**CUNY Council of Chief Librarians**

**Minutes**

November 12, 2018

10:00 AM – 12:00 PM

Baruch College, Newman Library

 Room 415

**Attendance**: Arthur Downing (Baruch), Michael Miller (BCC), Kathleen Dreyer (BMCC), Mary Mallery (Brooklyn), Amrita Dhawan(City College), Maura Smale (City Tech), Amy Stempler (CSI), Polly Thistlethwaite (GC), Amy Beth (Guttman), Madeline Ford (Hostos), Clay Williams (Hunter), Larry Sullivan (John Jay), Barbara Gray (Journalism), Josephine Murphy (KCC), Ian McDermott (LACUNY), Scott White (LaGuardia), Raquel Gabriel (Law), Kenneth **Schlesinger** (Lehman), Judith Schwartz (ME), Nancy Egan (OLS), Greg Gosselin (OLS), Allie **Verbovetskaya** (OLS), Jeanne Galvin (QCC), Kristin Hart (Queens), Njoki Kinyatti (York)

**Excused**: Chip Stewart (City College), Roberta Brody (GSLIS), Chuck O’Bryan (SUNY)

Invited Guest: Cathy Weng, Head of Resource Description/Metadata

1. The meeting was called to order at 10:06am.
2. The October minutes were approved with one abstention.
3. **Announcements**: CCL Executive Committee will meet with the PSC-CUNY Library Faculty committee on November 26. The Executive Committee will report back at the December meeting.

**IV. Invited Guest: Cathy Weng (guest), Head of Resource Description/Metadata**

Weng’s first big project is the OCLC reclamation. This project will sync our holdings with OCLC which will be a big help to ILL. Since we have not been keeping up this over the years OCLC records do not always reflect local holdings. By having this match point it will be possible to merge bib records before the migration. This means that all duplicate bib records will be merged into one. Libraries can add, change, and edit their holdings on one the record. Weng feels that all libraries in CUNY will benefit from this. CUNY users will benefit from quality records that will make them more discoverable. Catalogers can still add subject headings or something specific to a record. Weng is hoping to get support from Chiefs for this. There was a lot of resistance when this was first discussed during the Aleph migration.

**V. Ongoing business**

1. **Personnel and Professional Development Committee - Miller**

Miller has started working on the best practices handbook for chiefs. It will be a shared LibGuide. No progress yet on the spring professional development meeting. Miller will send out an email describing both ideas under consideration: mentoring and professional development for “middle managers”.

1. **Ad Hoc Diversity and Inclusion Task Force – Mallery**

Task force has not had a meeting yet but have had an online discussion about old business.

Mallery brought the idea of merging the Ad-hoc Diversity and Inclusion Task Force with the LACUNY Multicultural Roundtable. Or Task Force could be open to other library faculty. It was mentioned that the Task Force already has non-Chiefs as members: Lisa Finder is the LACUNY liaison to the Task Force and Wilma Jones is also participating. It was decided that we do not need to vote to include faculty on this task force because it is already happening.

It was agreed that Ad-Hoc should be removed from the name of the group since it is an ongoing task force. There is no need to change the by-laws since this is a task force not a standing committee.

1. **Fines Task Force**

Smale informed the group that she created a Google Doc with notes from October 2018 meeting and shared it with the Fines Task Force. (The doc is in the CCL folder in Google Drive which was shared with everyone last year.) She also asked Simone Yearwood to recommend members of the Circulation Committee to join the task force. Smale stated that the task force will divide up work which will include review of current fines and policies from CUNY Libraries and the CUNY Board of Trustees. The task force will also do an environmental scan. Funds from lost books fines should be transparent but aren’t. This should be included in the report as well.

