

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, February 8<sup>th</sup>, 2016**

**Present:** Stewart Ehly, Chair; Julie Sexton; Jim McCoy; Marian Wilson Kimber; Ken Kuntz, emeritus faculty senate.

**Staff:** John Culshaw, University Librarian; Carmelita Pickett, Associate University Librarian; Kelly Taylor, Assistant to the UL

**Absent:** Charles Frohman; Michael Moore

**Guests:** Judith Pascoe, Paul Soderdahl, Tom Keegan, Greg Prickman

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- I. The meeting was called to order at 11:32 AM.
- II. Digital Scholarship and Publishing Studio staff discussed the Studio's mission and activities. The Studio collaborates with faculty and graduate students and the merge of the 2 units is allowing staff to take on more projects. Pascoe talked about the Studio's steering committee and its challenges such as lack of diversity, collaboration issues in humanities research, and tension between visualization and long-form narrative. Pascoe has been meeting individually with researchers and notes that the Studio will start working with clusters first and that should help make connections to the community.
- III. Storage facility update: preparation is going on at the current facility with the traying of books that will be moved to the new facility where shelving is currently being installed. This is giving us the opportunity to identify low-use materials and the CIC Shared Print Repository project is allowing us to weed Springer, Wiley, Elsevier, and possibly JStor titles.
- IV. The Committee visited the newly opened Gallery; Greg Prickman, Head, Special Collections, gave a tour of the space.
- V. The meeting adjourned at 12:35 PM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, March 7<sup>th</sup>, 2016**

**Present:** Stewart Ehly, Chair; Marian Wilson Kimber; Charles Frohman; Michael Moore; Lorraine Dorfman and Ken Kuntz, emeritus faculty senate.

**Staff:** John Culshaw, University Librarian; Kelly Taylor, Assistant to the UL

**Absent:** Jim McCoy; Julie Sexton

**Guests:** Sue Julich, Brittney Thomas

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- I. The meeting was called to order at 10:00 AM.
- II. Library Information and Technology Director Sue Julich briefed the Committee on the upcoming changes to the library catalog. Aleph, the backend product that delivers InfoHawk, and SFX which is the link resolver, are at the end of life. We have begun implementation and will go live in July with a new product and the new search interface will just be called "library search." For campus, this means that InfoHawk is going away at the end of June. Communications are being prepared for informing campus of this change. There was some discussion on how it would be useful to be able to narrow down search results. Julich will look into different configurations that might help with this issue.
- III. Culshaw noted that the UI has begun discussions on what the FY17 budget might look like, and because of the deficit, he anticipates that the materials budget could remain flat next year. While the Libraries could manage this for a year, not keeping up with inflationary increases would become a problem if the budget remained flat for FY18 and beyond.
- IV. Ehly asked the Committee for topics to discuss with President Harreld when he visits at the next meeting. Suggestions were materials budget increases, relevance of the library for faculty research and for students, how faculty continue to use the library as a physical place, and how a great library can help with faculty retention.
- V. The Committee visited the One Button Studio and watched a demonstration by Brittney Thomas, Learning Commons Coordinator.
- VI. The meeting adjourned at 11:00 AM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, April 18<sup>th</sup>, 2016**

**Present:** Stewart Ehly, Chair; Marian Wilson Kimber; Charles Frohman; Michael Moore; Jim McCoy

**Staff:** John Culshaw, University Librarian; Carmelita Pickett, Associate University Librarian; Kelly Taylor, Assistant to the UL

**Absent:** Julie Sexton

**Guest:** President Harreld

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- I. The meeting was called to order at 11:30 AM.
- II. Harreld has been attending charter committee meetings in order to learn more about what the committees do and how they can make an impact on campus. The ULC feel strongly that Libraries' staff are highly responsive to faculty and student needs. Harreld agreed that libraries are the resource center for research. There was discussion on how the Libraries' rankings in ARL are low in staffing among the CIC libraries. Culshaw noted that libraries are looking at collective collections and trying to determine how institutions keep what is needed nearby and low-use materials are easily accessible elsewhere. The group also talked about obstacles in electronic publishing and how there needs to be a model that will work for everyone.
- III. Pickett noted that the current storage facility is being emptied, and progress continues on the new facility; materials will be moving after July 1. The Libraries has been informed that the materials budget for FY17 will likely be flat, but Pickett feels that won't cause a problem, but beyond FY17, no increases to that budget would result in cuts.
- IV. Ehly will write the end of the year report for the Committee and submit it to the Faculty Senate.
- V. The meeting adjourned at 12:30 PM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, October 24, 2016**

