

**MEETING OF
EDITH GARLAND DUPRÉ LIBRARY COUNCIL**

MINUTES

Wednesday, June 17, 2015

10:00 AM

Dean's Conference Room

PRESENT: Charles W. Triche, III, Dean of University Libraries
Susan Richard, Associate Dean; Interim Assistant Dean of Public Services
Bruce Turner, Assistant Dean of Special Collections
Sherry Curry, Interim Assistant Dean of Technical Services
Sarah Philipson, Head of E-Resources & Serials - Technical Services
Shellee Shedd, Library Specialist Supervisor, E-Resources & Serials - Technical Services
Valerie Jumonville, Library Specialist, Fiscal Services - Dean's Office
Jane Vidrine, Library Specialist, Special Collections
Jeremiah Paschke-Wood, Head of Instructional Services – Public Services
Matthew Teutsch, Interim Head of Gaines Center - Special Collections

ABSENT: Deborah Johnson, Head of Interlibrary Loan - Public Services

CALL TO ORDER

Charles W. Triche, III, Dean of University Libraries, called the meeting to order on Wednesday, June 17, 2015, at 10:03 AM.

APPROVAL OF MINUTES

A motion was made by Susan Richard and seconded by Shellee Shedd approving the minutes as corrected of the May 20, 2015 meeting of the Library Council. The motion carried.

LIBRARY DEPARTMENTAL REPORTS

a. Report from Technical Services –Sherry Curry

Sherry participated in a LOUIS-SIRSI conference call about the kickoff to SaaS, which is taking over the LOUIS-hosted Symphony. Our site will not be migrating until December or January. A couple things everyone should know are that Training will become Test, so when you're in WorkFlows the address for training will be ull.test.louislibraries.org. Also, we will be converting from MARC-8 to UTF-8 Unicode, which is applying specific codes for diacritics and other symbols in cataloging, accepted worldwide. There will be two workshops on Unicode for LOUIS sites, and Sherry has offered to host one of them at UL perhaps as early as this summer.

Duane and Sherry were invited to submit a short article to the LOUIS newsletter about the LOUIS site visit in April.

Sherry attended two Ellucian Portal Design Meetings the first week of June. Things are coming along well, although she had to remind the co-chairs about including the library's chat and the Personal Librarian assignment on the list of features for the Student Portal.

The Patron Load last week had a few bumps, but LOUIS was able to fix them. Sherry is preparing for the rollover to the new fiscal year.

The latest issue of *Louisiana Libraries* published two reviews by Andrea and Heather. Sherry recently submitted the latest review column for *Louisiana Libraries*.

Collection Development

The candidate that Sherry and Andrea selected for the LS2 position turned down the offer for the position. The search continues.

The cubicles in Collection Development have been reconfigured, so that JoAnn's cubicle faces the back wall and the other cubicle that used to face the back entrance has been turned to face the book repair counter.

Andrea is working with Allison to change up workflows between Collection Development and Cataloging. Andrea taught a class for Criminal Justice this week.

Cataloging

Allison is a beta tester for BlueCloud Cataloging. She will be working on this after the SaaS migration is mostly underway. Allison and her department discovered a bug with the Symphony upgrade with overlaying records. LOUIS was able to figure out a solution.

She taught a class to student athletes this week and helped Andrea w/Criminal Justice.

To streamline the ordering process in the acquisitions module in WorkFlows, Cataloging and LOUIS will be training Collection Development staff to use OCLC to obtain records and load them into WorkFlows. Cataloging will do quality control and is doing some training with both departments and Sherry.

Related to this, Allison and Andrea have submitted a proposal for the LOUIS Users Conference for a presentation entitled "Changing Work Flow with WorkFlows."

Electronic Resources & Serials

EZ Proxy is being upgraded to 6.0, pending payment from Campus IT. Nursing is undergoing a Serials review with other departments to follow. EBSCO will have a site visit with Sarah, Shellee, Sherry, and Susan on July 8. Sarah and Heather are working on the new Discovery Search box for the library web site, as well as the research databases layout. Sarah recently taught a class to Education students.