Miller suggested that we needed to use data in order to advocate to increase our collections budgets. BCC Library had a 30% budget cut and BMCC had a 15% budget cut and is expecting another one. City Tech spends less money per student than any other College. Stempler stated that they experienced a dramatic cut in student tech fee funds. Because of the cut they are using the book budget to cover annual increases for database renewals. At Queens College OTPS funds were cut in half. City Tech currently has no OTPS funds for books except for a small amount for reserves. 10% of student tech fee money must go to cover the cost of databases. There was discussion to advocate to increase the percentage.

The PSC-CUNY library faculty committee is assembling data about budget cuts across the Libraries. The joint CCL/PSC-CUNY library faculty white paper focuses on advocating for more lines to cover the increased annual leave. Smale stated that it can also include increased funding for collections.

Gosselin stated the external benchmarking project is almost done. It took longer because of issues with how CUNY has reported IPEDS data in the past. CUNY Libraries are above the median in terms of number of personnel but not collections. Based on the data staffing is in a better state than collections. Gosselin will reach out to the Executive Committee for help creating a survey regarding what budget aspects we want to use to tell a CUNY-wide story.

**VI. Office of Library Services Reports**

1. **University Dean for Libraries – Gosselin**

Gosselin stated that the priorities booklet is now available. Jane Bowers, Interim Executive Vice Chancellor and University Provost, said it looked great.

There was discussion about how to improve engagement in OLS committees. Gosselin’s CCL report includes a document regarding committee guidelines and responsibilities. OLS is hoping that this will reinvigorate the committees. OLS committees generally involve discussion of best practices and important updates from OLS staff. Gosselin will send out charges for the different committees. Not all committees have charges but there are descriptions for most.

The current primary contacts committee will become the LSP committee. Once the contract is signed OLS will call the first meeting. OLS is also considering changing some of the committees to make more sense.

**b. ERAC – Egan**

Persistent links not as reliable as they could be. This is important for OER. Alexander Street Press databases have always been issue when creating persistent links. This topic will be discussed at the next ERAC meeting.

**c. Library Systems - Verbovetskaya**

Technical services staff are syncing Aleph collection development codes with existing circulation policies. Please review this with technical services staff. Support site is where you can find committee meeting dates. New staff should create accounts for support site. There is also instructions on how to join CUBLIBS and other email lists.

OLS manages 12 or 13 EZProxy instances. OLS will migrate these instances to the CUNY single sign on. The work will start in March and will take two to three months. Proxies not managed by OLS will have to make the transition on their own. OLS will share instructions on how to do this. All social security numbers have been removed from Aleph. OLS will have to figure out how to handle dual appointments for faculty for logging into the databases.

**VII. Liaison Reports**(no reports from Brody or O’Bryan)

**b. LACUNY – McDermott**

McCrann lectures were well received with good representation across the system. Roundtables will be the main agenda item for the next executive council meeting. McDermott will come back with a more thorough report about participation in the LACUNY roundtables. There are currently 10 active roundtables with another 12 being dormant. Not every Roundtable has a chair.

**VIII. New Business**

**a. Encouraging LACUNY participation across CUNY - Beth**

Concerned about the low faculty participation in LACUNY. Only about 1/3 of faculty pay dues. There is overlap between roundtables and OLS committees. Nora Almeida is working on creating guidelines for chairing a Roundtable. Discussion about using software such as Zoom or WebEx so that faculty could attend meetings remotely. Could we use Zoom so faculty can attend remotely? If there were more robust online options events could be recorded and archived.

**b. Akademos contract discussion – Beth**

Beth mentioned that at the recent Akademos meeting there was no discussion of the contract. We need to be able to purchase reserves items such as textbooks through Akademos. Egan stated that procurement is aware of this issue and they are negotiating for Libraries to get the bulk rate when purchasing books. Gosselin will make sure the piece about purchasing reserves is included in the contract as he was told that it is going forward.

**c. Middle States – Schlesinger**

 **Impact of Middle States Self-Study on local community, and library’s role**

Lehman is going through the Middle States accreditation process. Discussion about the role of the library in this process at other CUNY campuses.

Respectfully submitted,

Kathleen M. Dreyer