Present: Michael Reed (Chair); Patrick Forber; Sam Thomas; Monica McTighe; Ben Carp; Richard Weiss; Malik Mufti; Kinjal Shah (TCU Senate Representative); Madihah Akhter (GSC Representative); Ex Officio Members: Laura C. Wood and Laura Walters
Absent: Isabelle Naginski; Valencia Joyner; Jim Ennis; David Garman; Danielle Cotter (TCU Senate Representative); Ex Officio Member: Leah McIntosh
Guest Presenter: Evan Simpson, Head of Research and Instruction, Tisch Library

1. FY13 Materials Budget Allocation: Laura Walters, Associate Director for Teaching and Research, Tisch Library

Laura reported that a 5% materials budget increase tentatively has been approved for FY13, demonstrating the administration’s continued commitment to preserving and building strong library collections. This increase will cover inflation and should allow for a small percentage to be spent on some of the research-level materials that have been identified through faculty/librarian discussions about program and teaching needs. If inflation does not surpass the estimate, datasets for the Social Sciences, journal backsets for the Sciences, and Arabic and Chinese language literature would be among the additions.

2. Update on Library Research Skills Integration into Departmental Learning Outcomes and Assessment: Evan Simpson, Head of Research and Instruction, Tisch Library

All of the departments will be developing assessment and learning outcome measures as a result of the NEASC accreditation visit in 2013. The library has been collaborating with departments to aid in the development of assessment projects and in the analysis of learning outcomes. Library staff will be attending department Chair meetings to provide a framework and offer assistance. Additionally, there are two questions for which the library will explore answers: 1) how do students benefit from 1:1 meetings with library subject specialists and classroom instruction sessions? 2) how do students utilize library resources and services in their research? The Learning Outcomes and Assessment working group has become a permanent committee. Evan will remain a member.

3. Building Projects Conversation: Laura C. Wood, Director, Tisch Library

The library will be undertaking two large projects, the first of which will be starting following commencement. This project involves the building infrastructure. HVAC air handlers #1 and #3 will be removed and replaced this summer while #4 and #5 will be upgraded; HVAC air handler #2 will be removed and replaced during summer 2013. The project will increase the air handling capacity throughout the library by thirty percent. This summer, the most heavily affected area will be the third floor. Laura does not anticipate significant disruption to users; patrons will be redirected to areas that are cool.

The second project, a learning commons, will be a “refresh” and enhancement of user space on the main and third floors, incorporating elements that will expand technology in learning spaces, better integrate IT and user needs via enhanced service models as well as technology, and redesign space for maximum use for various needs – quiet study; group, collaborative work; multi-media project development/production; etc. This project likely will not begin until at least FY14. Five architectural firms have responded to the RFP. Their proposals will be reviewed on 2 May by Lois Stanley, Laura Wood, John Crow, Leah McIntosh, Scott Sahagian, Laura Walters, and Evan Simpson, and semi-finalists will be chosen. A conversation with the Library Committee about needs and priorities will continue in the fall.

See Director’s Report for more details.

4. Review Annual Report Draft

The committee reviewed the report and approved it. See Library Committee Annual Report Academic Year 2011-2012.
5. **Suggestions for Next Year’s Agenda Topics**
   a. Building projects conversation continued
   b. Using electronic resources and options for their use in the classroom – David Grogan as an invited guest presenter
   c. Copyright issues and e-books
   d. New ARL Fair Use guidelines – Martha Kelehan as invited guest presenter

   Committee members were asked to email any other suggestions to Laura Wood.

6. **Director’s Report: Laura C. Wood, Director, Tisch Library**
   Laura reported that Tisch Library currently is engaged in a search for two open positions – a staff assistant in the Administration Office and a Social Sciences Data Librarian in the Research and Instruction department. Additionally, the Head of Access Services position job description is in the process of being rewritten. Once it has been finalized, a search will be opened. See Director’s Report for additional information.

7. **Thank Members Rotating Off Library Committee: Laura C. Wood, Director, Tisch Library**
   Laura and Michael thanked the following members for their service:
   Madihah Akhter - GSC
   Kinjal Shah – TCU Senate

   The meeting was adjourned at 1:20 PM. The next meeting will be held in September 2012.