

LMIS Minutes 9/26/18

Present: Janet Marcavage, Lisa Wood (minute taker), Jeremy Cucco, Andrew Gomez, Ann Gleason, Kate Cohn, Adam Smith, Jane Carlin, Sue Hannaford (chair)

The meeting was called to order at 4:00 p.m.

Minutes from last meeting were approved, with a minor correction.

Jane Carlin circulated a document recapping LMIS discussions on policies and practices. She highlighted one point regarding the fact that library and technology services have different issues, policies, structures, goals, responsibilities. The document also addressed communication with faculty concerning the recent collection shift and discard project. Carlin emphasized that, the time factor on these changes (short notice/lack of lead time) prevented earlier communication with LMIS, noting in addition that the project is not completed. Materials in the basement are awaiting faculty reviews on what to keep or purge from the collection. The library staff and others involved in this transition will then examine existing spaces to see what moves to make.

Carlin added that one issue has been the end of life for compact shelving. As a result, the library will now have significantly less shelving space on the lower level. Microforms have also been moved. The library hopes to consolidate lower level holdings and expand seating on the lower level. There will be opportunities for faculty to provide feedback before a meeting with Bob Kief scheduled for late October (Feedback is due on October 19th). Next steps will include open forums to talk about collections in general.

Jane Carlin spoke briefly about future collections, the Orbis Cascade Alliance, as well as the potential for changes related to budgeting.

Sue Hannaford stated that feedback on the above changes is appreciated, noting that there is not much to be done before the 10/19 deadline for faculty feedback. She added that she had little sense of how the varied collections fit into the library spaces. During our discussion, faculty were encouraged to view the spaces. Jeremy Cuoco noted we do have an architect on staff that is helping with the process. Jane mentioned that Bob Kief has committed to the journal room.

Regarding the Makerspace: Jane Carlin suggested it would be beneficial for the LMIS Committee to discuss the future of the Makerspace in the context of the Strategic Plan. Jeremy asked if Professor Siddharth Ramakrishnan would be adding funding; it was mentioned that he may be applying for another grant. Carlin raised the importance of long-term sustainability and the need for a clear direction for Makerspace. Long term staffing questions remain, even though students are working there. The issue of usage was also discussed briefly.

Jane spoke about the goal of retaining and enhancing study spaces, particularly tables and spaces for group collaboration and meetings. She mentioned qualitative data on what students want in the way of increased study spaces, a very high priority from the student perspective.

Jane distributed an annual report on general facts and resources in the library useful for sharing with faculty.

Sue then distributed Suggestions by Lisa Wood regarding a plan for gaining feedback on the document the committee developed last year concerning best practices for handling sensitive and confidential documents (a copy of the suggested plan is pasted see below).

Questions re: Standards and Practices for Handling Sensitive and Confidential Documents.

Please review the LMIS document and answer the following:

1. Which practices can be put into place immediately? What steps need to be taken to move forward?
2. How might the guidelines be implemented with documents collected in the past and retained in varied places?
3. Regarding the LMIS document, what changes would you make in applying it to your committee?
4. Please draft a brief supplement with guidelines for faculty serving on your committee to add to the appendix of the LMIS document.
5. Send your responses to the LMIS member assigned to your committee. (we should divide these up).

The committee decided to move forward with a shortened list of questions based our discussion. Jane Carlin agreed to draft a shortened questionnaire. The committee also discussed the faculty role in gaining feedback from non-faculty departments such as CHWS, with a general consensus that this aspect of the feedback process should perhaps be led by staff senate or administration.

In further discussion of security and confidentiality issues, the role of computer encryption was raised as a protective policy for all university computers going forward. In addition, Jeremy Cucco mentioned that iPads were easy to encrypt.

The meeting was adjourned at 4:55 p.m.