

**LIBRARY ADVISORY COMMITTEE MEETING**  
**Weinberg Memorial Library**  
**Wednesday, September 29, 2020**

The meeting came to order at 11:30 a.m., via Zoom Conference Meeting by Marian Farrell. Dr. Farrell introduced Jacob Myers, a senior BCMB major from Student Government. Individual introductions were then made.

Present: Prof. George Auliso, Prof. Kelly Banyas, Dr. Deborah Budash, Prof. Marleen Cloutier, Dr. Tracey Collins, Prof. Frank Conserette, Dr. Marian Farrell, Prof. Colleen Farry, Dr. Michael Fennie, Ms. Sharon Finnerty, Dr. Teri Freeman-Smith, Dr. Teresa Grettano, Mr. Eugeniu Grigorescu, Prof. Michael Knies, Dr. Michael Landram, Dr. Andrew Lazella, Interim Dean Jean Lenville, Dr. Wendy Mannetti, Dr. Bob McCloskey, Dr. William Miller, Prof. Linda Mlodzienski, Mr. Jacob Myers, Prof. Ian O'Hara, Dr. Kim Pavlick, Dr. Adam Pratt, Asst. Dean Sheli Pratt-McHugh, Dr. Ben Willis, and Dr. John Zych.

Unable to Attend: Dr. Yaodong Bi, Dr. Lori Bruch, Dr. Marzia Caporale, Dr. Bryan Crable, Dr. Darryl DeMarzio, Dr. Josephine Dunn, Dr. Jakub Jasinski, Dr. Barry Kuhle, Dr. Nathan Lefler, Dr. Yibai Li, Dr. Masood Otarod, Dr. William Parente, Dr. Christos Pargianas, Dr. Robert Shaffern, Atty. Jason Shrive, Prof. Narda Tafuri, Dr. Argyrios Varonides, and Prof. Donna Witek.

Dr. Miller motioned to approve the minutes, seconded by Dr. Pavlick. The minutes were accepted as written.

**DEAN'S REPORT – Jean Lenville**

Interim Dean Lenville allowed Prof. Knies to give his report as he was leaving early.

**MICHAEL KNIES:** Prof. Knies reported that normally a fall & spring exhibit. The 300<sup>th</sup> Anniversary Passionists Exhibit was set up just before the Covid break. It is still up through the end of the 2020. Initially scheduled for the fall was an exhibit on medieval manuscript leaves on loan from a private collector, which would be curated by Casey Welby, an Honors student and the Student Fellow in the Humanities Slattery Center. Due to current events, she is currently working on an online exhibit with himself and Prof. Farry. In the spring we will hopefully do a physical exhibit of the material.

A Covid archive is continuing from the spring which is attempting to capture digital images of documenting how the University community has responded to the pandemic. Please send any documents and images to Special Collections.

Finally, we received a large book donation from a former faculty member named Lewis Mitchell. He was in the English Department in the '70s and early '80s. He was blind, and was an expert on the 18<sup>th</sup> century.

The collection of close to 500 books was handed down to his grad student. She donated the collection of both his and her materials, including rare books dealing with English literature. Students are currently sorting through the collection and documenting what we have received. Once that is finished, other faculty will decide what goes into the collection.

## **DEAN'S REPORT CONTINUED – Jean Lenville**

### COVID Update:

Only one staff member has tested positive and has recovered. Multiple student workers have tested positive – primarily those who work at Circulation and Media Resources. Several are currently in quarantine, but all have returned to work once cleared.

Students are definitely using the building (although in fewer numbers). For example – room reservations are down about 7%. No major rule infractions have been reported.

### Staffing Updates:

We have had difficulty covering weekday evenings at Circulation due to the part time guard position vacancy. She asked Asst. Dean Pratt-McHugh to report more regarding the position.

Asst. Dean Pratt-McHugh reported that we received permission to fill that position. We are trying to move quickly. It is a temporary part-time evening circulation assistant that would work 5:30 p.m. to 11:30 p.m. Monday through Thursday. We are hoping to fill that position very soon because students want us to maintain hours until at least 11:30 p.m.

Interim Dean Lenville continued by saying the Research Services Librarians are all working from home and continue to answer research questions and provide information literacy instruction remotely. ILL and EZBorrow are both functioning again, although some lending partners are still closed.

