

**LIBRARY ADVISORY COMMITTEE MEETING MINUTES**  
**Weinberg Memorial Library**  
**Tuesday, September 23, 2025**

The meeting came to order at 11:38 a.m., by Dr. George Aulisio.

Present: Dean George Aulisio, Dr. Anthony Betancourt, Prof. Marleen Cloutier, Prof. Kate Cummings, Mr. Phil Erb, Prof. Colleen Farry, Dr. Christopher Fremaux, Mr. Colin Gilmartin, Dr. JoyAnna Hopper, Dr. Jennifer Kaschak, Prof. Michael Knies, Prof. Margaret Lakomy, Dr. Michael Landram, Associate Dean Jean Lenville, Dr. Yibai Li, Prof. Bonnie Markowski, Dr. Robert McCloskey, Prof. Linda Mlodzienski, Prof. Ian O'Hara, Prof. Sylvia Orner, Dr. Kimberly Pavlick, Dr. Virginia Picchietti, Prof. Sheli Pratt-McHugh, Dr. Paul Sampson, Dr. Samantha Scott, Dr. Jong-Hyun Son, Prof. Katorah Williams, Prof. Donna Witek, and Dr. John Zych.

Unable to Attend: Dr. Deborah Budash, Dr. Tracey Collins, Dr. Jakub Jasinski, Dr. William Miller, Dr. Masood Otarod, Dr. Christos Pargianas, Dr. Argyrios Varonides, Dr. Ben Willis, and Dr. Patricia Wright.

Dr. Pavlick motioned to accept the agenda, seconded by Prof. Cummings.

Prof. Pratt-McHugh motioned to approve the minutes of the April 29, 2025, meeting, seconded by Dr. Kaschak. The minutes were accepted as written.

**DEAN'S REPORT – Dean George Aulisio**

1. Position Updates

a. Assistant to the Dean of the Library

Dean Aulisio introduced Cassandra Wisdo as the new Administrative Assistant to the Dean of the Library.

b. Library Services Clerk

Dean Aulisio introduced Melissa Crotti as the new Library Services Department Coordinator. Due to staffing reorganization following Sharon Finnerty's retirement and the closure of the Media Resources service point, part-time evening Media Resources Clerk Margaretta Gilhooley moved downstairs to serve as a part-time Library Services Clerk. After assessing workflow and staffing needs following Pat Savitt's retirement, Margaretta was promoted to full-time Library Services Clerk.

The department is now fully staffed; no additional hiring is planned, and all staff have transitioned smoothly to their new roles.

c. R&I Librarian for STEM

Former R&I Librarian for Student Success left the University in August 2024. The position remained vacant during the past academic year while Dean Aulisio advocated for restoring it based on collected data that supported the need for the R&I Department to be fully staffed.

Ten positions were recently approved through the Resource Management Committee (RMC), including the Research & Instruction Librarian for STEM. A search will begin this academic year, with a target start date of August 2026.

Prof. Kate Cummings will chair the search committee. Once filled, the Research & Instruction Librarian department will be fully staffed.

## 2. Budget Update

Departments received their annual collection development allocation letters for one-time purchases. Amounts were determined using historical spending data and the Library's allocation formula, which has been adjusted for the past three years. Some departments received lower allocations this year. Faculty who anticipate running out of funds should contact Dean Aulisio early; supplemental support may be available through Friends of the Library and other internal sources.

The University is discussing the possibility of reclaiming a small portion of this year's budget across all divisions. Estimated library impact would be approximately **\$7,000–\$10,000**, which the Library should be able to absorb if needed.

The University is preparing to implement zero-based budgeting (ZBB), beginning with Leahy followed by CAS. The Library may begin this process as early as next year. ZBB requires every dollar spent to be tied to a documented need, which presents challenges for library collection development—particularly for building future-oriented and comprehensive collections.

Committee members raised concerns about:

- Who defines “need,”
- Ensuring disciplinary and professional standards guide decision-making,
- Preventing non-library administrators from setting library needs without subject expertise.

Dean Aulisio emphasized that the Library will use professional frameworks and that ZBB feedback will not be top-down. The Electronic Resources Subcommittee will help define essential, nice-to-have, and unnecessary resources.

Ultimate decisions may require difficult choices if cuts are mandated, but the Dean affirmed his commitment to defending the Library's mission and maintaining strong collections.

## 3. Media Resources Renovation, DVD, and EdLab access – with Associate Dean Jean Lenville

The Media Center and Ed Lab renovation was delayed due to parts availability. Renovation is now scheduled to begin after finals in December, with the updated spaces reopening for the spring 2026 semester.

The Ed Lab was temporarily inaccessible last week but is now open again until renovation begins. All student inquiries should now be routed through the Library Services Desk on the first floor. Staff will either assist directly or refer students to a Research & Instruction Librarian for more complex needs. This aligns with the new single-service-point model.