Web & IT Services

End of the year activities are underway with employee scheduling, cleanup, etc. Duane is continuing to work with Campus IT and LOUIS to automate the Patron Load for Circulation. He installed a statistical package called "R" for the SMART Classroom for a biology professor. This is a useful application and he has proposed to Campus IT that "R"

become a standard package to be distributed campus-wide. Duane also set up the equipment at the rear Circulation Desk.

**b. Report from Public Services - Jeremiah Paschke-Wood
Grants**

The Latino Americans grant from NEH/ALA has been awarded to the LEH. The Library will host a program for it.

Instructional Services

Andrea and Jeremiah had a meeting for departmental librarian changes. All departmental librarians are now expected to be more involved in outreach with their departments and instruction. Five different librarians have already taught classes this summer. We'll probably do more instruction training as needed. We're now up to 226 combined tours/instructional sessions, research appointments and research class sections for 2014/15.

Jeremiah is doing a LUC presentation with Andrea on the Departmental Librarian changes. He is also giving a presentation at the NOLA Information Literacy Collective meeting in August in New Orleans.

Interlibrary Loan

Dan has been working with the State Library and other Louisiana libraries to resolve delivery and missing book issues with Statewide Delivery service. Progress has been made and most missing items that involved us are resolved.

Reference & Research Services

The trial of Gimlet is now active, and is being used by staff in Reference, Special Collections and Distance Learning to keep track of transaction statistics. So far the response has been positive. We hope to have an additional month to try it out before making a decision regarding purchase.

Congratulations to Tiffany who received her MLS degree from Clarion University in May.

Chris coordinated KATC meteorologist Dave Baker's appearance at this month's Staff Development function. Chris also introduced Mr. Baker at the event.

Miscellaneous

Jeremiah, Casae, Sarah and Emily are all attending ALA next week.

c. Report from Special Collections - Bruce Turner

Bruce reports that a History Department graduate student is working as an intern this summer.

Both microfilm scanners [in Caffery Reading Room and in Microforms] are broken right now. A technician will look at the one in Microforms next week. No attempt can be made to fix the one in the Reading Room until the new fiscal year.

Jean discovered that the OPAC listing of L'Acadien holdings is inaccurate. She is attempting to get that corrected.

The digitization of the L'Acadien is completed. Almost 32,000 pages were scanned. The OCR is not good so we may have to do something in-house to improve search capabilities.

Jane attended a LASSAL board meeting last week. She is helping plan for the conference this fall.

The Special Collections Facebook page has almost 500 "likes" and almost 40,000 "views." Paula has been very active posting materials. In reaction to material on the change from Cypress Grove to Cypress Lake both Joel Fletcher's son (who lives in Virginia) and one of his grandsons (who lives in Texas) commented.

Gaines Center

Matt mentioned the first ever Ernest J. Gaines Society panel at the 2015 American Literature Association conference in May. Next year, we will have panels there and at the Society for the Study of Southern Literature and College Language Association conferences next spring.

He also commented that Darrell Bourque, Marcia Gaudet, Jennifer Morrison, Katharine Henry and himself led the Second Annual Ernest J. Gaines Summer Teaching institute last week. There were nine participants. They looked at items from the collection, discussed Gaines's works, and went to New Roads to meet Gaines and have lunch with him. The Louisiana Endowment for the Humanities (LEH) co-sponsored the institute, and the lesson plans from participants will be on the LEH's knowLA website.

Finally, Matt mentioned that we received Reggie Young's (English) material related to Ernest J. Gaines. This includes articles, interviews, books, etc.

d. Report from Associate Dean Susan Richard

Susan is beginning work on both a Faculty Handbook and a Staff Handbook. She appreciates the input given from both faculty and staff. Library faculty members are completing position description forms. Susan reports that Allison and Emily are working to create a new Library strategic plan. They will begin their work by meeting with the Staff Development Committee.

