

**CUNY Council of Chief Librarians
MINUTES**

March 8, 2021
10:00 AM – 12:00 PM

Attending: Carlos Aguelles (KBCC), Emma Antobam-Ntekudzai (LILAC), Amy Beth (ERAC), Jeffrey Delgado (LACUNY), Daisy Dominguez (CCNY), Emily Drabinski (GC), John Drobnicki (York), Kathleen Dreyer (BMCC), Greta Earnest (SUNY), Ann Fiddler (OLS), Madeline Ford (HCC), Jeanne Galvin (QBCC), Raquel Gabriel (Law), Kristin Hart (QC), Jeffrey Kroessler (JJ), Mary Mallery (BC), Robert Maruca (CENTRAL), Michael Miller (BCC), Steven Ovardia (LAGCC), Kenneth Schlesinger (Lehman), Maura Smale (NYCCT), Amy Stempler (CSI), Judith Schwartz (MEC), Allie Verbovetskaya (OLS), Meg Wacha (OLS), Michael Waldman (Baruch), Megan Wacha (OLS), Clay Williams (Hunter),

- I. Call to Order -- Started at 10:02 am.
- II. Approval of February 2021 minutes – 3 min.
- III. Moment of Silence – COVID19, respect for Black Lives Matter, and protest movements - 2 min.
- IV. Announcements - 5 min.
- V. Ongoing business
 - 1) CCL Goals for FY21 (Updates) - 20 min.
CCL Goals document:
<https://docs.google.com/document/d/1ZvoKWPNU3Tixg6aD07zxUdpfrGLXyhVqWD3G4J7t5xc/edit>
 - (i) Coordinated Re-opening of Libs. – Smale

Resuming onsite services spreadsheet:

<https://docs.google.com/spreadsheets/d/1OaCdwWySrJAUpVyXMpWH4eIE19zZeBLaRq-E5GOaW4Y/edit#gid=0>

Putting together a spreadsheet where each library could say where they were in reopening in one document. Please remember to fill out for your library. The PSC library faculty committee asked that it be done and that it would be helpful.

Discussion as to whether or not anyone has feedback on spreadsheet. Concern raised who would submit information for Guttman. Question raised as to whether anyone has been asked for actual written reopening plans from their campuses. Various answers from campuses, but the majority

seem to be in planning stages for return. For example: Several librarians on reopening committees at some campuses, but not all. Some schools are discussing capacity for Fall, while others aren't there yet at all. Overall, seems that no school has made definitive plans yet, though it seems to lean conservative measures for reopening at most campuses.

Maruca mentioned that his understanding was that the Chancellor stated we would have substantially more in-person instruction, not necessarily mostly in-person.

Other concerns raised regarding general reopening of campuses, including issues with HVAC, whether or not a vaccine would be required to return, and whether or not all staff would be able to be vaccinated, and that CUNY should consider ways to help people get vaccines on campus.

Earnest reported that SUNY is testing everyone weekly at work.

(ii) Self-Care: Work Safety & Chief's Info – Ovadia / Smale

Had another meeting last week, and will continue them. Small groups that share impressions and information that is unstructured. Feeling that meeting outside of the regular CCL meeting is a good idea.

(iii) Staffing (OLS & Indiv. Libs.) – Miller

Miller did a spreadsheet of staffing and showing service units as an example of what was done at BCC. Each area has a full time librarian in charge, and then did breakdown of what's needed in terms of staffing/full time or part time.

Very generic formula for counting up number of staff at base level without overworking staff due to understaffing. Document will need footnotes, and perhaps a one pager to explain how the distribution of services and staff as needed is listed in document. Important to have a baseline of what/how you can operate sanely given your faculty need to make tenure and promotion, and how proper staffing can be key to supporting library faculty and library as a whole. The document is a first draft, and would like folks to comment on it, and give suggestions on formula.

Question: Do we have to do anything? How would it be used?

Answer: It runs along with the report from the UFS Budget document that group provided. It is intended to use for advocacy at your own campuses, and encouraged to use the template and work with it for your own purposes.

