Douglass Library, including a book launch for the centennial volume, co-authored by Kayo.

12. Planning for Next Meeting

Adjournment.