**CUNY Council of Chief Librarians**

**Agenda**

April 12, 2021

10:00 AM – 12:00 PM

Attending: Carlos Aguelles (KBCC), Amy Beth (ERAC), Roberta Brody (QC Library School), Jeffrey Delgado (LACUNY), Daisy Dominguez (CCNY), Kathleen Dreyer (BMCC), Greta Earnest (SUNY), Ann Fiddler (OLS), Madeline Ford (HCC), Jeanne Galvin (QBCC), Raquel Gabriel (Law), Barbara Gray (Journalism), Kristin Hart (QC), Jeffrey Kroessler (JJ), Njoki Kinyatti (York), Mary Mallery (BC), Stephanie Margolin (LILAC),Michael Miller (BCC), Steven Ovadia (LAGCC), Beth Posner (GC), Kenneth Schlesinger (Lehman), Maura Smale (NYCCT), Amy Stempler (CSI), Judith Schwartz (MEC), Allie Verbovetskaya (OLS), Meg Wacha (OLS), Michael Waldman (Baruch), Clay Williams (Hunter),

1. Call to Order – Started at 10:05 am
2. Approval of March 2021 minutes – 3 min. Approved
3. Moment of Silence – COVID19, respect for Black Lives Matter, Stop Asian-American Hate, and protest movements - 2 min.
4. Announcements – 5 min.

* Smale had announcement from Maruca that they are close to offering an offer to a candidate. Ford/Downing/Smale on committee.
* Ovadia – Long term cataloger is retiring; will be looking for adjunct cataloger.
* Verbovetskaya -- Budget Collections and Network Manager positions approved by VRB; will start searches soon.

1. Ongoing business
2. CCL Goals for FY21 (Updates) - 20 min.

*CCL Goals document:* [*https://docs.google.com/document/d/1ZvoKWPNU3Tixg6aD07zxUdpfrGLXyhVqWD3G4J7t5xc/edit*](https://docs.google.com/document/d/1ZvoKWPNU3Tixg6aD07zxUdpfrGLXyhVqWD3G4J7t5xc/edit)

Coordinated Re-opening of Libs. – Smale

* Updated draft of Executive Summary prepared.
* Dreyer summarized that task force had been reexamining original document; not much has changed. However, trying to focus on HVAC issues and how much time a person is in a particular space, not as much on surface contamination based on recent research. Phases currently in the plan would be the same. In Fall 2021, the phase would be for libraries to open for pick up (if a library could/would want to do so) but not necessarily study space, as it would depend on individual campus. Asked for feedback by end of week.
* Comment: Emphasis seems to still be on physical spaces and PPE – no mention of vaccinated population. Asked for clarification on book quarantine.
* Answer: No mention of vaccinated populations yet. In chat, book recommendation that it be three days for quarantine. Further discussion that quarantine requirement likely would need to be done by the state.
* See document for updated summary: <https://docs.google.com/document/d/1hWDYs_CRa-Uvu_UTMmUPXn2QBLXNNVP8T2_1xA_q0-4/edit>
* Suggestion/Comment: that updated information correlates with chart, and perhaps expound or clarify on vaccinations and quarantines in book so a bit clearer, and to have more of an impact.
* Answer: Yes, will make clear it’s important each campus makes their own decisions.
* Comment: Might want to work with ERAC committee to reflect the available tools (e.g., LibCal/seats/booking, etc.) to help reflect that libraries have a system that could be supported. Comment that some campuses told that HVAC cannot be brought up to spec, and that temporary measures (such as UV lamps and ionizers would be a “faster” solution).
* Question: Does anyone know if there is an emergency fund available to help bring anything up to specifications aligned with Merv 14 recommendations?
* Comment: Report seems to focus on general stacks materials. What about reserves / textbooks? Reality is that it becomes super complicated because some libraries provide textbooks through reserves, and there are staff issues involve.
* Answer: Reserves recommendation is to check out for one week, but definitely should be up to individual campus decisions.
* Comment: Is there a way to somehow leverage an Open Libraries option?
* Answer (Wacha): Challenge is that we don’t have enough control over Controlled Digital Lending itself, and can’t determine availability. Any material received can’t be guaranteed to be available at a certain time. If wanted to make that option more available, would need to work on the legal and technical infrastructures that would be put into place, and might be worth having a small working group look into it.
* Comments in chat expressed the need to have policies around remote work.
* Comment: Would appreciate recommendations about the relationship between library / public safety / administration and as to which department is responsible for things like mask enforcement. Libraries and library staff cannot be expected to enforce what are essentially public safety policies. Several others agreed.

