

Library Professional Forum Meeting Minutes

March 23, 2010
2-3pm, Library Parlor

I. Attending

Mitch Stepanovich (Chair), Julie Alexander, Ruthie Brock, Clint Clifford, Jan Figa, Karen Hopkins, Leveta Hord, Karen Horsfall, Helen Hough, Lynn Johnson, Antoinette Nelson, Sue Sappington, Heather Scalf, Tommie Wingfield

II. Minutes of the Last Meeting

Minutes for the meeting held January 26, 2010 have been distributed with no change.

III. Forum Business

1. ACRL Virtual Institute, April 21-22, 11:00-3:30

ACRL Virtual Institute will be holding live webcasts April 21-22. Two concurrent sessions are offered during a 60 minute block. As only one session can be viewed in the Library, an email was sent out to all staff requesting them to indicate their preferences for the sessions. The Chair tabulated the responses and only the Thurs April 22, 1-2pm session was tied – session a. *Lessons from the Business World* and session b. *Leadership that Values and Fosters Innovation*. The attending Forum members discussed the merits of each session to decide which session would be made available at that time. The Forum decided that session a. was more relevant in the current economic climate and would be more interesting to a wider range of staff than session b. The final schedule is attached to these minutes (see Attachment A).

The cost of the conference is \$1000 for 10 people or more, and \$600 for 9 or less. The Dean is paying for the conference. The conference is open to all staff. The Chair will send an email with the schedule to all staff encouraging them to attend.

IV. Updates from Committees

1. Forum Standing Committees

Professional Development Committee (Karen Hopkins, Helen Hough)

Karen Hopkins provided an overview of the history of the Professional Development Committee and its evolution. Prior to 2002 the Committee had a more active role in approving staff professional development, conferences and travel and allocating funds to these activities. As funds for these activities became less restrictive, the Committee no-longer was required to approve these activities or the funding for them. The Committee charge was examined and changed 8 years ago (2002). The role of the Committee became to:

- Identify topics and schedule speakers, workshops, etc. This is no longer necessary as the changes in technology has lead to conferences and other professional development activities being available over the web (eg, webinars, online training, etc)
- Appoint sub-committees. This is not possible, as there are only 3 staff on the Committee
- Make recommendations in regards to research proposals submitted by professional staff

A consequence of the changes in the Committee charge and the changes to how staff professional development was approved and funded, is that staff are also no longer required to report the outcomes/learnings from their professional development.

As a result of these changes and the limitations of the by-laws there has been very little activity by the Committee. To become more active in the Library, the Committee presented the following ideas to the Forum:

- a) Continue to organize professional development opportunities by taking on responsibilities for organizing the Library-wide webinars and online training that staff are interested in
- b) Create and maintain a professional development wiki/blog/website to provide one place:
 - for information about Library professional development opportunities and ideas eg conference dates, information, and links
 - for staff to contribute ideas that we don't want lost, report important initiatives, learnings, outcomes from meetings, conferences and other professional development activities

- to post summary of meetings/conferences posted, poster sessions, etc.
- c) Create learning seminars linked in the strategic plan so all staff have an understanding of the strategies being undertaken by the Library
- d) Organize a professional development day or week similar to that undertaken by Yale. Such an activity would enable Library staff to come together with faculty to provide a forum to generate and share research ideas, staff ideas for Library projects, practice sessions for those who are presenting at conferences, communication reports, and constructive feedback

Action:

- Suggest changes to the by-laws and charge to be more inclusive and to change Committee responsibilities
- Recommend changes to the professional development and travel form to link funding for professional development to reporting

2. University Committees

Committee of Student Organizations (Mitch Stepanovich)
Committee is meeting in April

IT Research Advisory Committee (Clint Clifford)
Committee is looking at Strategic directions for campus IT and collaboration with the Library

Undergraduate Curriculum Committee (Julie Alexander)
Committee is meeting to discuss the new core

Status of Women & Minorities Committee (Antoinette Nelson)
Committee has proposed a new name for the Committee: Committee for Diversity, Equity and Inclusion. The new name has been submitted to President Spaniollo for consideration and the Committee is waiting on his feedback/approval.

V. Meetings Updates

Next Forum meeting will be held Tuesday, May 18, 2-3pm in the Library Parlor.

Tommie Wingfield noted that the University of North Texas is holding their [Library Open Access Symposium](#) that day so staff who are attending that will not be at the Forum meeting.

