

Cornell University Library

University Library Management Team

Notes from the 8/20/97 Meeting

Attending: Ross Atkinson, Christian Boissonnas, Lee Cartmill, Claire Germain, Tom Hickerson, Vally Kovary, Jan Olsen, Sarah Thomas, Ed Weissman, Joel Zumoff

Absent: David Corson

1. LTD Priorities. Sarah stated that with the convening of the University Library Management Team, the Priorities and Planning Committee, which had been responsible for setting priorities for the Library Technology Department (LTD), was disbanded.

We first discussed how ULMT should handle this process. We agreed that ULMT must not "micro-manage" and we talked about the need to "redefine" LTD's mission and its relationship with technical units and staff in CUL. Three levels of technical applications were identified:

- a) Central "core" applications: these include things like UNIX and C systems administration and maintenance which require a sophisticated skills set.
- b) "Less sophisticated" operational applications: these include things like JavaScript, CGI scripts and HTML that can be distributed to units.
- c) desktop support

There was support for the idea that LTD should be involved in research and development as well as systems administration and maintenance. Research and development cuts across all three levels. Concern was also expressed about CUL entering into large-scale development projects at a time when the environment is becoming more "plug and play". Sarah asked Jan and David to discuss these and other ideas regarding LTD's mission and priorities within their respective areas for further discussion at a future ULMT meeting.

We next looked at current LTD projects and a list of projects submitted to LTD that have not yet been scheduled (open requests). Joel entered these into a FoxPro database that allows him to produce a variety of reports. He asked for suggestions regarding report formats. Sarah said that the project list should include the length of time the project is expected to take. Tom suggested that the AUL for Information Technology serve as the filter for new project requests. New requests and initiatives should be sent to the AUL who will bring policy questions to the Executive Team and/or the ULMT for action. Sarah asked us to review the projects on the open request list to see if any can be removed and also to identify new projects that are needed.

2. Ground rules. Sarah threw out some ideas about how the ULMT might function. She suggested the possibility of having rotating facilitators from within the group. She is particularly concerned that issues discussed at ULMT meetings get discussed throughout the Library to allow for meaningful feedback from all levels of staff. Having the notes distributed on CU-LIB is not sufficient for this purpose. Finally, Sarah asked Ed to provide an inventory of issues discussed, policy decisions and follow-up on a quarterly basis.