Self-Care: Work Safety & Chief’s Info – Ovadia / Smale

* Next event is April 19 @ 2:00 pm. Zoom link has been distributed.
* Bane and Company – contract from CUNY Central helping the group move forward.

Staffing (OLS & Indiv. Libs.) – Miller

* No updates.

Tech Fee Guidelines (Restore 10%) – Miller

* No updates.
* Miller is Chair of the Tech Fee Committee at BCC – IT Budget person has prepared everything for this year but there has been no update from Cohen regarding the 10% to be allocated to the Library. Reminded folx that had asked Maruca about it at last meeting; Maruca said he would investigate; haven’t heard anything else.

Coord. Colls. Mgt. – Mallery / Hart / Williams

* Good news: received almost all responses from all libraries. Crunching numbers to figure out results. Only one missing is Guttman – anything we can do about that? Smale will ask Bob.
* Will report via email, as still on timeline to have things reported back to CCL at May meeting.
* No questions.

1. Personnel & Professional Development Committee – Schlesinger, Drabinski
   * 1. Diversity & Inclusion Task Force – Drabinski - 5 min.

* Drabinski absent.
  + 1. May Meeting / Election
* April 9 was Universal Design (UD) workshop that was well attended. Powerpoint and slides shared with CCL.
* Basic message was ignoring Universal Design and the connection with Learning at our peril; Spina has a book coming out. Encourage folx to review material.
* Question: Does FIT (where Spina is) – is there a recognition of her expertise as a librarian doing this?
* Answer: (Earnest) She’s research and instruction librarian, but with law degree, and lots of writing, she’s on a lot of committees, so informative process.
* Schlesinger: Nominations for Executive Committee Slate for May 10th meeting; posted for Chair/Vice Chair/Secretary. Folx should do nominations and self-nominations by May 3 and presented as slate at Monday March 10th meeting. Heavy lift to serve CCL, but actively encourage to self-nominate or nominate with approval.
* No questions.