<https://docs.google.com/spreadsheets/d/1BFi5CXr7ewWM1T8LLAvAaDfdujZklOzch4oMmn0I0OU/edit>

(iv) Tech Fee Guidelines (Restore 10%) – Miller

Still waiting to see when budgets are finalized.

Concern raised that some campuses might not think 10% for tech fee is required to be given to library, so be aware that might be the case

Miller mentioned that was a concern talked about at UFS meeting previous week with Maruca present. Newer chancellors and the reforming of the 10% provision means it may have been left out of current STF guidelines, and unsure how to petition Maruca and others to reinsert that language back in so that if enrollment declines, the libraries won't feel the pinch with that loss.

Maruca stated he will look into it and follow up with Brian Cohen.

(v) Coord. Colls. Mgt. – Mallery / Hart / Williams

Mallery reported that a lot of work was done in February. Committee met with Assessment Committee. Put together a survey in SurveyMonkey now in chat.

<https://www.surveymonkey.com/r/LPRGLXP>

Would request that CCL meet with their librarians who contribute to this and each school would fill out survey once, and it is due by March 29. There are many open-ended questions.

Question: Scholarly Communications Coordinator also talking to Scholarly community folks on campus and figured out stuff, should we share any info with you?

Answer: Focused entirely on print materials only at this stage. Electronic stuff is much larger. First the committee wants to know priorities with approach to print collections for now.

Will go out to list folks now.

- 2) Personnel & Professional Development Committee – Schlesinger, Drabinski
 - i) Diversity & Inclusion Task Force – Drabinski - 5 min.

Put out an announcement this morning that a program will be held April 9, and will potentially look at rescheduling date if conflicts.

Drabinski reported that Friday session on encouraging diversity in and mentoring faculty and staff toward CUNY library leadership roles went well and was well attended. Received a lot of ideas about the next steps that CCL could work on. Committee needs to process suggestions. The general consensus was: how do you move from talk to action?

Ideas and Suggestions from program: work on recruiting from within; moving staff into ranks of faculty and up those lines; internal pipeline program; ways to break down how faculty/staff can communicate; reminder that CCL can remind staff that tuition remission is available to everyone for library school or anything else; thinking of how to put goals into staff evaluations and motivating them that way; having support staff in meetings and compensated fairly. Task force will use things to come up with concrete plans to probably start acting on things in the Fall.

Question: Will there be a plan to take the data and have it ready to share for review anytime soon?

Answer: Unsure of timeline right now, but will look at suggestions and figure out what items are actionable and could be put on a timeline.

Comment: Reminder that there is a CCL document highlighting a lot of information for for CCL / Interims. Information will also need to go back to PSC Union on some items for action.

3) Office of Library Services Reports

i) Dean's Report – 5 min.

None

ii) Library Systems – Verbovetskaya – 5 min.

ALMA/El Primo environments may need to be migrated Memorial Day due to data storage issues. Unsure if it actually needs to happen. Downtime could be up to 24 hours. Will notify ALMA committee and keep them informed.

CUNYFirst homecoming see report – 2.5 weeks, Wednesday the 24th to Sunday the 28th, Cuny First will be inaccessible. Includes normal things including patron information updates, etc., which that information won't be updated in ALMA during that window.

Roland S. and Allie will be meeting with ALMA regarding the network zone, which does not offer the same flexibility as the SFX environment. Things they used to have to do only once, they now have to do 22 times (for example, updating displays for e-resources). The network zone work / expectations have not been met, so will meet with Ex Libris tomorrow to discuss solutions.

Beth raised that there is information in the ERAC report to discuss w/Ex Libris.

iii) OER – Fiddler - 5 min.

Anyone expecting OER money should be going out on Friday; one distribution after that. Please email her with any questions.

iv) Schol. Comm.: OpenLibrary, etc. – Wacha - 5 min.

Continuing to see repository grow, and consistently, student work gets downloaded the most, which is great. After they leave CUNY, students no longer have access to subscription services, and coming back to use material in repository.

