SENIOR MANAGEMENT GROUP
Meeting Notes of Tuesday, August 30, 2016


ABSENT: M. Billings, S. Hutton, K. Leigh

GUESTS: J. Misa, C. Turner

A. Introduction – Facilitator – Rachel Lewellen

Two new staff members were welcomed—Dean of Libraries Simon Neame and Access Services Overnight Supervisor Jackie Misa.

B. Dean of Libraries’ Comments – Simon Neame

Simon’s goal for the immediate future is to continue to orient himself to the Libraries through meetings with all of the departments. He will also be meeting with the Deans one-on-one to learn each college’s priorities and how the Libraries fit in with them. He will also be meeting with external partners, such as library donors.

During his first weeks on campus, Simon attended the following meetings:

- ARL New Directors Orientation last week in DC.
- The Community Breakfast this morning.
- Yesterday’s CLC/Deans Retreat. Discussion topics included:
  - Priorities and ongoing initiatives such as data science, cyber security, UMA global, and the biomedical engineering program with UMass Medical
  - 2018 NEASC accreditation
  - Improving the student experience and enhancing student success
  - Diversity and inclusion
  - New buildings and deferred maintenance
  - Collaboration across the UMass system
  - Timelines for the next campaign and oversight of the alumni database
  - Budget
  - Research funding
  - Auxiliary services
  - How space and learning come together (The Digital Media Lab was mentioned by the Chancellor.)
  - Students’ expectations of customized learning and customized services
  - Promoting excellence in research and connecting research with real-world problems
  - Admissions
On Thursday, Simon and Leslie will attend the Academic Leadership Retreat.

Comments:
- Leslie said that the Isenberg School of Management’s plan for a Learning Commons is so far just about a space, not services, and perhaps technology.
- Maxine said the science librarians across the UMass system have been collaborating for years with their Science Bootcamp.

C. Personnel Updates – Vannoch Sin

COMING & GOING:

Jacqueline (Jackie) Misa – Access Services Overnight Supervisor, Library Assistant III (grade 14). First day was 8/15/2016.

Ann Miller – Information Resources Management (IRM) temporary hourly employee. First day was 8/15/2016. 35-week temporary position.

LIBRARIAN SABBATICALS

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates</th>
<th>Status</th>
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<tbody>
<tr>
<td>Brian Shelburne</td>
<td>2/24/2017 – 8/11/2017</td>
<td>Approved by the Provost’s Office</td>
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SEARCHES APPROVED AND IN PROCESS

Department: Administrative Services

Job Title: Building Monitor Supervisor (Grade 14) 50%
State Job Title: Library Assistant III
Posting date: 7/20/2016
Closing date: 7/27/2016
Status: Offer accepted. Announcement will be made once the paperwork is signed and official.

Job Title: Discovery and Resource Management Systems Coordinator
State Job Title: Librarian III or IV
Posting date: 8/29/2016
Closing date: 10/24/2016
Search Committee: Steve Bischof, Naka Ishii, Sally Krash (chair), Rick Leveille, and Annette Vadnais
Status: Advertised

Job Title: Metadata Librarian
State Job Title: Librarian II or III
Search Committee: Meghan Bergin (chair), Heather Deirdre, Erin Jerome, Aaron Rubinstein, and Brian Shelburne
Posting date: 8/29/2016
Closing date: 10/10/2016
Status: Advertised

**Department: RLS**

**Job Title: Law Reference Librarian**
State Job Title: Librarian II or III
Posting date: 7/22/2016
Closing date: 8/26/2016
Search Committee: Paulina Borrego, Mike Davis, Laura Quilter (chair), and Judy Rohan
Status: Applications under review

**Department: UTLS**

**Job Title: DML Desk Supervisor (Grade 15)** *35-week position*
State Job Title: Technical Assistant III
Posting date: 6/1/2016
Closing date: 6/8/2016
Status: Re-advertised on 6/28 (receiving applications until filled). Interviews are in progress.

**Job Title: DML Desk Supervisor (Grade 15)**
State Job Title: Technical Assistant III
Posting date: 7/27/2016
Closing date: 8/3/2016
Status: Interviews are in progress.

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D. **Facilities Updates – Terry Warner**

- **12th/13th floor project** – Demolition is just about complete. From 7PM August 29th to 7AM August 30th the contractor will be cutting in the hot and cold water piping therefore the water to the building will be shut down. Notices have been posted on libwire and sent to tenants in the building. In the coming weeks the HVAC servicing floors lower level to 13 will be shut down for riser work on the project floors. This means there will be no heating or cooling capability on floors lower level through 13 for approximately 3 weeks. The exact start and end dates are not presently known because the contractor is still investigating the existing conditions on floors 12 & 13 and awaiting direction from the University. They are hoping to get the work done in between cooling and heating seasons so there is less an effect on the building occupants. Present schedule looks like the 12th floor will be completed on time but the 13th floor might lag into the start of spring semester.
- **6th floor** – The project went out to bid August 17th. On August 24th there was a pre-bid contractor walk through of the space. The designers are now focusing on the furnishings and color scheme for ICL area.
- **25th floor SCUA renovation** – Still awaiting the project cost estimate. I anticipate we will have the cost on Sept. 14th which is the next meeting with the designers.
• Pay for Print printers in LC and SEL – New Dell printers have arrived and been installed. We are working on changing the pricing structure to correct a disparity between what the Library charges and what IT charges.