1. Office of Library Services Reports
   * 1. Dean’s Report - 5 min.

* N/A
  + 1. Library Systems – Verbovetskaya – 5 min.
* Vacancy soon in systems department; getting a search committee together now; will reach out to some folks at our campuses to see if willing to serve. If someone is asked, please support if you can.
* Question: When you reach out initially to indiviuals on campus to serve, can you please also notify the Chief?
* Answer: Yes, practice is to CC the chief.
* Problematic Subject Headings: Seeing more, ones dealing with “aliens,” “illegal aliens” – LOC can’t change those subject headings. Libraries taking it upon themselves to change it themselves. Has come up in CUNY in the past, always post Alma issue. SUNY has already documented this and how they did it. CUNY has started looking at this, but don’t’ have a cataloger in OLS to start doing this, so have reached out to Maruca to get part time catalogers to change it. Hopefully will start doing so over summer, and in Fall will have catalog much less biased. Would only refer to that information in local catalogs; not stuff that comes from Ex Libris (though they have a working group on it). Will review, will look at subject headings and also look to committees for suggestions and figure out the best way to make certain subject headings less offensive.
* EZ Proxy Servers: Seems to be about 13 campuses hosting with OLS. There has been a recent spate of error messages coming in, saying users are “unauthorized.” Unsure why happening, but due to fact attributes for users sent from one system to another, and then EZ Proxy seeing what’s there. For example, active status is there for an individual for QC, but can’t get it. If someone is in CUNYFirst with “inactive” status, then will need to be resolved locally (e.g., via bursar, registar, etc.). If looks like the person is active on local campus, then moved up to CUNY CIS because then there’s a secondary issue that needs to be examined.
* In the meantime, CUNY CIS is fixing them manually.
* Comment: Sometimes seeing a person as applicant for a 4-year school, though currently enrolled at BMCC.
* Answer: can see all attributes for a user; only looking for BMCC attributes.
* Comment in chat: We had a whole week of conversation with our Help Desk last week when we shared with them the allowed attributes list that Allie sent to us, and basically told the Help Desk to please work with CIS at City Tech and CUNY because the library and OLS can't fix those problems with CUNYFirst.
* Question: Did upgrade of 57th street servers actually happen from ConEd.
* Answer: Got email that it was done/completed yesterday.
* No additional questions.
  + 1. OER – Fiddler - 5 min.
* Last payment should be in budget offices; continuing to send money re: OER requests. If have more, go ahead and request. Please look at report for additional information.
* No additional questions.
  + 1. School. Comm.: Open Library, etc.– Wacha - 5 min.
* Please review report. Brought in someone to present Unsub tool to ERAC folks. Takes institution’s data and compare it to content that’s already openly accessible online to inform collection development decisions. SUNY used it to break some deals as could be seen what was online available freely.
* Sending out to CULibs, SPARC recently sent out a post regarding data surveillance.
* Question: What about scanning and putting behind blackboard and stuff for faculty in terms of textbooks, etc.?
* Answer: Depends on campus and who they ask. Last March, scanning entire book was option in emergency. But there were restrictions and needed to go to fair use. Hasn’t had an update.
* Comment: We have been scanning books, but having certain chapters going up, then coming down. Been pretty liberal.
* Comment: There is evolving best practices and legal issues surrounding these matters.
* Answer: In all of these cases, really helpful to have the conversations in our meetings.
  + 1. ERAC – Beth– 5 min.
* Wanted to raise journal transfers (JT) and Qualtrics with CCL as mentioned in report.
* Journal Transfers. Some schools pay the OLS JT figures directly to Central. Other schools (fewer) take the JT amount and charge the library directly. This difference in continuity poses differences in electronic resource spending perspectives. We recognize campuses have local control over how to handle JT's. We are concerned that unless schools who have the library directly paying the JT's have healthy enough library budgets to do so, participation in system-wide shared resources will diminish/ decline. Clearly no school that has their JT's paid by the school wants it to be otherwise. Central office gets one bill-there's an efficiency in doing it this way. When a bill arrives to a local campus from Central, then it is a Central mandate, and of course, campuses pay it (…like STEM). So why the inconsistencies? It is the creep of a landscape of impending inequity that raises concern and invites CCL to consider if it is topic worthy of exploring.
* Springshare Whole Suite -- Some folks don’t use it; Subsidizing from OLS; price we got from them is so good for whole suite as opposed to what individual campuses were paying. Pricing will be adjusted in new fiscal year if getting products now.
* Question: Our experience is that workload is a bit much to also take on Springshare duties, and it needs folx to do it.
* Answer: Model with committees for each module being created.
* Springshare will include equipment booking modules, and will include portal. The full suite will put us all on trial capacity through July. Whatever we’ve had will continue with whatever each campus has had previously and will carry over.
* Question: Can journal transfers be a new business item for May?
* Answer: Yes.