She then reported that in other staffing news, Carole Boettger retired from her position as part-time Evening/Weekend Supervisor in Media Resources in August after 31 years of service. This brings our current vacancy total to five - two full time positions (Dean, Tech Services Clerk) and 3 part time positions (the Circulation one we are filling temporarily, the Special Collections Metadata Specialist vacant since last fall, and Carole's position in Media Resources).

We also have two staff eligible for the Staff Voluntary Window Retirement Program, and are waiting on their decisions. That retirement date is December 4, 2020, and the deadline to decide is this Friday, October 2, 2020.

Dr. Farrell asked if all the positions were vacant because of the hiring freeze to which Interim Dean Lenville said, yes.

Dr. Farrell then asked for clarification on what the time limit was on the temporary position. Interim Dean Lenville replied that the goal was to get coverage until the end of the semester and then talk strategically about what is necessary.

Dr. Farrell asked if there was any data to report on reduction of services due to the vacancies. Services are being impacted because of the lack of positions being filled.

Asst. Dean Pratt-McHugh answered that a conversation was had with the Provost and Ms. Patti Tetrault in Human Resources about potentially reducing staff hours and extending swipe hours so students would still have swipe hours if staff only worked until 7:00 p.m. Interim Dean Lenville added that there are some concerns about the cleaning of the building.

Asst. Dean Pratt-McHugh said that if staffing becomes absolutely desperate we could extend swipe access so students have access to the building if we can't support service access.

Interim Dean Lenville said the biggest issue is clearing the building. Would the Maintenance staff be able to do that because that's what they do in the Science Center?

Asst. Dean Pratt-McHugh added the option that students around the building could be corralled into certain parts of the building while the Maintenance staff cleans. She feels the Library is only one staff member away from quarantine to close at 4:30 p.m.

Dr. Farrell sees the seriousness of this, and that something won't be done until it's an emergent situation. Is there something the Library Advisory could do to help? What is the threshold that we can't provide continue adequate services? And is there any documentation of the number of services that have been decreased other than time open?

Asst. Dean Pratt-McHugh said that if any of the three full-time Circulation people get sick, she doesn't know what we'd do. Interim Dean Lenville said that we would have to change the hours.

Dr. Farrell said that she is willing to write a letter on behalf of the Advisory Committee stating that this is something that's needed to be done.

**MOTION:** Dr. Pratt motioned that Dr. Farrell write a letter on the Library's behalf regarding the hours that the library is open and the dire staffing situation.

The motion was seconded by Dr. Willis.

No abstentions. All were in favor. Motion approved.

Interim Dean Lenville extended her thanks.

Asst. Dean Pratt-McHugh then gave an update on the Dean's Search. The search committee received the go ahead from the Provost and is reconvening. Due to finances we are not able to utilize a search firm for the search, but Dr. Gingerich and Ms. Tetrault are optimistic that we will have a large and diverse pool of candidates.

The search committee has largely remained the same consisting of faculty members: Prof. Donna Witek, Prof. Colleen Farry, and Dr. Adam Pratt. Dr. Susan Bowen is the Administrator and also the chair of the committee. The other Administrator is D. Debra Pellegrino. The student is Adriana Smith. Asst. Dean Pratt-McHugh then announced that she had to step off of the committee due to her pregnancy. The Staff Senate is requesting nominations for people interested in serving in her absence.

A start date of July 1, 2021 is expected for the new Dean of the Library.

**DEAN'S REPORT CONT.**

**Budget:** Interim Dean Lenville reported that we were given a flat budget for 2020-21, making us more fortunate than many of our colleagues who were asked to make substantial cutbacks.

Prof. Tafuri has been working hard to let vendors know that we cannot accept large inflationary increases this year, and most have been receptive. But with the uptick of Streaming Media requests and we've realized that the Media Budget needs a boost. We have requested a 50% increase in the allocation to the Media Resources Books & Publications account from \$36,000 to \$54,000 annually to support increased/increasing faculty demand for streaming media to be used in their courses. By the end of August more than 50% of this budget had been spent. (1/4 of the year). This budget has not been increased in over 10 years.

Dr. Miller asked where the requests for streaming services are originating, faculty or students?

