Library Committee Meeting Minutes  
September 21, 2011 - Noon – 1:10 PM  
Austin Conference Room, Tisch Library

Present: Michael Reed (Chair); Patrick Forber; Isabelle Naginski; Monica McTighe; Ben Carp;  
David Garman; Richard Weiss; Malik Mufti; Ex Officio Members: Laura C. Wood and Laura Walters

Absent: Sam Thomas; Jim Ennis; Valencia Joyner; TCU Senate Student Representatives (not yet named); GSC Student Representative (not yet named); Ex Officio Member: Leah McIntosh

Guest Presenter: Chris Strauber, Humanities Reference Librarian, Coordinator of Instructional Design, Tisch Library

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

2. FY13 Materials Budget Request Draft: Laura Walters, Associate Director for Teaching and Research
   Laura reported that the library is requesting a 7% materials budget increase for FY13. This figure is based, in part, upon an estimated journal inflation rate of 5%. Thus, maintaining the library’s status quo would require a 5% increase; the additional 2% will support the purchase of special research materials requested by faculty, particularly materials to support new and growing program needs, such as Arabic and Chinese language and literature and datasets for social and physical sciences, engineering, and business-related courses. A note addressing data storage and digital content management of material created at Tufts is new to the materials budget this year. Discussion ensued regarding the materials budget as separate from the library’s operating budget. Both Laura Wood and Laura Walters clarified that it is not separate, but rather a subset of it. The operating budget is comprised of three parts: compensation; other operating costs, and materials. Journal costs also were reviewed. Open Access has not yet affected journal costs. Tisch’s journal usage is so high that costs/use are relatively negligible. Elsevier and Wiley charges average $4/use while those for JSTOR average $0.25/use. Michael Reed moved that the materials budget request be accepted as proposed and a vote was taken. The committee voted unanimously in favor. See FY13 Materials Budget Request draft.

3. Trunk Showcase: Chris Strauber, Humanities Reference Librarian, Coordinator of Instructional Design, Tisch Library
   There are now more than 1,000 active courses in Trunk, and the migration is complete. Faculty are continuing to be trained on the new system. Trunk links to all of the Tufts libraries and their resources, including LibGuides and the catalog. Chris demonstrated how faculty can link LibGuides to their courses and add citation lists. Linking materials on Trunk complies with Fair Use laws, whereas scanning and adding them to the course page does not necessarily do so. Citation lists allow faculty to take references in a service like Refworks or Endnote, or from a search of Google Scholar, and import them into Trunk courses, which simplifies the process of creating a reading list or electronic reserves. This feature, while functional, is being refined. (The capability to do a direct search of library resources is another feature that is slated for future development.) Embedded directions and drop down menu options for linking LibGuides and adding citation lists are on each course page under Tufts Libraries. Chris and Martha Kelehan
will be offering advanced Trunk training workshops on copyright and library resources this fall and in spring 2012. Please forward any questions to Chris.Strauber@tufts.edu.

4. **Review of FY12 Meeting Dates and Topics:** *Laura Wood, Director, Tisch Library*
   The committee reviewed the dates and agenda topics for the year. Showcase segments, like the one for Trunk this month, will be added to each meeting. The following items will be added to the FY12 agenda, too: the Tisch Library website development (user customization will be explored); updated information about e-books and e-textbooks. If members have other requests, please email them to Laura Wood and Michael Reed. See updated FY12 meeting dates and topics.

5. **Director's Report:** *Laura Wood, Director, Tisch Library*
   The report overview spanned the following topics: the successful, first library freshmen orientation fair on Saturday, 3 September, which proved to be a great opportunity for staff and new students to begin to get to know each other; the renovations to various spaces and classrooms throughout the library; the institution of a new initiative for loaning laptops, which can be taken outside of the building, for up to four hours; the hiring of a new Digital Media Technologist, Bryan Revis, and the opening of the new Digital Design Studio (DDS). Fellows from UIT also will be supporting the DDS during business hours, Monday – Friday. Members asked if the library has seen any cost savings from things being phased out. Savings are notable in the reduction of nearly a fifth of the number of print journals being purchased as well as associated costs for processing, storing, and bindery repairs of print materials. Additionally, the student worker position for the Microforms desk has been eliminated. However, in many cases, the higher cost of electronic materials outpaces any savings from the dropping of print. We continue to look for savings opportunities. See Director's Report.

The meeting was adjourned at 1:10 PM. Members were invited to tour the Digital Design Studio. The next Library Committee Meeting will be on 9 November 2011 from noon – 1:15 PM in the Austin Conference Room.

**Note** – The FY12 GSC student representative will be Madihah Akhter, History. The TCU Senate has not yet named its representatives.