CUNY Council of Chief Librarians
MINUTES
Nov. 9, 2020
10:00 AM – 12:00 PM

Carlos Aguelles (KBCC), Emma Antobam-Ntekudzai (LILAC),Amy Beth (ERAC), Jeffrey Delgado (LACUNY), Emily Drabinski (GC), Kathleen Dreyer (BMCC), Ann Fiddler (OLS), Madeline Ford (HCC), Jeanne Galvin (QBCC), Raquel Gabriel (Law), Barbara Gray (Journalism), Kristin Hart (QC),Njoki Kinyatti (York), Mary Mallery (BC), Michael Miller (BCC), Steven Ovadia (LAGCC), Polly Thistlewaite (OLS), Kenneth Schlesinger (Lehman), Maura Smale (NYCCT), Amy Stempler (CSI),Larry Sullivan (JJ), Allie Verbovetskaya (OLS), Meg Wacha (OLS), Michael Waldman (Baruch) Clay Williams (Hunter), Simone Yearwood (QC)

I. Call to Order – meeting began at 10:03 am

II. Approval of October minutes – Unanimous Approval

III. Moment of Silence – COVID19, respect for Black Lives Matter, and protest movements - 2 min.

IV. Announcements - 5 min.

Smale has a call with Maruca regarding the Search for University Library Dean. Call at 3:30 pm. Went back into folders and pulled out position description to take a look.

V. Ongoing business

1) CCL Goals for FY21: seeking "owners" - All - 20 min.

Past few meetings dealing with other issues, but goals documents in Google drive to show what we're working on. Smale thanked folks for drafting goals.

Open floor on thoughts of goal for the year, and who's going to take the lead on them?

Have the CUNY Budget Brief and challenges shared with Central. UFS has it as well.

Staffing

Questions raised about staffing: Is there a way to highlight the issues surrounding staffing? Should we make it an ongoing concern that should always be worked on?

Suggestion that we might to separate the concerns specifically regarding OLS into another category (and put concerns about their staffing in there as well. Have a separate goal for staffing for the campus libraries.

Miller stated good idea to separate it out. When first got to BCC, did a matrix of staffing needs for hour open, etc., and landed on formula showing how much staffing needed at different times for different areas, so for example, "we will need 10 CA's to cover 200 computers at this time…" Was able to come up with matrix and grid that boiled down to operate realistically given the circumstances we provide.

If we are able to turn to something regarding the factors that influence our staffing, it could be important as we reassess services and reopening whatever the future holds for us. Miller volunteered to lead matrix type of discussion.

Collection Development

Mallery, Williams and Hart will work on collection development.

Mallery reported that College Libraries section of ACRL drafted a statement on library positions / staffing / etc., especially in smaller college libraries. Adopted by ACRL committee, approved by Community Colleges ACRL committee, going to University Libraries Committee and ACRL Board. Will share statement and statement of ALA with Chiefs.

Tech Fee

Comment that University has moved to budgeting through January, and then will get late budget in spring. Imperative by December really try to get to right person, head of Tech under Maruca, or budget person – how do we make sure that 10% share is maintained through this dark period?

Thistlewaite commented that there is no guarantee it will be maintained; governed campus by campus, weakens the ability of this body or OLS to issue a direction. Maruca is one to discuss this matter with, but does not believe there is administrative will to make those decisions, even though she agrees with Miller.

Advocacy could be key right now. Doesn't necessarily have to be complicated, but a simple reassertion.

Miller to take lead on Tech Fee.

Spring 2021 / Online / Open

Gabriel: Law is online in the Spring semester. Might try to be open very limited hours in Spring, but unsure. Building has low number of visitors daily via reservation system.

Sullivan: No expectations for opening in the Spring; probably online in summer as well. Don't expect us to be open for anything until the Summer. Took 20% cut to library budget and virtual classes were overloaded.

Smale reported some small classes on campus.

Space renovation

Suggestion that move space renovation goal to next year. Agreed by group to postpone until 2021.

Self-care

Ovadia and Smale will co-chair committee on self-care issues.

Miller will share BCC mental health LibGuide

2) Personnel & Professional Development Committee – Schlesinger, Drabinski

Schlesinger: no report this month

i) Diversity & Inclusion Task Force – Drabinski - 5 min.

Drabinski: Had one meeting of committee with a few issues to address: 1) Workshop on how to be a Chief oriented towards other library faculty who are interested in role in the future. 2) Diversity climate survey for CUNY libraries. Our actions should be informed by the experiences of people working in our libraries and 3) Explore changing away from the "chief" title. Is this term to describe our positions anti-indigenous? If so, can we change it to director or some other word?

At our next meeting, we'll talk about how to make and distribute such an instrument. Will develop a workshop for library faculty about the Chief Librarian position, what it entails, and how to best position yourself to apply for a job like this one. Given the six interim positions and the Guttman opening, we can expect CUNY to hire at the Chief level once hiring unfreezes. This will be an unprecedented opportunity to diversify at this level, and this task force should play a role in preparing our colleagues to apply for those positions.

Comment that historically, the titles of "Chief/Deputy Chief" are drawn from University of London and University of Guelph and their naming conventions. The title is used for other types of positions across CUNY as well.

3) Office of Library Services Reports
    i) Dean's Report – Thistlethwaite - 5 min.

Bulk of report concerns the OER and Open Library.

