

Library Management Team
Notes from the August 13, 2003 Meeting

Attending: Karen Calhoun, Lee Cartmill, Claire Germain, Tom Hickerson, Janet McCue, Jean Poland, Sarah Thomas, Ed Weissman

1) Announcements

a) Sarah said that she will be attending an all-day retreat on Thursday at which University fund raising priorities will be discussed in preparation for the upcoming campaign. She reviewed the list of fund-raising priorities she had submitted for the Library based on input from the Library Management Team.

b) Sarah reported that Vice Provost Kraig Adler would serve as the Library's liaison in the Office of the Provost. Last year, Vice Provost Walter Cohen played this role.

c) Sarah announced that the Library in the Lab of Ornithology will become the 20th official unit of the Cornell University Library this fall. She and Janet will work on publicizing this event.

2) Salary savings policy in the endowed units

Lee provided the rationale for a new formal policy regarding salary savings in the endowed units. Salary savings resulting from the assignment of staff on permanently budgeted general purpose funds to grants or other outside sources of funding will, under the new policy, be split equally between the unit and the central administration. Currently, decisions about the salary savings are made on a case-by-case basis. By formalizing this situation, units can now plan more effectively, and the library administration can recover funding to cover significant administrative costs associated with the support of grant-funded projects. LMT endorsed the policy and Lee said he would distribute the policy to the Council of Librarians.

3) Library Information Technology review

The Library Management Team discussed Tom's proposal for a review of Library Information Technology across the Library. The review, modeled after the Technical Services review that is now underway, is intended to identify ways to make Library Information Technology more efficient. Tom asked LMT members administering units with over 5% of their personnel performing IT functions to indicate whether they wanted to be represented on the review team.

4) Budget cutting ideas

Sarah reported that the Library had identified \$530,000 of the \$675,000 budget reduction and that she expected to complete this process in the next six weeks. The Library Management Team continued reviewing budget cutting ideas.

Edward Weissman