New stationary DVD shelving has not yet arrived. Most of the DVD collection is packed in Technical Services, but materials remain listed in the catalog.

- Students cannot currently check out boxed DVDs.
- Faculty may request them by emailing Marleen or Sylvia; items will be retrieved and placed on hold.
- The Spotlight Media Collection in the lobby remains available for borrowing.
- DVDs on course reserve remain accessible at the Library Services Desk.

#### 4. Library Services Department Renovation

The Library received a \$100,000 gift to renovate and name the Library Services Department as the Zaydon Library Services Department. Half of the funding has been received; the remainder is expected in January. Architects (the same team that renovated Weiss Hall) met with Library Administration and facilities staff to plan the renovation.

The goals of the project are:

- Update and modernize the lobby and service desk.
- Create a 24-hour accessible pathway between building wings without requiring students to exit and re-enter. Students will still be required to swipe their Royal Cards to access building after services have closed for the day.
- Improved accessibility to the elevator.
- Enhanced materials storage and, hopefully, improved staff workspace.
- Renovation is scheduled to begin one week after spring finals, with services temporarily relocated to the Reilly Learning Commons for summer 2026.

Dean Aulisio stressed the importance of reopening before fall classes begin and will work to keep the project on schedule.

#### 5. Electronic Resources Subcommittee – with Sylvia Orner

The Electronic Resources Subcommittee is officially being launched this fall.

Prof. Orner recognizes that there is minimal compliance in place but would like recruitment to begin immediately. A large part of the subcommittee is helping with justification for electronic resources for the Zero-Based Budgeting model.

Prof. Sylvia Orner will chair the subcommittee, which will evaluate approximately 25 electronic resources this fall. The subcommittee will provide recommendation to Dean Aulio on which resources are essential, which are simply nice to have, and which can be removed based on:

- Usage statistics
- Historical cost data
- A short survey for faculty to share qualitative, discipline-specific needs

The subcommittee will meet once, with a possible short follow-up meeting.

Faculty interested in serving should email Prof. Orner or speak with her directly. Dean Aulio will email the full list of fall-semester resources to the LAC.

In answer to Prof. Witek's question on whether a person needs to volunteer now or if they can join later, Prof. Orner specified that participation will be rotating, depending on which resources are under review each semester.

#### 6. Accreditation Reports Reminder – Jean Lenville

The Library provides assistance to any department undergoing external accreditation.

Available materials include:

- A Library narrative describing facilities, collections, and services
- Discipline-specific reports detailing budget data and relevant resources

Faculty should allow two weeks for preparation.

Information is available under:

About the Library → Policies and Forms → Academic Program Accreditation Reports

#### 7. New Course Reserves Form – Jean Lenville

A new online course reserves form has been launched to streamline all reserve requests (books, media, and personal copies). The processing time is approximately 48 hours.

Two Locations:

- Policies and Forms → Course Reserves
- Research & Instruction → Course Reserves Information

The form was created as a result of a suggestion by LAC, and Associate Dean Lenville is happy to make additional edits if suggested. Due to Copyright, items can only remain on reserve for one semester. Faculty must request renewal if needed again.

Prof. Witek asked who the form goes to, with the answer being the Library Services Dept. So far there has been no noticeable increase volume-wise, but the workflow is improved.

A suggestion was made by Prof. Witek to create a short, memorable URL for the form rather than relying on the long JotForm link. Assoc. Dean Lenville will explore this with the systems office.

### **LIBRARY FACULTY REPORTS**

1. Affordable Learning Grants (Sylvia Orner)

Affordable Learning Grants will be offered again this year. These \$1,000 grants support faculty who replace paid textbooks with OER or licensed library materials.

This cycle applies to Spring and Summer 2026 courses. Faculty receive grant funds upon submission of a brief report.

A formal announcement will be sent soon. While no information sessions will be held this year, Sylvia, Marleen, and Kate are available to visit departments.

Up to four grants will be awarded.

Volunteers will be requested at the November LAC meeting to help review submissions.

2. Mometrix Database (Sylvia Orner)

The Library is evaluating a subscription to Mometrix, a database providing online test preparation materials, including practice tests.

Potentially relevant exams include:

- Praxis
- PECT
- Nursing licensure
- OT boards
- Social work licensing
- CPA / CFA
- MCAT, LSAT, GRE
- Additional professional exams

Sylvia will distribute a full list of available tests for faculty feedback.

Depending on campus needs, the Library may purchase a full package or a smaller subject-specific package. This may reduce the need to purchase and store multiple print prep books each year.

### **NEW BUSINESS (All)**

Prof. Michael Knies announced that the Fall Exhibit—featuring manuscripts, theses, and other Special Collections materials—is now open through the end of the semester.

He will give a talk on November 13.

Prof. Witek and Prof. Markowski motion to adjourn.

The meeting was adjourned at 12.24 p.m.

Respectfully submitted by Cassandra Wisdo