Susan reported on the post office box number change. The latest news is that the Library is not changing box numbers. Many University departments were assigned new box numbers. New box numbers were necessary so that University departments could maintain the appropriate size box to accommodate mail volume. The Gaines Center box number changed to 43539.

e. Report from Dean Charles Triche, III

The University is in very good shape. There are going to be no cuts. There will be no loss of any materials of any kind in the Library. We are the only institution, with the

exception of the LSU system, to have an increase in enrollment, not a decrease. We expect we are going to be up about 16.3% over last fall's numbers. In addition to that we have, going before the board of regents for approval, a whole new series of fees that the university is going to impose on the students. All of that is going to make us financially secure. Last year we got \$90 million from our own self-generated funds and \$45 million from the state which gave us \$135 million to spend. We're expecting this year we will generate \$115 million of our own dollars, plus if fees and all the other things get approved, we will be approaching what we got from the state last year.

In addition to that, with the election of the new governor, a special session will be called to deal with taxes. So we are expecting good things over this next year. Since we are going to have such a huge increase in student population, we are talking about not having the faculty to meet that student demand. So the provost is actively campaigning to increase faculty in all of the colleges and departments on campus and he is going to be very aggressive in doing that. Positions that have been frozen over the years are going to be unfrozen and we are going to add new faculty. The goal is to have an enrollment of over 20,000 students in two years and they are pretty confident we are going to get there. If we get to 20,000, and that is the president's goal, we have to have the faculty and the classes to teach these students and not turn them away from what they need. To that end, the provost has asked that the Deans give him, by the end of the week, a list of what we need to be successful in meeting the demands of 20,000 students. That not only includes having the faculty but the space and equipment to meet the needs of the students. For example, if the college of engineering department has a 20% increase in student population, and right now it's standing at 20% but expected to be at 22%, that trickles down at the freshman level to a 22% increase in demand for freshman English courses, biology, math, etc. It's the same for nursing students. Everybody is affected by an increase in enrollment even if your college didn't get the student; you've got the courses to teach.

So we've got to put together what we need to be successful. To that end, one of the big problems is space. On the university there isn't enough space and right now if a college needs a classroom a dean has to go around scrambling looking for the room. The Provost proposed to us that we recommend that the registrar, who right now reports to a different VP, become part of academic affairs so that the registrar would sit with the Council of Deans and hear and understand all the problems that go along with the increases in enrollment, registering students, and room assignments. A position needs to be created for a person whose primary responsibility is real estate, to know where every classroom is, what its capacity is, what's available, what isn't, and to work with the colleges in taking care of the spacial needs of our students.

So the increase in enrollment is going to affect a lot of changes on the university and it does affect us. We've got positions on the books that have never been filled too. So all of that's going to come about in some kind of way. While it's a lot of good news, there is a lot of responsibility that comes with the good news. There's a lot we have to do to take care of the students that we're trying to get.

There's a movement on some of the University of Louisiana systems to lower their tuition. For example, Nicholl's is petitioning to lower its tuition because it thinks if it lowers its tuition it will get an increase in its student population. However, they're not the

lowest in tuition, University of Louisiana at Lafayette is and we don't want to be. There are several other schools that are in trouble that think lowering their tuition is going to make an impact. So while we want to raise ours 10% they want to lower theirs. We don't know what the board is going to let them do about that but there's a petition right now for the board to do that.

COMMITTEE REPORTS

Signage Committee – Sherry

The Signage Committee met recently to discuss new signs for the building, including the rear entrance, 2nd floor STEP Lab, Grad Student Lab and a digital sign for the front area. Sherry has already received information about purchasing and implementing a digital sign. The Signage Committee is trying to contact Sodexo about the Jazzman's Sign on the rear door. The hours are not correct, and there is no room for the library to attach its name on the door.

UNIVERSITY TASK FORCE REPORTS

No reports.

OLD BUSINESS

Susan says she contacted retirees and received nine responses with email addresses.

NEW BUSINESS

Sherry and others have noticed students leaving personal items such as purses and laptops unattended. Susan says Circulation can place flyers on the study tables reminding students not to leave items unattended.

ADJOURNMENT

A motion was made by Shellee Shedd and seconded by Valerie Jumonville to adjourn the meeting. The motion carried.

DATE OF NEXT MEETING

Wednesday, July 15, 2015