CUNY Council of Chief Librarians
MINUTES
April 8, 2019
10:00 AM – 12:00 PM
Baruch College, Newman Library
Room 415

Attendance: Arthur Downing (Baruch); Mary Mallery (BC); Michael Miller (BCC); Chip Stewart (CCNY); Amy Stempler (CSI); Polly Thistlethwaite (GC); Madeline Ford (Hostos); Brian Lym (Hunter); Larry Sullivan (John Jay); Barbara Gray (Journalism); Jennifer Noe (KBCC); Raquel Gabriel (Law); Madeline Cohen (Lehman); Scott White (LGCC); Judith Schwartz (MEC); Maura Smale (NYCCT); Nancy Egan (OLS); Greg Gosselin (OLS); Allie Verbovetskaya (OLS); Kristin Hart (QC); Jeanne Galvin (QCC); Chuck O'Bryan (SUNY Libraries Consortium); Meredith Powers (York)

Excused: Amy Beth (GCC); Josephine Murphy (KBCC); Ian McDermott (LACUNY); Kenneth Schlesinger (Lehman); Roberta Brody (Queens); Njoki Kinyatti (York)

I.   Call to Order: 10:04pm
II.   Approval of March minutes
            Approval unanimous
III.   **Announcements**
            Smale welcomed Brian Lym, new Chief Librarian at Hunter College
IV.   Ongoing business
            a. **Personnel and Professional Development Committee** – Miller
Miller discussed the town hall professional development meeting being held on May 13 from 1pm to 3pm at LaGuardia. The topic this year is mentoring. There will be panel consisting of a chief librarian, mid-level library faculty, and others. Dreyer, as CCL secretary, is a co-editor the Chiefs best practices LibGuide. The guide is live. OLS will figure out where to put it on their website.
            b. **Diversity and Inclusion Task Force** – Mallery
Mallery discussed the Implicit Bias training held after the March CCL meeting. She sent the powerpoint to CCL. There will be a meeting of the Diversity and Inclusion Task Force after today's meeting.
            c. **Fines Task Force** – Discuss proposal - Smale
Smale asked that in the interest of the time we limit this discussion to 30 minutes. The shortened proposal based on feedback from Colleges was discussed. There was discussion of the March 2019 Hope Report concerning the serious food and housing insecurity faced by CUNY students.   At the 2019 mid-winter meeting, ALA issued a resolution that stated that monetary fines are a form of social inequity. In the resolution, Libraries are urged "to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them." In January 2019 the San Francisco Public Library system issued a report about library fines. SFPL

has decided to eliminate fines due to patron hardships and the negative impact on staff time. Their study found that the fines were not an effective way to get books back.

Items 3 to 5 of the proposal had mixed results. Those items will be tabled for now to work on the items with more consensus. Eliminating fines had the most agreement. Most Colleges want to impose library and CUNYFirst blocks. Dreyer noted that library blocks happen in Aleph when fines reach $25.

Many were unsure how recalls worked and if our system is effective. Thistlethwaite said that when a book is recalled the borrower is guaranteed the initial loan period and must return the book at the end of the loan period. Renewals are blocked. The Graduate Center has a Libguide which explains recalls. Recalls could go directly to ILL and expand the network of libraries to outside of CUNY. It was noted that libraries outside of CUNY may have fines which students would then be responsible for.

Gosselin will find out the number of recalls across campus. There was also discussion about needing more data about fines for reserves and circulating books. What is the percentage of fines for circulating books?

In terms of recalls would we also drop recall fines? Some expressed concern that this would be a barrier to getting the book returned. Lym indicated at this previous institution, Adelphi University, they eliminated overdue fees and decided to go immediately to replacement fees. They based this on George Mason University's fines model. Right now at CUNY Libraries, books are declared lost 50 days after the due date.

Many expressed concern about voting without understanding the consequences regarding recalls and when a book will be declared lost. We need to figure out a structure before voting. Should we call it a processing fee for lost books if we are removing late fees? Downing indicated that putting a hold on student transcripts forces the student to resolve the fines matter quickly.

Lym mentioned that at Adelphi the placeholder amount was very high and informed students that it was their ethical responsibility to return books. Thistlethwaite stated that this is an opportunity to teach students that we share books across CUNY. Recalls for reserves materials are important. Would we be able to include SUNY in our network?

The Fines Task Force will review this and previous feedback and develop a proposal for how items will move from overdue to lost, in addition to a recall procedure, and will bring that back to CCL for discussion.

V.   **Office of Library Services Reports**
   a.   **University Dean for Libraries** – Gosselin

Gosselin stated that he will pull data from Aleph in response to CCL's questions. Tableau on the OLS website is a great resource for data. The ACRL data is available through that platform. Right now data is only available for the last two years.

The ALMA contract is in Albany. The implementation guide is available and OLS will convene two meetings in the next month.

Gosselin referenced data he provided in his report on historical unpaid fines/fees. OLS would like to remove the information associated with expired accounts including fines from Aleph and store offline. The large amount of expired patron accounts have a negative impact on Aleph performance. 88% of the associated fines are under the $25 threshold. There is no reason for the expired accounts to stay in Aleph. Keeping the data causes privacy concerns but we must keep information about fines.

There is no block in CUNYFirst that would prevent a student from graduating. The closest thing would be the block that would prevent a student from getting a transcript.

b. ERAC – Egan
Next year will be huge for CUNY procurement and legal; in addition to renewing STEM resources the subscriptions for OCLC, ACS, Empire delivery, BePress, and Coutts are all up for renewal.

