Present: David Garman, Chair; Matt Panzer; David Ekbladh; Cristian Staii; Sarah Levin, TCU Senate Representative; Ex Officio Member: Dorothy Meaney, Director, Tisch Library
Absent: Patrick Forber; Brian Hatcher; Asia Acevedo, TCU Senate Representative; Rachael Bonoan, GSC Representative

1. Library Committee Membership End-of-Year Review and Thanks: David Garman
   David thanked Matt Panzer, Patrick Forber, Cristian Staii, and the three student reps – Sarah Lesser, Asia Acevedo, and Rachael Bonoan - for their service to the committee. Brian Hatcher will be on sabbatical next year; David Garman will continue as Chair. David and the committee congratulated Dorothy on her promotion to director, also.

2. Library and new program approval: Dorothy Meaney
   Tufts Libraries Council (TLC) has worked with the new PDAC (Program Development Approval Committee) to include a library approval step for new courses/programs in Explore Tufts, the online platform that will manage this process. The existing Library Resources Evaluation Form addresses the impact of a new program on library collections, but library support for programs includes instruction and other services. Tisch is going to submit a revised form to PDAC as well as the curriculum committees of AS&E. Dorothy asked the committee for feedback about what to add. Suggestions included: 1) adding a section to indicate all library resources needed for the program; 2) adding an open-ended section; and 3) including the total cost to Tisch to cover the full spectrum of its support. Dorothy will share the new form with the committee for review prior to submission to the Provost’s Office.

   Members warned that expansions to existing programs, including online programs, may not require approval. Library costs to support expansion or rapid growth would not be captured by the existing process.

3. Tisch Library FY19 Budget: Dorothy Meaney
   Dorothy shared the library budget information presented to the Budget and Priorities Committee on 3 April. (See attached handout.) 2016 IPEDS data was used for benchmarking against peer institutions. According to this data, Tufts Libraries proportionally spend less on staff and more on collections than our peers. Dorothy expects a flat budget for FY19 with the exception of merit increases in compensation. Another year of a flat collections budget will present a challenge.

   Dorothy’s budget meeting with the deans and EADs is scheduled for 14 May. The expected 5% inflation rate for subscriptions will need to be absorbed by both the book and general operations budget. We will create a three-year plan in order to approach this challenge in a strategic way. We know what our “big deal” multi-year commitments are and can build a plan around mapping those out.

   Several open library positions will be filled in FY19. The Digital Design Studio Manager position held by Richard Fleischer, who is retiring on 29 June, is being reconfigured with a broader scope incorporating the integration of digital scholarship. This will become a librarian position. Open positions in the DDS, Cataloging, and Access Services also have been approved.
David Garman drafted the following resolution in support of the library’s FY19 budgetary needs, which he proposed to the committee:

*Members of the Library Committee ask that the Tisch Library budget for next year be adequate to:*
- fill open positions so that library staffing is not reduced,
- cover inflation in the collection budget so that it is not necessary to reduce acquisitions in key areas,
- maintain the level of research support provided to students and faculty, and
- meet the increase in demand for library services brought about by increasing student enrollments.

All were in favor with no changes to language. David will email the resolution to the Deans.

4. **Strategic Planning Process: Dorothy Meaney**

This year’s strategic planning process will include greater input from university partners and stakeholders. Tisch Library’s Library Management Council will be holding its planning retreat on 16 May with a goal of having a plan for engaging stakeholders and gathering input. Dorothy does not anticipate any significant shift in direction. The driving principle is to be user-centered.

Dorothy asked the committee for feedback regarding engaging departments in the discussion. Suggestions included targeted interactions with each department/program and having library liaisons attend department/program and Chairs’ meetings for discussion about their needs. [Liaisons will have to coordinate with Chairs and program directors to schedule these in advance.] Opportunities for dialogue with students, undergraduate and graduate student councils, and university partners and stakeholders will be devised. Sarah recommended putting the map of the library as well as a suggestion box at the Circ desk and at other strategic locations throughout the library along with a cork board for posting the library’s responses. Committee members recommended that the library not use a survey as a tool.

Dorothy stated that the timeframe for completing the strategic plan was approximately six months. Several members recommended a longer timeframe to provide enough time to have meaningful conversations and to incorporate feedback from them into the plan. Everyone agreed that the emphasis needs to be on the process, and that an ongoing dialogue is invaluable, extending beyond the official strategic planning timeline.

5. **Preliminary Library Survey Results: Dorothy Meaney**

The focus of the 2018 survey was the same as that of the 2016 survey, when the emphasis shifted from satisfaction to impact. Both surveys asked the same set of questions. Preliminary results show consistency with 2016 results.

Actions taken in response to the survey and other input include:
- Tisch now opens at 7:45 AM so students can print before their 8 AM classes.
- New signage for wayfinding and maps are being created.
- As of the week of 30 April, the G Level entrance will be accessible to the Tufts community via ID card swipe.

Students also would like Tisch to purchase more chargers for lending.

The meeting was adjourned at 2:00 PM. The next Library Committee meeting will take place in the Fall. The schedule will be determined later this Summer.