• Supply vending machine – The UMass store became operational July 1st under Auxiliary Services. They have filled the vending machine in the Learning Commons so we are ready to go for the fall semester.

• South College Project – the new handicap parking area by Goodell has been completed. Many library staff have expressed their discontent with the distance to the library. They have been advised to speak with disability services. The completion of the loading dock is slated for mid-late November. The contractor has been working on the tunnel connection to the library. Please remind staff if work is being done which is disruptive or if staff have questions regarding the work they should contact me. The South College project team doesn’t think to inform me of this type of work.

• Lockers – The proposals for lockers and electronic lockers have been received. There is a very large cost difference. Simon is reviewing the proposals and further discussions will be had regarding budget / funding before a decision is made.

• Remote book drops – The remote book return for the Visitor Center location has been approved to move forward with further review. The return has come in and Alterations will do the installation within a few weeks. The remote book return for SEL has been received and physical plant will be installing it on Friday September 2nd at the north end of lederle lowrise.

• Room 2220-2238 – Staff may have read the announcement of the Provost’s Mellon Grant award. She has directed the former Bond Center be cleared out and the space renovated as an expansion of the DuBois Center. SCUA and Building Operations staff have been working on making this happen.

• Room 1920 – This room will be setup as a replacement meeting space for 1320. I expect to have it available for booking by mid-late September.

• Carpet cleaning – Physical plant has stated the outside carpet cleaning vendor will be in DuBois beginning August 29th. They will be cleaning carpet and upholstery starting on the fourth floor and working their way down. Their equipment cannot reach higher than the 4th floor. They will be working after hours. Staff will need to assist by taking items off the floor so the carpet can be cleaned. When a schedule is known a notice will be posted on libwire.

**Question:** The carpet is being cleaned in IRM tonight. Can the book trucks be left out? (Yes, anything on wheels that can be moved easily can be left out.)

**E. SMG Executive Committee Updates – Leslie Button**

No updates.
1. Discovery Service Opportunities – Sally Krash

Sally proposed exploring an alternate discovery platform for beta testing in Spring 2017, because WorldCat Local has not been working well for our constituents. The other four colleges are using the EBSCO Discovery Service (EDS) and overall they like it better. WorldCat Local costs $52,000 while EDS is $15,000. Funding for the beta testing has been identified in a one-time funding budget line.

Decisions/Next Steps:
- SMG approved moving the beta testing forward.
- Sally will contact EBSCO to schedule the implementation.
- There will be training provided in November and December to be ready for a January start date.
- It was suggested that a video tutorial specific to the Libraries be created by Kate Freedman and Annette Vadnais.

2. Electronic Bookplates for Gift Monographs – Sally Krash

Sally presented a proposal to discontinue use of print bookplates and create/display virtual bookplates in the OPAC from imbedded links in the library catalog.

Questions:
- Can we create electronic bookplates retroactively? (Only if the records were coded.)

Decisions/Next Steps:
- SMG approved discontinuing print bookplates and switching to electronic bookplates.
- IRM will stop using print bookplates immediately, and start coding records for gift books using SCUA guidelines currently in place (adding 590 & 793 fields) so that gifts are discoverable through searching the online catalog.
- Sally will follow up with Carol and Rob about electronic bookplates.

3. Electronic Resource Trial Policy – Christine Turner

Christine presented a proposed Electronic Resource Trial Policy, which provides guidelines and parameters for our selectors. Over the past three years, there has been an increased number of trials, but we weren’t getting a lot of feedback. The policy would respect the time investment on the part of library staff, as well as our relationships with vendors. There are generally two different types of requests for a trial—a request from a person who has an interest in the database and a request from a person who has a very specific purpose and wants access to one database for their research.
Questions/Comments:
- Is this primarily an internal working document for our staff, which will be posted on LibWire but not on the Libraries website, and not a user policy? (Yes.)
- Is there a queue for trials? (Yes, but first we would talk about the circumstances of the request. The trials usually run for about a month. A request that could start on July 1 might be moved to a September 1 start date, unless it was for a specific scholar.)
- There is the potential for fee-based access (document delivery or fee-based cost).

Decisions/Next Steps:
- SMG approved the policy. Christine will post it to the policies section on LibWire.

G. Project Updates, Breaking News, and Announcements
- The path to SEL has changed again.
- The Five College Annex groundbreaking is scheduled for September 15.

H. Agenda Topics for Next Meeting – Wednesday, September 14, 2016
- Equipment Request Process – Terry Warner

I. Meeting Wrap-up – Facilitator

Supporting Materials (Available on LibWire)
- Agenda for August 30, 2016 Meeting
- Discovery Service Opportunities Proposal
- Electronic Bookplates Proposal
- Electronic Resource Trial Policy