Ms. Sharon Finnerty replied that the requests have been coming from faculty because of the switch to online courses. A lot of the requests are only one year licenses, where you can't get a perpetual streaming license.

Dr. Miller wondered if this is also an area the Library Advisory Committee might be able to support behind the Library.

Dr. Farrell offered to write a second letter.

**MOTION:** Dr. Miller motioned for Dr. Farrell to write a second letter in order to show support from the Library Advisory Committee for increase in budget for streaming services and the enhanced needs of faculty.

The motion was seconded by Dr. Willis.

No abstentions. All were in favor. Motion approved.

Dr. Pratt then said that there has been talks about us changing our Carnegie classification. When that happens Library resource allocation costs are going to go up. Do we have any sense of what those numbers might be or when that might take effect?

Interim Dean Lenville replied that Prof. Tafuri has been researching this with our vendors to see who still uses Carnegie as one of their determinations on how much you pay. Most do FTE, only JSTR uses Carnegie classification. Most have switched to a flat FTE.

#### Building Update:

Asst. Dean Pratt-McHugh gave an update on Instruction Rooms 202 and 306. She shared a PowerPoint presentation. Classroom 202 was remodeled over Intersession.

There was money in the maintenance budget to refurbish classroom, 306. We are waiting on a laptop cart of 10 Chromebooks. The tables and chairs are modular and can be refigured easily so we can do more with active learning.

Dr. Farrell asked when the laptops coming? Asst. Dean Pratt-McHugh replied early December. Dr. Farrell asked about the Library's lending laptops. Asst. Dean Pratt-McHugh said we have about 15, and that the TSC is now working with students on long-term loans.

Dr. Farrell added that Repondis does not work. Asst. Dean Pratt-McHugh said that we worked with IT over the summer and we were told it works, but students are saying that it is not working. She will put in a ticket to let IT know there are issues.

Interim Dean Lenville reported that construction projects have been limited to things classed as safety or enrollment related, but we are pushing back and trying to get permission to move forward with the 2nd floor computer lab area construction, which was originally planned to happen over the summer. Friends of the Library donated the money, and costs will not be going down, so to us it would make sense to move forward over break. Dr. Gingerich is talking with Mr. Ed Steinmetz.

#### **INDIVIDUAL REPORTS:**

Interim Dean Lenville shared AP Newsroom Database, a database that we currently have on trial on Prof. Tafuri's behalf.

At the request of the Communications department the Library has started a trial to the AP Newsroom database.

Database Content Includes:

More than 12 million photographs dating back to 1826

More than 36,000 audio sound bites

More than 340,000 professionally-produced graphics

The cost of the AP Newsroom database is \$4870/year. Please let us know by Friday, October 9th if you wish to subscribe to this database.

Prof. Kelly Banyas: Prof. Banyas reported on what had been called OER Grants, but are now called Affordable Learning Implementation Grants. An email went out to all faculty on September 10, 2020. The name change covers all disciplines. The goal is to reduce the cost of course materials for students.

It's a \$1000 grant for faculty to replace with media resources, open textbook, etc. or library resources that are DRM free. The name change covers all materials allowed to be used.

If you have any questions, we are doing an information session on October 28, 2020 from 11:00 a.m. to noon. Link to Zoom session: <https://scranton.zoom.us/j/99240843718>

More information can be found here: <https://www.scranton.edu/academics/wml/infolit/oer-grants.shtml>

We also still have the OER research guide that explains all of the resources and where to begin looking for resources.

- <https://guides.library.scranton.edu/OER>
- <https://forms.office.com/Pages/ResponsePage.aspx?id=msTtqPFBaUyXaKf21804wzJ2QGSFMBpNpN0IV6qMEB5UQjVDRjJLU0ITMzNSRDYOSUdFUkw0TzA0Ti4u>

The deadline for spring classes is November 13, 2020. A judging panel via a Zoom meeting for the end of November was requested. She shared a form to sign up. Drs. Pavlick and Miller volunteered.

