

University Library Advisory Council

October 19, 2012

Present: J. Adlington, G. Beck, J. Benn, R. Cossa, D. Earn, C. Eilers (Chair), V. Lewis, P. Miu, H. Saeed, D. Trebych, G. Ullal

Guests: A. Pottier, W. Wyckoff

1. **Welcome:** The Chair (C. Eilers) welcomed the council. Members and guests introduced themselves.
2. **Minutes of May 2012:** Reviewed and approved.
3. **The Work of the Council**
 - a. **Mandate:** Reviewed the brief notes from the facilitated discussion with Rebecca Jones (external consultant) from December 6, 2011. Agreed to change the wording on advocacy to read: “ensure that the campus community is aware of the Library’s continued contributions to the University’s success.”

ACTION: V. Lewis will edit and send out the document with minutes. Will have a new public web page created for the council. Replace the old mandate with this language. Once done, share with Provost, Deans and library staff.
 - b. **Meeting Frequency:** Agreed to meet 3 times per year.
 - c. **Membership Terms:** Agreed to move to 2-year renewable terms with formal request to Deans going out each spring. Returning members should consider themselves in their 2nd year. Some adjustments may be needed in first few years.
 - d. **Minutes:** Agreed to adopt a more informal approach. Minutes will go out via e-mail approximately 1 week after the meeting. Members will have two weeks to identify errors before the minutes are considered approved and posted on the
 - e. public website.
4. **Updates from the Acting University Librarian (V. Lewis)**
 - a. **Strategic Planning:** During the “interim” leadership period, no changes will be made to mission, vision or high-level strategic directions. Group reviewed the list of strategic initiatives planned for 2012/13.
 - **Blended Services:** Encouraged Library to assess quality very carefully.
 - **E-Books:** Suggested the Library find a way of surveying upper-level undergraduates in addition to graduate students and faculty.

- **Online Learning:** Some faculty have reservations about moving in this direction, but eager to learn more about the Library's deliverables. H. Saeed cautioned the Library not to throw everything online (students are "onlined out.").

ACTION: V. Lewis will arrange for a demo of the new blended learning modules at the next meeting.

- b. **Lewis & Ruth Sherman Centre for Digital Scholarship:** Designation as an official Research Centre approved by Board this week. Official opening scheduled for November 30, 2012. Putting in place a selection process for an Academic Director.
- c. **Budget Report:** The Library finished fiscal year 2011/12 with a small (\$33,856) deficit. Of our total budget of \$17,076,435, 42% was spent on acquisitions, 48% was spent on salaries and benefits; and 10% was spent on other expenses.

In our original submission, we projected a somewhat larger (\$152,534) deficit for 2012/13. Now 5 months into the budget year, we are now anticipating a small surplus for 2012/13. The surplus is being generated largely through one-time salary savings (retirements, departures, long term disabilities, etc.). We hope to fill some positions during the current fiscal year.

The outlook for 2013/14 is challenging (originally projected a \$1.023 M deficit) due to the loss of additional one-time funding and the increasing cost of salary and benefits. We will begin work modeling our 2013/14 budget in December (as part of our 8-month budget review) and can provide more accurate information at that time.

Dr. P. Smith is working on a high-level review of the Library's budget.

The full implications of the University's proposed move to the Alternative Budget Model on the library's budget is not fully known.

ACTION: Chair will include budget as key item on the December agenda. V. Lewis will invite the Library Budget Officer (M. Mastragostino) and Dr. P. Smith.

- d. **Staffing (departures, new hires, numbers):** In recent months, have lost many staff to retirements (3), departures (3) and long term disability. Have recently hired a 6-month contract to assist with instruction. Are currently posting for both a Digital Repository Librarian and a Digital Experience Librarian. We have gaps in several areas (e-resource management, archival processing, teaching information literacy, etc.).
- e. **"Mapping our Future":** The Leadership Group is currently working on a document describing the services we value and the level at which we aspire to deliver those services. Will assist in setting staffing priorities.

ACTION: V. Lewis will forward a copy of the document to ULAC members for comment prior to completion.

5. Members' Queries

- a. Accessibility issues in compact shelving on 5th floor:** J. Benn expressed concern about shifting religious studies materials from open shelving on the 6th floor of Mills to compact shelving on the 5th floor. A. Pottier (guest) noted the collection is being much better maintained: books are now all standing upright (previously many were turned down for lack of space). Initial problems with the compact shelving units have largely been resolved (SpaceSaver is dealing with one issue relating to shelf resetting). The Library meets AODA requirements by providing a retrieval service for users in wheelchairs (for both compact & open shelves).

- b. Oxford University Press: Oxford Scholarship Online:** J. Benn expressed concern about the decision not to purchase print versions of Oxford titles following the purchase of Oxford Scholarship Online. J. Adlington and W. Wyckoff (guest) noted that the Ontario Council of University Libraries (OCUL) deal is actually broader than just Oxford and includes e-books from 10 university presses. This is a two-part deal: backlist, which we've purchased to cover older titles, and frontlist that covers newly released titles. We went into the purchase because of ongoing faculty concern with the comprehensiveness of our Oxford collections. We could never have afforded to purchase all these titles in print, but the e-package makes the purchase possible. We now have records for approximately 8,000 e-books in the catalogue as part of this purchase. We recognize that we need to get a formal announcement out about the purchase.

We consider the frontlist purchase a pilot. J. Adlington and W. Wyckoff have begun drafting a survey aimed at faculty and graduate students regarding use of e-books. During the course of the pilot, we will not be purchasing print versions of the e-books (in keeping with our policy of not duplicating titles). The pilot ends May 2013. Feedback from McMaster will also be provided to OCUL as part of their evaluation of the pilot.

- 6. Selection Process for University Librarian:** The Chair noted that the Provost is in the process of identifying members of the selection panel. The goal is to have the appointment in place in Summer 2013. The Provost is eager to hear comments about preferred qualities.

- 7. Key Issues to be discussed at future meetings:** Identified 4 issues for the next meeting: Budget, online / blended learning, library hours, minimum wage for student workers.

- 8. Other Business:** None

- 9. Next meeting / adjournment:** 1st week of the December exam period.