Library Committee Meeting Minutes  
September 21, 2017 – 10:30 AM – 11:45 AM  
Room 204, Tisch Library

Present: David Garman (Chair); Patrick Forber; Brian Hatcher; Matt Panzer; David Ekbladh; Cristian Staii; Ex Officio Member: Dorothy Meaney, Interim Director, Tisch Library  
Guests: Paul Stanton, Dean of Student Services; Martha Kelehan, Head of Scholarly Communications and Collections, Tisch Library  
GSC and TCU Senate reps have not been chosen yet.

1. Chair’s Welcome and Member Introductions: David Garman, Chair  
David welcomed the members of the Library Committee and asked everyone to introduce themselves.

2. Library Director Search: Paul Stanton, Dean of Student Services  
Paul, who previously managed Tisch Library’s finances, budgets, personnel searches, and all of the building-related issues for a 10-year period, will be administering the search for the new library director. This summer, Paul met with Tisch Library’s Executive Committee (comprised of Martha Kelehan, Head of Scholarly Communications and Collections; Alicia Morris, Assistant Director, Acquisitions, Cataloging, and Metadata Services; Elizabeth Berman, Assistant Director, Research and Instruction; and Dorothy Meaney) to discuss their criteria/profile for the next director. This working doc will be sent to committee members. Committee members are encouraged to email Paul additional criteria and/or feedback. The final job description/posting will be sent in mid-late Fall to professional organizations as part of the search and recruitment strategy. The hope is to make an offer to a candidate, following the usual format of resume reviews, phone interviews, and all day campus interviews, before Spring break with a start date sometime after Commencement.

There will be representation from the Library Committee as part of the search committee. Deans Jim Glaser and Jianmin Qu will be the final decision-makers. Library Committee members requested that the search committee include good representation from a diverse array of disciplines. Open communication and continued implementation of work that Laura Wood had started were stressed as high priorities.

3. FY18 Tisch Library Budget Update: Martha Kelehan, Head of Scholarly Communications and Collections  
Initially, we received a flat budget, but in August we were asked to reduce the budget. There have been some compensation savings via staff departures and staff reduction. Discretionary spending for this fiscal year will be reduced and growth of the special collections and SMFA collections will be minimized. Stronger negotiations have been achieved with Web of Science as well as others that have come up for renewal. The goal is to protect the book budget. Parts of rather than whole e-book bundles also may be purchased if the use analysis shows that this is viable. This overall approach will work for austerity measures for one year, however, a different approach will need to be adopted if the measures last multiple years. Re: setting priorities for collections – usage data is not the only analytic tool used for decision-making. If big deals need to be undone, Tisch Library will consult with faculty about what is vital and important. The committee suggested that 1) the library send lists of materials to departments that either may need to be eliminated or not purchased to increase awareness and conversation; 2) ask Dept Chairs and departments
what they’d like the library to preserve and what their priorities and recommended strategies are. Additional feedback can be sent to Martha.

**Textbook Pilot:** Many textbooks were reused this academic year with some new materials purchased as a supplement. Evaluation and expansion of the program is challenging. Other university units, such as Financial Aid, also are involved with affordable textbook provision. Committee members were encouraged to send feedback to Martha.

**4. Library System Migration Update: Dorothy Meaney, Interim Library Director**
We are still in the migration stage, which may last several more months, since there has been significant impact on our back end. Efficiency will increase over time. Some departments have not expressed significant concerns about the new system, while others, like History, have experienced a few challenges. Connie Reik presented at a History department meeting recently, which alleviated a number of issues. Committee members agreed that having a contact in the library to send feedback to is beneficial.

**5. Library Engagement Model: Dorothy Meaney, Interim Library Director**
The library is scaling up support through a new engagement model. Research and Instruction has been reorganized into disciplinary teams. Staff from Tisch Library and our branch libraries have been formed into three clusters - Arts and Humanities; Social Sciences; and STEM – with the goal of having more library staff available for instruction and assistance to faculty and students. There will be coordinated outreach and consistent messaging. Information can be found here: [https://tischlibrary.tufts.edu/get-help/ask-librarian](https://tischlibrary.tufts.edu/get-help/ask-librarian)

Committee members wondered about the new single-service point model, especially the elimination of reference assistance in the evenings and on weekends in the Research Hub. Assistance/triage will be provided at the Circulation Desk. Dorothy stated that the new model will be evaluated at the end of the semester to assess what works and what needs to be changed. Committee members feel like there needs to be greater transparency with this service model and that it “pulls things back.” The request was made to add reference assistance to the next meeting’s agenda.

The meeting was adjourned at 11:45 AM. The next Library Committee Meeting will be on Thursday, October 19th, at 10:30 AM in the Austin Conference Room.