

Cornell University Library

Library Management Team

Notes from the October 20, 1998 Meeting

Attending: *Ross Atkinson*, Lee Cartmill, Jerry Caswell, David Corson, Pat Court, Tom Hickerson, Janet McCue, John Saylor, Sarah Thomas, Ed Weissman

1) Dean's Council

Sarah reported on this morning's Dean's Council meeting. The Council looked at different models for administering the biological sciences across the campus. We did not feel that the adoption of any of the models would have a major impact on the way we provide library services for biological sciences. Sarah also distributed a list of the vice provosts and the units assigned to them. Of interest is the fact that neither the Library nor CIT are assigned to any of the vice provosts. We assume this means that the Library and CIT will continue to work directly with the Provost.

2) CUL User Survey

Sarah reported that Christian Boissonnas, Steve Rockey, and Phil Davis had expressed interest in working on a CUL user survey. She will ask them to outline the steps the Library should take to develop and administer a user survey, assuming that the Library will contract for the services of the Computer-Assisted Survey Team in the School of Industrial and Labor Relations. Consulting with staff throughout the Library, Christian, Steve and Phil will look at surveys done at Cornell and other libraries, develop a list of issues we should consider along with a preliminary budget. They will report back to LMT by early December. Sarah will send a message to the Council of Librarians announcing the formation of this planning group. [The message was sent on 10/21.]

3) Food and Drink policy

With the availability of an ARL Spec Kit on food and drink policies at ARL libraries, Sarah asked Ed to propose a charge and the membership of a group to review the Library's food and drink policies. The group should consist of Library staff, students and faculty. Please send suggestions for members to Ed.

4) Report on the State of the Humanities

The Library is mentioned prominently in the "Report on the State of the Humanities." Sarah asked Ross, David and Tom to read the report and draft a Library response to the authors, the Dean of Arts and Sciences, and the Provost. This should highlight how we support the humanities and what we could to provide even greater support.

5) Library Committees

We discussed the committee and working group structure within the Library and its effect on our ability to make decisions and take actions in a timely manner as well as the amount of staff time this entails. We have groups and meetings at the unit level, across units grouped within disciplines, across all units by function, and in the past few years, an increasing number of cross-functional groups that have been created to deal particularly with digital and networked

information initiatives. While we recognized that our current structure may not be ideal, we decided not to undertake an extensive review and revision at this time. Sarah asked Lee to set up training sessions on how to run effective meetings.

6) Council of Librarians

Following a discussion on the purpose of the Council of Librarians (to provide an opportunity for middle managers to meet with the University Librarian, to provide input on policy decisions, and to act as a sounding board), and the composition of its membership/distribution list, Ed asked that any suggested changes to the membership/distribution list be sent to him.

The focus of the November Council of Librarians meeting will be grants and publicity, specifically the procedures for submitting proposals and for generating publicity. Sarah stated that the solicitation of external funding to further Library priorities is of great importance and that all professional staff should consider it a part of their responsibilities. Tom noted the importance of having experienced grantees "groom" staff less experienced in the art of grantsmanship. Sarah asked Ed to insure that print copies of the OSP Newsletter are distributed within the Library, once OSP begins electronic-only distribution in December.

Edward Weissman
Assistant to the University Librarian