**Present:** Marian Wilson Kimber, Chair; Michael Moore; Jim McCoy; Stewart Ehly; Robin Paetzold; Jamie Byerly

**Staff:** John Culshaw, University Librarian; Carmelita Pickett, Associate University Librarian; Sue Julich, Head Libraries IT; Kelly Taylor, Assistant to the UL

**Absent:** Maria Liddell Joseph; Yangbo Ye

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- I. The meeting was called to order at 11:02 AM and introductions were made.
- II. Julich explained the Libraries' move to a new hosted library system this summer. Communications went out to campus and liaison librarians are helping with instruction on how to use InfoHawk+. Some issues are still being resolved and Julich encourages anyone with problems or suggestions to contact the Libraries.
- III. Updates from the University Librarian
  - A. The Board of Regents has recently approved the University's 5-year capital requests plan, and the Main Library is the top priority. The \$50 million dollar request over 3 years, starting in FY2018, will have to go to the legislature for approval. It is unknown at this time of where the money would come from or even the exact amount needed. Needs assessment is ongoing in order to create an overall master plan.
  - B. Pickett updated the Committee on the materials annex. Everything was moved from the previous building this summer and temporary staff are barcoding materials to the shelves so more and more materials can now be found for user requests.
  - C. Planning is continuing on the new UI Museum of Art building and issues such as traffic patterns and parking are being looked into. The goal is to take a schematic plan of the new UIMA building to a spring Board of Regents meeting.
- IV. The meeting adjourned at 12:05 PM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, December 5, 2016**

**Present:** Marian Wilson Kimber, Chair; Michael Moore; Jim McCoy; Robin Paetzold; Jamie Byerly

**Staff:** John Culshaw, University Librarian; Katie Buehner, Head, Rita Benton Music Library; Kelly Taylor, Assistant to the UL

**Absent:** Maria Liddell Joseph; Yangbo Ye; Stewart Ehly

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- I. The meeting was called to order at 11:02 AM.
- II. Updates from the University Librarian
  - a. For the most part, Brokaw's papers have arrived at the Libraries. The varied materials can impact the classroom and the Libraries has been meeting with the journalism and history departments. Brokaw spent several days early in November in Iowa City, and plans to be back to be the speaker at the annual Friends of the Libraries event in April.
  - b. At the request of the Provost, the Libraries were asked to collaborate with the State's Division of Cultural Affairs on an assessment of the collections in the State Historical Association's Centennial Building in Iowa City. The Libraries is overseeing this assessment effort and our involvement is limited to the hiring and project management aspects of the independent collection assessment. This project is part of a larger, on-going assessment effort that SHSI initiated several years ago. The consultant is currently being hired and the study should be complete in early 2017.
- III. Topics the Committee identified for further discussion next semester: Regional Medical Library; InfoHawk+; cost of digital vs. paper and how purchasing decisions are made.
- IV. Buehner gave the Committee a tour of the new Music Library.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, February 6, 2017**

**Present:** Marian Wilson Kimber, Chair; Robin Paetzold; Jamie Byerly; M. Liddell Joseph; Yangbo Ye; Stewart Ehly

**Staff:** John Culshaw, University Librarian; Carmelita Pickett, Associate University Librarian; Kelly Taylor, Assistant to the UL

**Absent:** Michael Moore; Jim McCoy

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- I. The meeting was called to order at 8:45 AM.
  
- II. Updates from the University Librarian
  - a. The Libraries proposed that their 5% budget reduction should come from the materials budget. Culshaw discussed how the personnel budget has shrunk over the years and that we rank next to the bottom of our peers for staff FTE. The Libraries will work with faculty if cuts have to be made to the collections.
  - b. The Big Ten Academic Alliance [Shared Print Repository](#) project is nearing completion of Phase 1 at Indiana University. Phase II is under development to house 250,000 volumes at Illinois-Urbana/Champaign. The Libraries pays a yearly membership fee to BTAA as well as maintenance fees to the hosting library.
  - c. Culshaw shared a conceptual drawing of the UIMA adjoining the Main Library building. The current plan calls for 45,000 sq. ft. for the new UIMA building with an additional 20,000 in the Main Library for UIMA office space. Assessment and planning for the renovation of the library space has also begun.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, March 6, 2017**

**Present:** Marian Wilson Kimber, Chair; Robin Paetzold; Jamie Byerly; M. Liddell Joseph; Yangbo Ye; Michael Moore; Jim McCoy

**Staff:** Linda Walton, Associate University Librarian; Liz Kiscaden, Associate Director, Regional Medical Library; Kelly Taylor, Assistant to the UL

**Absent:** Stewart Ehly; John Culshaw, University Librarian; Carmelita Pickett, Associate University Librarian

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- I. The meeting was called to order at 8:45 AM.
  