Much appreciation to Allie/Roland and their ongoing discussions with Ex Libris. Has received questions from folks across campus regarding the discoverability about CUNY Works Repository through Academic Works. Because all content is in CUNY wide search, and not available at campus level, (as Allie said, given restrictions) – have seen significant drop in CUNY readership since can't be done of works in the repository.

In terms of looking ahead to reopening, lending is going to be very different. Continues to stay part of larger controlled digital lending (CDL) conversations. Need something specific to CUNY and in service to CUNY needs. Recently joined small group of consortia to see what CDL looks like for institutions and consortia are in place. Hope that once we have a new University Dean, could examine what that could look like from legal/tech viewpoint. Open to discussions or starting discussions about it with folks if they want.

v) ERAC – Beth– 5 min.

Provided highlights from report, including the fact ERAC has never been co-chaired or chaired by a non-OLS colleague, so may need to clear things with folks before sending out to CCL.

Might want to put on future agenda that CCL looks into Qualtrics funding and subscribing as potential joint purchase for all campuses.

New university wide platform -- have AVON for 2 years as a streaming license and go from there.

Maruca mentioned that he knows Qualtrics it's widely used and probably makes sense to get CUNY wide license. Unsure if ERAC budget should pay for, as it's wider use, but think it's worth pursuing, as likely would deliver good value.

4) Liaison Reports

i) GSLIS – Brody - 5 min.

No report / Brody absent.

ii) UFS Libraries & IT Committee – Miller – 5 min.

Chair of UFS/IT shared that committee shared Library Vacancies memo, so shared upwards. Talking about resolution about Turnitin acquisition and student input for that, and resolution shared and passed up through UFS.

Miller shared with group information regarding OLS searches, student tech fee, budget memo. Let them know we reactivated reopening planning and coordinating appropriately.

Maruca there and talked about OLS jobs moving forward and Academic Affairs supporting scholarly support.

iii) SUNY share out / report – Earnest – 5 min.

SUNY has initially opened throughout system. Some of the success is due to Chancellor Malatoff's COVID tests being done early on. Made mandate that all had to get it to return to campus. Centered on helping folks sign up for vaccinations in educational centers.

Have a COVID tracking site to see which campuses have recorded cases and percentages. Even though it looked good at one-point, various friends with children at other campuses, when they get it, still concerning. Percentages going up pretty much match what was predicted.

Should feel free to reach out to folks at their folks regarding ALMA issues.

Question: What's (Fashion Institute of Technology) FIT doing regarding testing?

Answer: Folks going for testing who are working on campus once a week; at some SUNY campuses twice a week. Have to register with HR if personnel are working on campus. Mandatory for everyone including students on campus. Use the Campus CLEAR act. Reservations system for lab spaces. Took awhile, but everyone needs to be tested who wants to be in centralized space.

iv) LACUNY – Delgado – 5 min.

Extension for LACUNY proposals until this Friday. Thanks folks who came to dialogues on Feb. 19th. Working with Wacha to be uploaded to Academic Works. Election search committee will be up at next meeting. All positions are up for election, and a reminder that CCL should nominate tenure track folks for it if they can.

Please support CUNY fund for folks.

Comment that Dialogues event was excellent.

v) LILAC – Antobam / Margolin – 5 min.

Report shared on Friday. Highlights: LILAC lesson plan a Project that began some time ago, and now at final review with materials from 17 different libraries. Meeting tomorrow and will share list that they curated. Revisited goals for committee and will bring to members for final review before releasing to larger CUNY community. Moving forward with symposium discussion and pairing with ACRL on May 17. Proposals due today.

Want to examine how LILAC members are using/promoting NYPL materials in their teaching, and seeing where folks are with that. Heavily promoted before, but want to see what's happening now that it's remotely.

Encourage CCL to tell LILAC folks to go to meetings and participate.

VI. New Business [No Exec. Session]

1) ALMA Patron Data Discussion

Question raised: When is ALMA patron data cleared and data retention summary?

