Library Committee Meeting Minutes  
March 2, 2018 – 11:00 PM – 12:15 PM  
Conference Room 204, Tisch Library

Present: David Garman, Chair; David Ekbladh; Brian Hatcher; Cristian Staii; Rachael Bonoan, GSC Representative; Asia Acevedo, TCU Senate Representatives; Ex Officio Member: Dorothy Meaney, Interim Director, Tisch Library

Absent: Patrick Forber; Matt Panzer; Sarah Levin, TCU Senate Representative

Guests: Bill Bloom, Head of Access Services, Tisch Library; Thomas San Filippo, Library Assistant, Streaming Media, Access Services, Tisch Library

1. Update on Library Director Search: David Garman  
David reported that three finalists will interview for a full day each following Spring Break. Paul Stanton anticipates that an offer can be made in early April.

2. Update on Single Service Point and Working Group: Dorothy Meaney, Bill Bloom, and Thomas San Filippo  
Dorothy, Bill, and Thomas discussed the progress of the working group (see attached). Elizabeth Berman is taking a longitudinal look at Chat questions to further develop the public knowledge base/DIY section. We receive approximately 50 questions/week on Chat, most of which are related to library policies and procedures.

Library committee members wondered about patron satisfaction with the Single Service Point model. They also wondered about how patrons who either aren’t tech savvy or aren’t familiar with how to navigate libraries are managing. The working group is discussing how to build internal relationships, communicate more effectively, and disseminate knowledge. Some cross-training will commence soon. Access Services staff will be shadowing Research and Instruction (R&I) staff for a couple of hours and choosing a class taught by an R&I librarian to sit in on. Additionally, R&I staff will each take a two hour shift at the Access Services front desk. Student workers are key to the equation, as well. Chao Chen and Thomas have designed small group discussions for student workers and the newly established peer leaders/student supervisors. Four students have been selected this year as a pilot. Student supervisors have been given more responsibility and greater systems’ permissions than the traditional student worker. Bill will have staff nominate students for next year’s student supervisor positions. Selection and training will happen earlier. Scheduling of all student workers and student supervisors will be based upon the block system. The goal is for student supervisors to cover shifts throughout the library’s hours.

3. Level G Print Periodicals Withdrawal Project Status: Dorothy Meaney  
The department chairs were very helpful in assisting with faculty adhering to the periodicals feedback deadline. The withdrawal project will be outsourced and will begin during Spring Break. The group discussed how to remind faculty about the project beyond notification on the Tisch Library website. Faculty members suggested posting signs in the bound periodicals area as well as prepping the Access Services staff and student workers with information in case questions from patrons arise. Construction of the walled enclosure will begin after Commencement; DCA is paying for this.

4. Ad Hoc Additional Study Spaces Task Force: Dorothy Meaney  
Dorothy has been involved with this task force convened by Dawn Terkla. The task force has been looking at opening additional locations for study and extending hours of existing ones during peak study times. Tisch Library has been trying to sort out how to be creative with staffing to increase regular library hours.
5. **Tisch Library FY19 Budget: Dorothy Meaney**

Dorothy will be presenting information about the library at the Budget and Priorities Committee meeting during the first week of April. David Garman will join if he is available.

The AS&E deficit has been reduced this year, but budgets will be flat next year. Dorothy will be meeting with Jim Hurley on 5 March to talk about the plan for next year. There are library positions that will need to be filled in FY19. David Garman made a motion for the committee to pass a resolution in support of the library’s FY19 budgetary needs. David Ekbladh seconded; the vote was passed unanimously. David Garman will draft the resolution and email it to the committee members for review before a final vote is taken.

Dorothy informed the group that the search for the arts and humanities librarian position previously held by Connie Reik is moving along. The goal is to have someone in place for the next fiscal year.

David Garman asked Dorothy to send DeEtta Jones’ final organizational model recommendations report for Tufts University Libraries as well as Tufts Libraries’ response to it to the committee for review.

The meeting was adjourned at 12:15 PM. The next Library Committee meeting will take place on 27 April at 12:30 pm in Tisch Library’s Austin Conference Room.