

## University Library Committee

March 4, 2010

**Present:** Deborah Ballou; Chris Brown; Cynthia Bryant; Jennifer Golz; Kristen Holder; Tammy Howard; Judy Hull; Deborah Setliff; Julie Stepp for Elizabeth Boucher; Debbie Thurman; Deanna Nipp-Kientz

**Absent:** Jed Young, Sharon Huo, Will Nelson

Chairperson Chris Brown called the meeting to order. Tammy Howard made a motion to accept the agenda as distributed. Debbie Setliff seconded the motion, and the printed agenda was accepted.

Deborah Setliff made a motion to accept the minutes from the October 15, 2009 meeting. Jennifer Golz seconded the motion, and the members of the committee voted to accept the minutes as distributed.

The floor was opened for nominations for a chairperson for fiscal year 2011. Cynthia Bryant nominated Chris Brown for a second term. Deborah Setliff seconded the motion, and all members present voted in the affirmative.

The committee members were asked about preferred meeting times for the next year. For the fall meeting, members prefer late October or early November. They prefer to have the spring meeting prior to spring break. The meeting will have to occur during dead hour to accommodate faculty and student schedules.

All members present were asked to introduce themselves.

Ms. Deanna Nipp-Kientz gave the interim director's report.

### 1) Budget

The library was given a figure (\$119,690) for budget cuts to plan for in fiscal 2011. Deanna took advantage of the years of experience in the library, consulting with Dr. Walden, and then decided a cut to the collections budget is the least painful. That is not without repercussions however. The current estimate is that there will be enough money in the collections budget for calendar years 2011 and 2012 to avoid another serials cut.

With those cuts in mind, this year is the best year of funding for collections the library and the academic departments will see in the foreseeable future. Deanna

encouraged each of the departmental faculty members, as well as students, to submit orders for library material requests (books and media) to their library liaison or directly to the library administration office.

Library material ordering cards were distributed to each person present who expressed an interest. Deanna encouraged the departments to get their orders to the Acquisitions Department in the library within the next few weeks. Acquisitions' personnel need to receive the order cards before May and June so they can get the orders processed. Departmental liaisons should submit orders to Jeanne Schmitzer in Acquisitions.

## 2) Personnel

Dr. Winston Walden will retire on March 31st. Although he does not want any kind of retirement function, Deanna made the suggestion that some may want to send him a card wishing him well.

The search for a new library dean is in progress, with Dr. Allan Mills serving as chair. We have already had two candidates on campus and our third is interviewing today and tomorrow, March 4th and 5th. Each candidate has been asked to give a presentation open to everyone on campus explaining, "Why TTU, Why a Commons, Why Me?" Our fourth candidate will be on campus, March 22nd and 23rd.

A library committee member asked when a final decision would be made by the search committee. The search committee has been asked to recommend two candidates to the Provost and will probably make the recommendation around the end of March or the first of April. Deanna hopes the new Dean will be encouraged to come to campus as early as possible and not necessarily wait until July since planning for the re-designed library needs to be done as soon as possible.

Position openings in the Library will include: the Coordinator of Collection Development and Management (Winston's position), the Acquisitions Librarian position, as well as the Library Assistant I in the Acquisitions Department. The librarian in Acquisitions was a position that was part of the buyout last year, so the availability of that position is not guaranteed. Currently, we have two part-time, temporary people working in Acquisitions. Maria Bruce is the newest, temporary person in Acquisitions. After March 31, she and Jeanne will be working without the support of a Coordinator in this division.

The Library Assistant 1 position in the Public Services department is also open.

Upon the retirement of the Jones' and departure of the electronic resources librarian, a librarian position was created which was initially set aside for the Commons. We are no longer referring to that position as the Commons Librarian; but will leave the definition of that position to the new Dean. These positions are remaining vacant to give him or her a broader opportunity for reorganization of the library.

Upon the hire of a new Dean, Deanna will return to her position as Coordinator of Public Services.

### 3) Friends of the Library Gala

Deanna told how impressed she was with the enthusiasm of the Friends of the Library Board members for the Gala and the library. They sold 362 tickets to the Gala and 176 were returned at the door. The Gala netted a profit of \$7,967. Over the years, the efforts of the Friends of the Library have created an endowment of over \$200,000 for the Library. They have made a very meaningful contribution to the library and the University.

### 4) Library Redesign

The second floor of the library will be used for the Commons. The reference librarians are currently identifying one-fourth of the current reference collection to remain on this floor. They are labeling other materials to be discarded or moved to the stacks. A decision will be made whether to integrate the moved reference materials into the circulating collection on the 3rd floor or designate a separate section for the reference collection on the 3rd floor.

Other materials on the second floor which have to be dealt with include: the microforms, maps, government documents, and periodicals. Some heavily-used materials, such as the Herald-Citizen, will be identified to be kept in this area.

Off-site storage has been talked about; but as yet we do not know where. The ideal space would have load-bearing floors to carry the weight of the collection as well as provide an area that is not moist.

A committee member asked about access to off-site materials. Who gives access? We do not know the answer to this question, and it will have to be

worked out when the new Dean gets here. Suggestions included: courier service or staggered staffing. Deanna also made the point that if the Periodicals Collection is stored off-site, then we have to deal with the current issues of journals coming in. Do we store them here in this building?

There are simply lots of questions we do not know the answers to yet.

Deanna did correct one statement that had been made regarding the second floor and the commons. An earlier statement was made that the floor would be raised to accommodate the running of cords, telephone cables, and wiring. The Tennessee Building Commission has approved the plan for a commons, and the architectural/engineering firm; Smith, Seckman, and Reid has been hired. Their first job is to tell us what can be done with the 2nd floor to provide for wires and cables. The wiring is to be funded by stimulus dollars that have to be spent by June 30, 2011.

#### 5) SGA Bill

A SGA bill had been proposed in the fall to provide students with free copying in the library. Deanna has received no further information on this bill. Kristen Holder, SGA Senator from Arts and Sciences and a member of this committee, reported that the bill was dead because there were no funds to support the idea.

#### 6) Scholarship Endowment

The Snelgrove family initiated the endowment of a scholarship fund in honor of C.P. Snelgrove, the University's first librarian serving from 1936 – 1974. The library was notified last spring that the endowment had enough money to fund awarding our first scholarship. The family set the criteria for eligibility for the scholarship:

- must have been employed as a library student assistant for at least one year,
- must continue to be employed at the library during the term of the scholarship,
- must have demonstrated the traits of an outstanding student assistant, and
- must be in good standing with the university.

Nominations were accepted from the full-time personnel within the library. The committee appointed to award the scholarship struggled with the decision

because of the outstanding quality of the nominees. The scholarship money was split between two students who were awarded a \$350 scholarship each. Our two recipients were: John Matlock, who works in our circulation department, a senior sociology/criminal justice major from Columbia, Tennessee; and Afshin Eschandarnia, who works in our periodicals department, a senior electrical engineering major from Iran.

The committee expressed their appreciation to Ms. Nipp-Kientz for her leadership to the library and the committee.

With no further business, Debbie Thurman made a motion for adjournment, Cynthia Bryant seconded, and the motion passed.

Minutes by: Sharon Buckner

Approved: 3/3/11