VI. Sharing of Professional Experiences

1. Meaningful revelations from conferences or seminars

The University of North Texas (UNT) held an Open Access session at Fort Worth. All the sessions were good, but Tommie felt the speaker from Duke University on Copyright was particularly very good, as was . Tommie noted that the session was well organized and that UNT had applied for a grant to run the session. Tommie was interested that there are now a number of North Texas Universities developing IRs and this should provide opportunities for conversations and more joint programs to be scheduled for the area.

Mitch Stepanovich attended the Association of Architecture School Librarians conference held in New Orleans in March 2010. Mitch will present the conference contents at the May meeting.

VII. Old Business

1. Career Status Committee (Mitch Stepanovich)

The Forum continued its discussion regarding career status for internal staff apply for career status vs candidates being interviewed for positions. There was consensus from attending forum members that they wanted a better balance between the documentation being supplied by candidates and that required for internal staff. It was suggested:

- Candidates be required to provide a full/complete vitae to the Committee rather than just their resume
- that the by-laws for Career Status be looked at to provide a checklist of required documentation for both types of applicants
- Investigate or create a quantitative tool for career status. This would have scaled questions which the committee would be able to ask applicants and rate them. This would enable the committee to know where candidates and internal staff stand

Action:

- The Chair and the Career Status Committee will look at possible By-Laws changes to accommodate the above

VIII. New Business

1. Forum Officers

The Chair reminded Forum members that the by-laws required Forum and its Committee Officers to be elected/appointed in April for the 2010/11 academic year. In previous years the Forum met in April. However the with the change in the by-laws the Forum is only meeting every two months and the next meeting is in May. The following officers are required:

- Forum: Chair Elect to replace Karen Horsfall who will become Chair
- Career Status Committee: 2 elected and 1 appointed
- Professional Development Committee: 2 elected

The Chair recommended that the nominations of Officers be done via email. This was accepted by attending Forum members.

Action:

- The Chair will send an email to all staff calling for nominations for the vacant Officer positions as soon as practicable in April. The election for Officers is to be held in April 2010.

2. An idea to enhance meaningful staff involvement in the Forum

The Chair raised the issue that the current models of Library governance do not provide all staff with the opportunity to become more involved in the Library, particularly in policy issues. There are currently Associates of the Faculty and the rest of the staff. Other models exist, which may provide more meaningful participation and input, such as a Library Assembly or Library Council. In such a model the Associates of the Faculty would be a sub-group.

Note: In accordance with the [UT Arlington Handbook of Operating Procedures, section 3-205](#) Associates of the Faculty are ineligible for election to the Undergraduate Assembly or the Faculty Senate.

Action:

Idea to be discussed further at the May meeting

IX. Adjournment

Meeting adjourned: 3.00pm

Next meeting: Tuesday, May 18, 2-3pm in the Library Parlor

ACRL/LLAMA Spring Virtual Institute April 21-22, 2010 Live Webcasts

Webcasts are offered in real-time, and include audio and visuals, such as PowerPoint slides. Webcasts are 60 minutes in length and include time for Q&A with the online audience.

Wednesday, April 21, 2010

11:00 a.m. - 12:00 p.m. Central Time

Nurturing Failure: Creating a Risk-Tolerant Library Culture that Embraces Change and Innovation

The culture of success is pervasive in our society. It is unacceptable to get anything other than an "A." "Win at all costs." "No room for error." At the same time, we know that great inventions always come after a long string of failures. In the corporate world, a few very successful companies and entrepreneurs have learned that calculated risk and the freedom to fail are the keys to innovation and progress. This webcast will examine how creating a risk-tolerant culture can aid in keeping academic libraries both vibrant and relevant in the current economy.

Learning Outcomes

- Begin to question conventional notions of failure and success and their relationship to innovation within the library.
- Be able to identify some of the elements necessary to nurture failure and create a risk-tolerant culture.
- Understand the nature of safeguards necessary to effectively manage risk.

Presenter(s): Chris Sweet, Information Literacy Librarian, Illinois Wesleyan University

1:00 - 2:00 p.m. Central Time

50 Things Library Employees Should Never Do

Building on the *New York Times* series "100 Things Restaurant Staffers Should Never Do," University of Central Florida employees and customers compiled similar list: "50 Things Library Employees Should Never Do." "50 Things" promotes continuing improvement in customer service in a unique way, by providing a springboard for discussion and training. This webcast will share details on compiling the list, library employee and customer reaction to the list, and demonstrates its use in training. Institute participants will be asked to add items to the list and decide which items are most important to their libraries.