Prof. Banyas then reported for Prof. Witek regarding Information Literacy Program and the Bonnie W. Oldham Library Research Prize Announcements

Information Literacy Stipends:

- Information Literacy Stipend projects are an opportunity to strengthen students' research skills in your discipline by collaborating with a faculty librarian to develop assignments and assessments that focus on information literacy; more details at [www.scranton.edu/informationliteracystipends](http://www.scranton.edu/informationliteracystipends)
- The call for proposals for courses offered in Intersession 2021 or Spring 2021 went out on September 8, 2020 — please spread the word to your department colleagues.
- We will award up to two \$1,000 stipends for Intersession/Spring 2021 courses
- Proposal deadline: **Friday, October 23, 2020.**
- We need volunteers to serve on the Information Literacy Subcommittee to vet proposals in November.
  - Sign Up Here for Information Literacy Subcommittee to Vet Information Literacy Stipend Proposals: <https://forms.gle/VpEpR46v2h2iU9336>
  - We need one member from each college: sign up if you are interested and Prof. Witek will let you know the final subcommittee composition in October.

Drs. Grettano, Zyck, Willis, and Miller volunteered to serve on the Information Literacy Subcommittee.

Bonnie W. Oldham Library Research Prize:

- Recognizes excellence in student research projects from courses taught across all departments at the University; more details at [www.scranton.edu/libraryresearchprize](http://www.scranton.edu/libraryresearchprize)
  - Three \$500 prizes — Undergraduate Foundational: 100-level projects; Undergraduate Upper-level: 200- to 400-level projects; Graduate level projects
- Please promote the three prizes to students in your courses and encourage your department colleagues to do so as well — an email to all course instructors with details will go out in October
- Application deadline for Summer or Fall 2020 projects: **Thursday, November 19, 2020 at 4:00 pm.**

Any questions about the Information Literacy Stipends or the Library Research Prize can be directed to Prof. Donna Witek ([donna.witek@scranton.edu](mailto:donna.witek@scranton.edu)).

Dr. Grettano asked if people could volunteer for the Library Research prize. Prof. Banyas replied that the call for that judging panel usually goes out in the spring.

Prof. Marleen Cloutier: Prof. Cloutier reported on the Collection and Resource Management Librarian, Sylvia Orner. Prof. Orner will join the Technical Services department as the new Collection and Resource Management Librarian on November 16, 2020.

Prof. Orner holds a Master of Science in Library and Information Science from Syracuse University. She is currently the Head of Technical Services at the Scranton Public Library and was previously a Technical Services Librarian for the Osterhout Free Library. She has been active in service to the profession through various leadership and committee roles with both the Pennsylvania Library Association (PaLA) and the Pennsylvania Integrated Library System (PaILS).

Prof. Cloutier then thanked the search committee members, library administration, the library staff, and the larger campus community who were involved in the search process. She appreciated everyone's willingness to attend the presentations, meet-ups, and interview sessions held via Zoom. The feedback we received from those who were able to participate in the sessions aided the search committee's final decision.

Prof. Colleen Farry: Prof. Farry reported on the JSTR Digital Collections Update. The Library recently agreed to be a Charter Participant in JSTOR's Open Community Commons Initiative. The goal of this initiative is to host primary sources from libraries and museums and make them discoverable alongside all of the other scholarly content available through JSTOR. This would enable a more dynamic research experience.

The University's publicly available digital collections are now accessible via JSTOR.

JSTOR will collaborate with Charter Participants to develop tools and services to support the use of these collections. This information will also be used to encourage other institutions in Pennsylvania to participate in this initiative in the future.

Prof. Farry cautions that this initiative is in an exploratory and testing phase, so aspects of the functionality may not perform perfectly. If you encounter any issues or have ideas for improvement I am very interested in receiving that information. Please reach out to her with any questions or comments.

Prof. Ian O'Hara: Prof. O'Hara reported on the Resource Guide for Race, Racism and Anti-Racism. He demonstrated how to access the guide, which can be found at: <https://guides.library.scranton.edu/c.php?g=1046576>

Dr. Grettano thanked him for the guide because her department is has used the guide and is curating their own statement utilizing it.

Dr. Miller then thanked Profs. Conserette and Farry for their help getting his class set up for the fall. He recommended that Prof. Farry's virtual tour of the Heritage Room would be very useful for other classes.

Dr. Farrell ended the meeting by stating that the next meeting is November, 9th. She thanked everyone for their participation.

The meeting adjourned at 12:29 p.m.

- Respectfully submitted by Kym Balthazar Fetsko