- II. Kiscaden gave a presentation on the [Regional Medical Library](#) . The Libraries received this grant last year. It is a 5 year grant of 6.5 million from the National Library of Medicine. Staff are providing education to health science librarians and health professionals and also create partnerships by funding outreach programs. Next year they hope to reach out more to community colleges.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, April 17, 2017**

**Present:** Marian Wilson Kimber, Chair; Robin Paetzold; Yangbo Ye; Michael Moore; Stewart Ehly

**Staff:** John Culshaw, University Librarian; Carmelita Pickett, Associate University Librarian; Kelly Taylor, Assistant to the UL

**Absent:** M. Liddell Joseph; Jim McCoy

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- I. The meeting was called to order at 1:00 PM.
  
- II. Updates from the University Librarian
  - a. Culshaw discussed budget, noting that the process has been transparent so far as the new budget model is being developed. Much is still unknown about FY18 at this point, will hopefully learn more in May. The Libraries will do all it can to protect personnel lines as we are ranked second from bottom with our peers for staff FTE.
  - b. Communications have gone out to campus about the materials in the Main Library basement which are going to be moved out to IRA beginning in June. Requests can be made for these materials through May 12, then they will become unavailable as they are moved and processed within the next year.
  - c. Space planning continues for Main Library, and will begin for Hardin Library this summer. Culshaw noted that by next fall the Committee may have the opportunity to provide feedback.
  
- III. The Committee was thanked for their service and the meeting adjourned at 1:50 PM.



**University Libraries Committee**  
**Minutes of the Meeting**  
**Thursday, September 7, 2017**

**Present:** Marian Wilson Kimber, Chair; Robin Paetzold; Yangbo Ye; Stewart Ehly, M. Liddell Joseph, Megan Wright, Mackenzie Putz

**Staff:** John Culshaw, University Librarian; Carmelita Pickett, Associate University Librarian; Kelly Taylor, Assistant to the UL

**Absent:** Jim McCoy

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I. The meeting was called to order at 8:00 AM.

II. Updates from the Libraries

- a. Pickett reviewed some changes made over the summer in her portfolio, those units being Special Collections, Access Services, Acquisitions, and Research and Library Instruction. The reorganization focused on workloads, succession planning, and aligning skillsets, with the goal to improve services and increase innovation.
- b. Culshaw reported on the FY2018 budget, which is flat from FY17. \$300,000 was reallocated from the collections budget to operations and later this year the Libraries will make strategic hires using those funds. With the reduction to the collections budget, we will not be able to afford large end of year purchases such as back files, and any inflationary increases to journals should be covered.
- c. The Central Services Review committee asked the library for information this summer as they gather data.
- d. In preparation for FY2019, the Libraries will bring in a consultant to do an analysis of the collections budget. We would like to have the law library included in that analysis so that the entire materials budget is reviewed. We need help determining if we are investing in the right areas and if we have the right spending ratio for monographs vs. journals. Faculty will be engaged as appropriate.
- e. The Libraries hasn't seen any effects from the collective bargaining changes. Over the past decade we have seen our staff shift to more P&S positions now than merit. One problem going forward is paying the merit fringe rate which has to come out of our personnel budget. The rate is almost double that of P&S.
- f. The collections from the Main Library basement have been moved out to our annex and these 400,000+ items still need to be processed and made available in the catalog. The University will likely use the basement space for some time of storage, and we can use it for collection staging as needed.
- g. Renovation planning continues for the Main and Hardin libraries.
- h. Culshaw and Jim Leach will participate in the University's Executive Leadership Academy with a project to look at the relationships between libraries and art museums.
- i. Culshaw is serving as co-chair of the UIMA director search committee.
- j. The Libraries will host the ARL Leadership Fellows Program with an on-site institute in early March. The program is for individuals who have potential for senior leadership positions in libraries.