Permanent Dean's Search: Was copied on correspondence on UFS and Maruca and there will be a UFS rep on the Search Committee, and had hoped that there would be OLS management on committee as well, but unsure if that will happen. Maura will hopefully have more information after conversation with Maruca. Maruca asked for Thistlewaite to put forward two positions for Vacancy Review Board – one is for an ALMA Network Zone manager, and other is Head of Budget and Collections (anticipating Nancy Egan's Retirement at end of December).

Ovandia asked if Thistlewaite's meeting with Guttman Administration is in lieu of meeting with CCL? Maruca's meeting with Provost Harold Wach, first meeting is at Maruca's request to have Thistlewaite and Verbovetskaya to consult with Guttman. Meetings will be after the CCL meetings. Smale clarifies that no response to Guttman letter from Central.

Discussion, comments and clarifications around "Cert 3" and OER funding. Fiddler handling all of the issues with distribution of funds and announcement letters out soon. Different campuses use it for variety of reasons related to OER, and requests for help getting funding were requested of Fiddler. Some provisional announcements going through this week regarding funding, but after some more comments, clear that the decisions surrounding OER related funding for libraries often operate at the local campus level.

Per Fiddler: "Cert 3" funding is money that gets transferred from Central to Campuses throughout the year for support. Essentially the electronic transfer of money from Central to each campus, and the OER money will go along with the next release. Talk to Fiddler if you have not received any money, and she will step in and discuss with you and individual campus.

<div align="center">ii) Library Systems – Verbovetskaya – 5 min.</div>

Many new committees created/developed due to ALMA and still meeting.

New ticket system for issues, essentially back to going to OLS for problems.

If your EZ Proxy is hosted by OLS, and you have issues, contact OLS. <u>For some users, if they have a hard time signing in, ask them to reset their passwords to see if that fixes it</u> (seemed to be the issue with one campus).

For retired faculty / alumni, a second authentication system may be needed. For adjuncts, if break is longer than 60 days, then credentials "break" and go through local IT to renew their CUNY attributes (not really the "library" issue, but as a whole, the CUNY access issue).

<u>Wacha: Scholcomm and Open Library</u>

Scholcomm: Designated working group to investigate Open Source Repository solution externally hosted. Have meetings with some places next week. Questions around staffing to support those things, as well as budgetary questions. Hoping to explore new options and move to new platform in the next few years.

Open Library update included in Thistlewaite's report; records update nearly complete; individual overlap is 13% to high of 32% for individual library. Will make information available to campuses once completed.

Talked to Internet Archive about whether or not a library can remain in Open Library even when even a library is open physically? In a switch, they said those libraries that are open can have links.

If open for spring semester, communicate to OLS by January 8. Campuses should also communicate if going to Hathi Trust, need to let OLS know as overlap with OL.

Currently investigating with Open Libraries (OL) and General Counsel (GC)to see if deaccessioned material from CUNY can be scanned and sent to OL as they were bought with public money and so could be used for general public use. Working with them and Internet Archive to smooth any paths. Internet Archive (IA) does not accept anything that's been copyrighted in last five years, otherwise, they want it all. Good model for donating deaccessioning materials from another closed college.

Miller: If we have 5-year bright line, but does it also have to be deaccessioned? Only have 30% of collection available, and Access Services did inventory of reserve – most of it not under 5 years? Is it both rules, or 5 years the determining factor?

Wacha: Could be possible somewhere down the line of controlled down lending, but in the case of OL, because it's external, and because GC has had some concerns regarding the accessibility of scans, needs to be deaccessioned.

Don't need to deaccession EVERY copy of an old version of a textbook. Could send one copy of it to digitize to OL, and then the others aren't there.

Wacha: Putting together brief donation form that OL uses, and GC is determining what documentation it needs on this. Will send out to CCL once they have it. At this point, not feasible to discuss what we would do with scans of material. Will need to stay on top of discussion surrounding Controlled Digital Lending (CDL).

                    iii) OER – Fiddler - 5 min.

See Discussion Above.

                    iv) Schol. Comm.: OpenLibrary, etc. – Wacha - 10 min.

See Discussion Above

v) ERAC – Beth– 5 min.

Nothing to report. ERAC meetings are proceeding as scheduled.

4) Liaison Reports
i) GSLIS – Brody - 5 min.

Nothing to report.

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

UFS met recently, where they talked about fact that they're reestablishing liaisons between UFS committees to step forward and refresh their own charge.

Reported that UFS stated that there is no real spot to host video content for CUNY, which is important for instructional efforts. Suggestion to move to CAT committee for review. Heard more about YuJa, which is used for video content storage, but unsure as to where conversation will go from here.

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

No report / Earnest absent.

iv) LACUNY – Delgado – 5 min.

LACUNY institute moved to next semester, and theme expanded to cover COVID. Reached out to those who proposed program to let them know program moved. McCann proposals went out. Deadline was on Friday, but extending for another week.

Question regarding the Libguide series for non-librarian staff members and the purpose of the series.

Delgado: Purpose was to encourage folks to just take a look at them and learn how to use them.

Smale: Encouraging CA's to go, but in terms of formatting, link checking, etc., the content would be by library faculty. CA's are doing only technical work. Some moving wiki onto libguide as they build up their own work spaces.

v) LILAC – Antobam/Margolin – 5 min.

Committee revisited the thought of opening Instructional Chats, and still discussing on ways to share with CUNY communities.

VI.   New Business [No Exec. Session]

None reported.

VII.   Local News

Small discussion regarding limited opening. Various issues shared. Good and Welfare - All: 5 minutes

Ended 11:59 am.

CCL Meetings AY'20-'21: *Fall* 12/14 & *Spring* 1/25(?), 2/8, 3/8, 4/12, 5/10