1. Liaison Reports
   * 1. GSLIS – Brody - 5 min.

* Nothing to report.
* Question: How many students this semester?
* Answer: 326 students this semester.
* Question: Is it all remote instruction?
* Answer: 1/3rd of classes online before pandemic. Most faculty comfortable with teaching remotely. Many libraries and archives have enabled online internships. Announcement this morning that program will be allowed to have in-person internships this fall.
  + 1. UFS Libraries & IT Committee – Miller – 5 min.
* Last meeting scheduled was about 2 weeks ago. Majority of meeting was guest speaker from IT from Central, Assistant Vice Chancellor for Academic Effectiveness and Innovation Jonathan Gagliardi talking about scholarly endeavors. Brought question to table about data management, especially with grant issues, but he’s new and will bring more about it to the table.
* No update regarding Dean Search at that time.
* Comment: Lots of conversations around data management right now at Central with three different offices looking to merge. Researching issues surrounding data management as librarians have not been looked at yet. Grant’s offices aware there are some compliance issues, and hope with new OLS Dean, might be taken up.
* Comment (Schlesinger): Gagliardi previously at Lehmann, and likely amenable to these kinds of conversations.
  + 1. SUNY share out / report – Earnest –- 5 min.
* SUNY Chancellor is aggressive in a good way in getting testing/vaccine sites set up. Over 30 places set up. No requirement for fall that students, faculty or staff be vaccinated, but will continue to watch and monitor lack of requirement right now.
* Big issue is 3 ft vs. 6 ft spacing – waiting until more info on that and will affect campus return in big way.
* Use Springshare LibCal for reserve seating, layout, but not in conjunction with library.
* Questions: Testing protocol – do you think it would work in CUNY? FIT is more like CUNY, in terms of being in city, public transportation, etc.
* Answer: Only have 200 students on campus, grad studies much more in-person. Everyone coming on campus needs to be tested regularly whether they live there or not. Requirement to go onto campus. Prompted quarantining at certain times for classes, they were shut down and remote meeting when someone tests positive. As faculty get vaccinated, more comfortable, but adhering to distance protocol. Testing is a huge impact and component to be successful.
  + 1. LACUNY – Delgado – 5 min.
* LACUNY institute will be updated to website by end of day. Proposals accepted will go out by end of day.
* Election nominations happening. All positions are open.
* Please spread news for LACUNY mutual aid.
  + 1. LILAC – Antobam / Margolin – 5 min.
* Have lesson plans and blog post to be going up on Lilac Blog.
* LILAC event in May.

* Please have a representative come to LILAC meetings.

1. New Business [No Exec. Session]
2. ADDED: McKinsey Issue

* Shared to CUlibs regarding McKinsey Issue; BOT is voting on it tonight.

* Comment: Unsure what action the CCL could do, and sensitive to the fact that we are seeking a University Dean for OLS. PSC Library Faculty Union shared some info on some things PSC was encouraging folks to contact about issue, will share to CCL if folks want.
* Questions: Any idea as to how this?
* Comments: Is this an equity issue? What about all of us who have been working on this for the past year?
* Question: Is there an action item from this body today to BOT?
* Comment: Could make recommendation that the CUNY Task Force plan is supported by CCL as best way to move forward with reopening campuses.
* Comment: Concern that consultants don’t understand libraries. Big fear may be completely off-base for libraries.
* Question: Would it be okay remind Maruca – This is our task force reopening plan, and here’s the latest? Will send and CC Exec Council? Agreed to by CCL.

1. PSC-LFC and CCL Exec meeting report

* Executive Committee met with them last week. They thanked us for all we were doing and advocating for safe returns to campus; appreciative of our efforts.
* Continuing concerns regarding communication. Share many of the same concerns we have, especially regarding communications from Central and Chancellor.
* Encouraged to have reopening meetings open to all library faculty AND staff. Concern that we communicate with our colleagues as much as possible and solicit input as much as possible. Focus on positive community standards and issues would be good.
* Also request as we’re planning return to campus that they would like our support for flextime, staggered schedules and telework as we move forwards. Possibilities could be helpful for folks deciding to come back to campus. Continue to advocate for telework in all titles as proven could be working.
* Coordinated reopening libraries. Exec. Committee communicated without OLS Dean, hard to do, but know that we all want to coordinate reopening, each college president manages their campus.
* PSC has a Health and Safety Reopening Report coming out, and a Health and Safety Checklist as well, and could be helpful as we are moving back to reopening.
* Funds that are coming to colleges from CARES act, encourage to advocate strongly for library uses for those funds and how colleges are allocating those funds.

1. Updating of the Chiefs’ Handbook

* Hold over remainder of agenda for next time.

1. Hiring Librarians Statement
2. Summer monthly Drop-ins?
3. Local News
4. Good and Welfare - All: 5 minutes

* SUNY Optometry had extra vaccines; paired with Guttman to give about 30 extra shots.

**CCL Meetings AY’20-‘21: *Spring* 5/10**