III. Discussed possible agenda items. Members should send any ideas to the chair or to Culshaw.

IV. The meeting adjourned at 9:01 AM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Thursday, October 12, 2017**

**Present:** Robin Paetzold; Yangbo Ye; M. Liddell Joseph, Megan Wright, Mackenzie Putz

**Staff:** John Culshaw, University Librarian; Kim Bloedel, Head, Pomerantz Business Library; Kelly Taylor, Assistant to the UL

**Absent:** Marian Wilson Kimber, Chair; Jim McCoy; Stewart Ehly

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- I. The meeting was called to order at 8:03 AM.
- II. Kim Bloedel, head of the Pomerantz Business Library, presented architectural renderings of the business library renovation, which is scheduled to be completed in February. The new space will include more collaborative areas, group studies, and a café.
- III. Updates from the University Librarian
  - a. Culshaw was asked about emergency response plans for the libraries, and he noted there is a Safety Team that ensures that library staff are informed and trained.
  - b. We are Phil campus events next week – the Libraries will be fund raising for its student employee scholarship fund.
  - c. The Libraries was awarded a new grant as a supplement to the supplement NLM grant. This will focus on precision medicine and reaching libraries in economically challenged areas.
- IV. Upcoming agenda items will include a presentation and tour of the current Iowa Women's Archives exhibit in the Gallery; and have a discussion on services the libraries provide for international students.
- V. The meeting adjourned at 8:45 AM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Thursday, September 6, 2018**

**Present:** Robin Paetzold; Yangbo Ye, Chair; Megan Wright; Loren Glass; Rosemary Tiwari; Katrina Sanders

**Staff:** John Culshaw, Jack B. King University Librarian; Linda Walton, Associate University Librarian; Kelly Taylor, Assistant to the University Librarian

**Absent:** M. Joseph Lindell

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- I. The meeting was called to order at 9:00 AM; introductions were made.
- II. Reviewed the Libraries [Strategic Plan](#), including its mission and vision and our four goals that tied to the UI's four pillars (at the time of creating the plan). Since the current plan goes through 2018, Culshaw noted we will be working on new goals beginning in 2019.
- III. Culshaw reviewed the activities and goals for the Libraries. Goals for FY19 include continuing to champion open educational resources and student textbook affordability, and promoting a new service for research and scholarship.
- IV. Walton discussed the Libraries two year plan to meet reductions in the collections budget. For FY19, due to a \$600,000 shortfall, selectors will not be making as many one-time purchases. For FY20, the collection management team is working on a plan to cancel continuing resources such as serials and databases. They will look at usage data and cost per use before deciding on titles to cut which will then be sent out to faculty for review this spring.
- V. The meeting adjourned at 10:00 AM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Thursday, October 11, 2018**

**Present:** Robin Paetzold; Yangbo Ye, Chair; Megan Wright; Loren Glass; Rosemary Tiwari; M. Joseph Lindell; Javon Stovall; Maya Guadagni; Miriam Gilbert, Emeritus Faculty Council

**Staff:** John Culshaw, Jack B. King University Librarian; Linda Walton, Associate University Librarian; Kelly Taylor, Assistant to the University Librarian

**Absent:** Katrina Sanders

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- I. The meeting was called to order at 9:00 AM; introductions were made.
- II. Walton discussed the upcoming electronic resources subscription cancellation project. Due to no increase to the materials budget as well as inflationary increases by publishers, the Libraries needs to manage staying within their budget. This will cause a \$600,000 short fall to cover subscriptions. A message will be going out to faculty within the week informing them of the cancellations, as well as a timeline. Faculty input will be an essential part of the process as liaisons look for titles to cut in their subject areas. The Committee recommended helpful edits to the draft message.
- III. Walton shared a list of services that the Libraries offers students and highlighted SEAM (Students Engage at Main) which provides popular evening consultation office hours for undergraduates; workshops and boot camps for graduates; and our partnership with UISG for textbook affordability. The Committee asked to hear from the undergraduate engagement librarians as well as from the new Scholarly Impact unit at future meetings.
- IV. The meeting adjourned at 9:55 AM.

Upcoming meeting topics:

November 12 – Cathy Cranston, Head, Undergraduate Engagement

February 7 – Dissertation practices, usage and trends

March 7 – Sara Scheib, Head, Scholarly Impact

**University Libraries Committee**  
**Minutes of the Meeting**  
**Monday, November 12, 2018**

**Present:** Robin Paetzold; Yangbo Ye, Chair; Megan Wright; Loren Glass; Rosemary Tiwari; Katrina Sanders; Maya Guadagni; Miriam Gilbert, Emeritus Faculty Council

**Staff:** John Culshaw, Jack B. King University Librarian; Linda Walton, Associate University Librarian; Cathy Cranston, Head, Undergraduate Engagement; Kelly Taylor, Assistant to the University Librarian