Learning Outcomes

- Gain a tool for continuous training new staff and student assistants.
- Be able to engage staff and customers in a process to improve customer service.
- Gain an understanding of the value of routine discussions on customer service improvement.

Presenter(s): Meg Scharf, Associate Director for Public Services, University of Central Florida Libraries; and Marcus Kilman, Head, Circulation Services, University of Central Florida Libraries

2:30 - 3:30 p.m. Central Time

Building an Entrepreneurial Academic Library: Eight Behaviors Leaders Need to Know and Share with Staff and Colleagues

Quick! Think of an academic library with a recognized entrepreneurial culture. Not so easy, is it? Academic librarians exhibit innovative ideas and programs, but creating a true entrepreneurial academic library culture is a more difficult challenge. Building that culture depends on leaders who understand and demonstrate entrepreneurial behaviors, and are able to influence and inspire others to do so. This presentation will explore how internalizing eight entrepreneurial behaviors can lead to an entrepreneurial library culture. Using examples, case studies and discussions, attendees will learn how they can become entrepreneurial leaders in their academic libraries.

Learning Outcomes

- Distinguish classic vs. library entrepreneurs by knowing the seven characteristics of entrepreneurs.
- Recognize how using a design process can lead to a more entrepreneurial culture and be able to describe the five dimensions of a design process and how they are used to create innovative solutions.
- Gain confidence to establish oneself as an entrepreneurial leader by internalizing the eight behaviors of entrepreneurs and know how to use them to contribute to an entrepreneurial library culture.

Presenter(s): Steven Bell, Associate University Librarian, Temple University; Jill Luedke, Reference Librarian and Subject Specialist in Art, Temple University Paley Library

Thursday, April 22, 2010

11:00 a.m. - 12:00 p.m. Central Time

Make Your Library Services Xtranormal

In academic libraries, it is important to use new technologies to reach more users. Xtranormal is a free, online tool used to create videos. Xtranormal can be a powerful tool for promoting library services and enhancing instruction by engaging your audience. The presenters will demonstrate how to create an account, help you produce a short video, and discuss ways Xtranormal can be used to improve library services. There will be time for questions and comments.

Learning Outcomes

- Realize potential applications and purposes of Xtranormal in academic libraries.
- Create an account and a short Xtranormal video.
- Brainstorm and discuss ways that Xtranormal video clips can serve the needs of your library.

Presenter(s): Breanne Geery, Evening Public Services Librarian, University of South Carolina Upstate; Jonathan Kirsch, Reference Librarian, North Park University

1:00 - 2:00 p.m. Central Time

Lessons from the Business World: Use Your Competitive Forces Smarts to get Library e-Resources during Tough Recessionary Times

Description: Trying to buy an expensive e-resource during a recession? No money for new initiatives, plus you're expected to give back some of the dollars you already thought you had! During hard times, is it possible to get both affordable prices and more value? Sure is! You need three things: an understanding of competitive forces, some of Ben's tolerance for calculated risk, and strategy. We will review Porter's Five Competitive Forces theory, then do a case study, (or two) to demonstrate how a Five Forces industry analysis can help deliver the goods: lower prices and more value from your target e-resource.

Learning Outcomes

- How to do a competitive analysis of any vendor.
- Demystify the language of business and apply it in the library context.
- Become familiar with a specialty resource that may intrigue them.

Presenter(s): Catherine Donaldson, Director of Library Services, EDMC University, Los Angeles

2:30 - 3:30 p.m. Central Time

Learning Patterns and Leadership: how librarians can use their learning profile to build partnerships and collaborate with those who "don't think like us"

Effective leadership begins with understanding how you learn and process information. In this workshop, participants will understand the merits of using a learning skills inventory tool to help ourselves and colleagues understand how we process information and how it affects our collaboration and communication with others who don't think like librarians! Presenters will discuss how taking the learning skills inventory helped USF librarians better understand how, for example, IT staff tend to process information differently and how this affected their communication with them. Participants will share about their own learning pattern tendencies and their challenges in collaborating with "non-library" units.

Learning Outcomes

- Understand the connection between leadership skills and learning patterns.
- Understand how the Learning Connections Inventory (LCI) functions to reveal individual learning patterns and how they impact how we process information.
- Identify strategies to collaborate and partner with people who have different kinds of learning patterns and with whom librarians have much interaction (i.e., faculty, IT staff).

Presenter(s): Nancy Cunningham, Director of Academic Services, University of South Florida Tampa Library; Pat Maher, Director of Tutoring and Learning Services, University of South Florida