OLS does not know what they will do with BePress. There is a preference for an open source program but financing it will be tricky. This will be a huge procurement and will be hosted at CUNY.

There is no update yet on the license for the Film Platform database. It only $2500/year for each college to subscribe.

Local public libraries such as NYPL and Queens Public, have Kanopy. Should we just use those subscriptions instead of subscribing? Egan stated that Kanopy is very difficult to deal with. Some campuses cannot cancel Kanopy because of how heavily it used. Kanopy's business model for four year schools makes it prohibitively expensive. The College of Staten Island uses Illumira as a digital media repository for streaming and preservation of academic and research media.   SUNY is using Ensemble for this purpose.

The Wiley ebooks subscription will be a DDA. It should be available soon as advertising has started. OLS purchased 2011-2014 Springer ebooks but campuses can purchase more on their own.

c. Library Systems - Verbovetskaya
Bug reports will go to the email selected by each campus library starting today. The user will get a response and the local library will be copied. Send a request to servicedesk@cuny.edu if you need help.

VI.   Liaison Reports
       a. SUNY - O'Bryan

O'Bryan stated that part of his job is to get out to the campuses. There is a lot of churn at the administration level at each campus. The Provosts do not have a good concept of academic libraries and it is a mixed bag on receiving support from the campus Provosts. Since funding comes from each campus it has been difficult to fill open library director positions. The Colleges have been holding the positions open to save money.

The SUNY Oneonta President mandated that all general education courses have to be OER based. There has been very little pushback from the faculty.

DSPACE does not meet needs for SUNY. SUNY and CUNY are working together to find a centralized platform for digitized collections.

b. LACUNY – McDermott - not present
LACUNY institute is May 3; reminder to all of us to renew LACUNY memberships

c. GSLIS – Brody - not present
VII.   Old Business
a. **Proposal to add language to by-laws regarding email voting** - Task Force: Mallery, Miller, and Schlesinger

Miller stated that he emailed the proposed language for Section 5 to the group:
Proposal:
Section V. Meetings
E. Voting of the CCL Bylaws:
"E-mail voting is allowed if the Executive Committee authorizes the motion and the vote carries by written unanimous consent. Otherwise, the motion must be considered at a special or regular in-person meeting."

Unanimous voting is required for email voting in nonprofit committees as per NYS law. Mallery stated that because of the stipulation of written unanimous consent there would also need to be a system to collect the votes. Emailing the vote to one person creates undue influence.

If we eliminate Robert's Rules of Order from our bylaws we would not need to follow Robert's Rules for voting The task force making this proposal feels that Robert's Rules contributes to an orderly meeting. They were concerned that without Robert's Rules the CCL Executive Committee could do whatever it wanted. CCL may be a small body but it represents a large constituency which has broad impact.

Dreyer questioned if we needed Robert's Rules because we are small body and do not follow all of the required rules. Thistlethwaite asked that the relevant state law be sent to all of CCL. Mallery stated that CCL's by-laws do not list all of the governance bodies we report to. NYS state is one of the entities we report to. NYS 102.5 is the state law.

Downing remarked that this discussion started because CCL did not get to have a discussion. This becomes a way to take votes without having a chance to discuss the issue. Miller said that

procedures around email voting would need to be created. These procedures would leave a very narrow window for voting.

Thistlethwaite stated that the Graduate Council which uses the CUNY bylaws recently used email voting to vote on who should be on the presidential search committee; if that had to happen in the meeting it would have encumbered the forward movement of the group. Prohibiting email voting would inhibit the forward movement of the CCL.

Smale felt that a discussion was possible via email. Not having email voting would inhibit our work. Smale requested to see the text of the reference laws. Gabriel stated that she will find the text of the statutes once Mallery shares them with her.

We should also have a conflict of interest of policy in the by-laws. Mallery asked if we wanted to have email voting and how often has it happened in the past? It does not happen often but it is important to getting business done, particularly over the summer.

Smale asked if we need more information before voting. Mallery stated if we use Robert's Rules then we have to change the bylaws to include email voting. Other governing bodies in CUNY do not follow Robert's Rules in terms of email voting. Gabriel stated that at the Law School they use the majority decision when using email voting. Gabriel indicated that she needs to look at the relevant statutes. There can be repercussions for the larger group if we have no mechanism to react.

Downing questioned why we are having this conversation about expediency. The CCL has operated for decades and this has never come up before. This conversation is the result of the the case in which we did not have a chance to have an in-person discussion.

Smale stated that some Chiefs felt that the issue was time sensitive. Gray said that if we follow this proposal we can still allow for voting via email. Thistlethwaite said that the Graduate Council allows email voting so that actions can move forward; there is no disagreement or qualification on email voting.

Stempler suggested that we vote if the issue is time sensitive or not. If there is a consensus then we can follow our usual voting. This could be a work around. Mallery believes that email is not considered as a way to make important decisions; all sorts of ambiguities can be introduced when using email.

Thistlethwaite moved to table this vote; the motion passed. Mallery wondered who will the Executive Council listen to if not the task force. Smale asked that the task force send all the information they collected to CCL. Miller asked if he should send a draft of the procedures. The body agreed that he should.

Miller said that he has not received any nominations for the Executive Committee. He asked for nominations to be sent to him before the May meeting.

VIII. **New Business**

   a. **Matching funds** - Kinyatti - not here; table to next month