Context from Dreyer: Library is loaning all the Chrome books, and noticed that when students return them, looks like their data is wiped pretty quickly. All data is wiped the 10th of the month. However, sometimes Student Affairs wants to look back, and data retention is one month, but not more than two. Doesn't think that ALMA is matching it, and it's just been a concern, but unsure if it's a concern for anyone else.

Verbovetskaya: Data retention system also refers to ALEPH. That needs to be updated, and came out of Circulation originally.

In ALMA, available options for wiping information:

- 1) Never runs
- 2) Every Sunday
- 3) Every day
- 4) 10th of the month

Need to talk to Fulfillment Committee regarding the current retention policy so it matches what is possible in ALMA. Still not great, but it's a system wide thing, so will need to discuss with them and bring back to CCL.

Dreyer: Good to know. Not trying to change data retention policy, but wanted to know what was happening in ALMA.

Question: Is anyone else using ALMA this way to check out? Pre pandemic, using ALEPH, but not since then.

Dreyer: Library seems to be getting all kinds of equipment (for example, hotspots and the chrome books) to check out now through ALMA. Likely to stay, and a bit difficult to manage. Now looks like library will get all these things. Likely to stay, and a bit difficult to manage.

2) Other

Folks may remember there was a request from PSC Library Faculty Committee was “increased communication.”

Will try to notify CULibs when new information is put up into the Commons.

Discussion regarding what can be shared with CULibs. Some information is simply speculative and/or information that has not yet been decided upon when shared in CCL meetings.

Discussion among the Executive Committee recalled that when this was discussed in past years, there was a suggestion that Chiefs could share information with their colleagues (for example, Agendas and Minutes).

Concern that this was additional administrative work, and duplicative. Was there a compromise? Also concern that there may be an expectation that CCL share information, but that the information sharing could also work two ways in terms of the PSC Library Faculty Committee.

Discussion will continue in future; perhaps needs to be a balance between what Chiefs tell each campus and local practices and what can be shared as a whole.

VII. Local News

MEC President Rudy Crew stepped down. Interim person until someone can begin, but should have new President by summer.

There was a PSC Library Faculty meeting this past week – stating open to all library workers Chief attended meeting, and then asked to leave (all Chiefs asked to leave), and unsure why as union dues were still being taken from her paycheck since she had become interim.

Chiefs need to contact Union when they become Chiefs to let them know dues should be returned and/or not taken out.

Someone was told that PSC would send a report to CCL, but that library faculty shouldn't discuss it with her as report was forthcoming.

Mallery mentioned that recently provost contacted her and wanted her to collect faculty scholarship -- does anyone else do it?

Feeling was that a lot of it is self-reporting, so can be issue if you're trying to get accurate count.

Wacha mentioned that there is a real need at University and campus levels to know what faculty are producing. Any system currently in place relies on faculty self-reporting. Any system out there that could be accurate is also expensive. There are also privacy concerns. Up to this point campuses have done their own thing in terms of measurement. Seemingly a large move to reassess and in some ways merge the data governance and data management to track material.

Few years ago, Office of Research had a small amount of money, a small amount, 70k to use by end of fiscal year so worked with CIS to develop faculty reporting tool (Faculty 180) Libraries not involved with process (though Cathy Weng helped). Lot of confusion right now with relationship with Academic Works and how that works.

Currently, have concerns with it and no clear way to get information out of it once it's put in. That functionality doesn't exist to withdraw information right now. Who has oversight of that tool is shifting, but meeting at end of month with other offices to see how it can be handled.

Comment: Part of problem is that burden on faculty to have to report the same data in multiple systems, in multiple ways. Lack of transparency, consultation, etc. is disturbing as can't see / celebrate campus achievement.

VIII. Good and Welfare - All: 5 minutes

Hart: Head of special collections was on Weekend Edition.

QC also got permission to put another assistant dean position into the library.

Brown/Shiedlower – Have a new book out.

Miller: Professor Williams received grant to look at student engagement and retention. Professor Tobar got Presidential Grant to look at student creation of content. Collaborating with media department to help students produce art books.

CCL Meetings AY'20-'21: *Spring* 4/12, 5/10