**Absent:** M. Joseph Lindell; Javon Stovall

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- I. The meeting was called to order at 8:30 AM.
- II. Cranston gave the Committee an overview of undergraduate services provided by the Libraries. The Libraries has been targeting working with undergraduates since the first position was hired in 2015; now there are three undergrad engagement librarians led by Cranston. There has been a strong relationship with rhetoric over the years as well as others. The staff also do various programming and events over the academic year. The [SEAM office](#) opened last fall and offers extended research assistance to undergrads in the evenings and it has been very popular.
- III. This is the first semester of the textbook affordability pilot project and Walton shared how the project is going as we work with UISG to pilot a way to provide students with print reserves for high-cost textbooks in large, high-impact courses.
- IV. Cancellation project continues; Walton and Culshaw will be meeting with the various governance groups through early December.
- V. The meeting adjourned at 9:33 AM.

Upcoming meeting topics:

February 7 – Dissertation practices, usage and trends

March 7 – Sara Scheib, Head, Scholarly Impact

**University Libraries Committee**  
**Minutes of the Meeting**  
**Thursday, February 7, 2019**

**Present:** Yangbo Ye, Chair; Katrina Sanders; M. Joseph Lindell

**Staff:** John Culshaw, Jack B. King University Librarian; Linda Walton, Associate University Librarian; Jessica Elliott, Secretary

**Guests:** Tom Moninger, Staff Council; Erin Kauffman and Heibi Arbisi-Kelm, Graduate College; Wendy Robertson, UI Libraries Institutional Repository Librarian

**Absent:** Megan Wright; Robin Paetzold; Loren Glass; Rosemary Tiwari

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- I. The meeting was called to order.
- II. Presentation by Culshaw was postponed because weather has affected today's attendance. Briefly discussed the Libraries budget which has been flat for the past three years.
- III. Presentation on Electronic Theses and Dissertations in Iowa Research Online. Kauffman and Arbisi-Kelm presented on how student thesis and dissertations are made available online. The presentation showed how embargos for MFA degrees have a different submission process than all other thesis degrees. Robertson shared the future of the dissertation and the issues of how to collect the most representative form or example of the new generation of student work. Guests noted that graduate colleges and institutional repositories must work together to creatively figure out what they collect.
- IV. The meeting adjourned.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Tuesday, March 12, 2018**

**Present:** Robin Paetzold; Yangbo Ye, Chair; Loren Glass; Rosemary Tiwari; Maya Guadagni; Miriam Gilbert, Emeritus Faculty Council

**Staff:** John Culshaw, Jack B. King University Librarian; Linda Walton, Associate University Librarian; Sara Scheib, Head, Scholarly Impact; Kelly Taylor, Assistant to the University Librarian

**Absent:** Megan Wright; Katrina Sanders; M. Joseph Lindell

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- I. The meeting was called to order at 8:30 AM.
- II. Scheib discussed the new library unit [Scholarly Impact](#), which aims to meet the needs of researchers and scholars on campus.
- III. Culshaw shared his presentation that he recently made to the Office of the Provost Central Services Advisory Group.
- IV. Walton reported that the list of titles for cancellation have been posted to the website and campus has until April 5<sup>th</sup> to review and send in comments. Final decisions will be made by the Libraries in May so that publications can be cancelled in time for FY20.
- V. The meeting adjourned at 9:33 AM.

**University Libraries Committee**  
**Minutes of the Meeting**  
**Thursday, April 18, 2018**

**Present:** Robin Paetzold; Yangbo Ye, Chair; Loren Glass; Miriam Gilbert, Emeritus Faculty Council

**Staff:** John Culshaw, Jack B. King University Librarian; Kelly Taylor, Assistant to the University Librarian

**Absent:** Megan Wright; Katrina Sanders; M. Joseph Lindell; Rosemary Tiwari

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- I. The meeting was called to order at 9:00 AM.
- II. Culshaw gave an update on the cancellation project. 820 titles have been identified for \$685,000. He noted though that of the 451 print titles to be cancelled, 209 are still available in electronic format. Since no increase is likely next year, the Libraries may have to start another round of cancellations this fall.
- III. We have approximately 165 student employees and Culshaw was pleased to note that since we started the first in 2016, we have awarded \$53,000 in scholarships to 28 students. We started with a scholarship originally funded by library staff, and have two additional named scholarships now to award for undergraduates. Our graduate student employees also have two scholarships they compete for.
- IV. We will be posting our residency librarian position soon which is an effort to attract under-represented groups to libraries. This is a 3-year term position for early career individuals.
- V. The meeting adjourned at 9:45 AM.