

Library Management Team
Notes from the April 21, 2004 Meeting

Attending: Ross Atkinson, Karen Calhoun, Lee Cartmill, Claire Germain, Anne Kenney, Janet McCue, Jean Poland, Sarah Thomas, Ed Weissman

1) Library Budget

Sarah and Lee reported on the current status of budget planning. Lee reported that the 2003/04 targeted reduction of \$675,000 had been met, primarily by not filling vacancies created through retirements and resignations. Endowed staffing levels were reduced by 15 FTE, roughly 4% of the work force. The net budget shortfall for the 2004/05 fiscal year is \$217,000. Sarah emphasized that this did not constitute a "crisis" and that her goal is to have it resolved by October. LMT discussed some possible strategies.

2) Council of Librarians

LMT discussed recommendations developed by Eric Acree, Lenore Coral (chair), Erla Heyns and Zsuzsa Koltay, the working group Sarah created to consider the future of the Council of Librarians. The recommendations cover the role and the structure of the Council and include "early agenda items" the Council might take up. Sarah said she will now meet with members of the working group.

3) Library Orientation for New Faculty

Currently, each unit has its own procedures and processes for orienting new faculty to the Library. Sarah said she thought there should be some CUL-wide baseline expectations and processes in this regard. She asked LMT for comments and suggestions. Several comments referred to the opportunity new faculty orientation provides the Library to establish personal relationships with the faculty and the value of face-to-face meetings. Going to faculty offices has been found to be more effective than asking faculty to come to the Library. Follow-up when there is no response to the first contact is also important as is providing useful information during the first contact. Sarah said she would like to make sure that all faculty, regardless of their college affiliation, be informed about CUL-wide resources and services, not just about what their college or departmental library offers. Anne will ask PSEC to work on this issue.

4) Announcements

Janet announced that there will be an open house at the Adelson Library in the Laboratory of Ornithology on May 5 to celebrate the opening of CUL's 20th library. Invitations will be distributed to all CUL staff soon. There will be special bus service from central campus for this event.

Janet also announced the forthcoming publication by ALA Editions of Metadata in Practice a new book by Diane I. Hillmann and Elaine L. Westbrook.

Claire reported that she has been elected Vice President/President Elect of the American Association of Law Libraries.

Edward Weissman