

General Staff Meeting Minutes

October 27, 2021

- I. Welcome (D. Murray)
 - A. New Library Steering Committee (LSC) Co-Chair
 1. David Murray is the new Co-Chair.
 2. Deb Schiff stepped down for personal reasons.
 - B. Visiting Education Librarian
 1. Jenny Innes
- II. Dean's Update (T. Pavlovsky)
 - A. Additional Welcome
 - B. TP offered a brief report, as things have been more "normal" lately.
 1. As always, questions were welcomed in real time, or at the end.
 - C. College Updates:
 1. TCNJ Fall 2021 Return to Campus Website, a friendly reminder:
 - a) Updated regularly
 - b) Not super-detailed, but good framework
 - c) COVID-19 Dashboard offers insight into what is happening in "real time" on campus (i.e. as new data is received).
 - d) A reminder that the statewide mask mandates can be superseded by presidential action, e.g., see president Foster's email of 12 August instituting a temporary mask requirement.
 2. Inclement Weather Policy
 - a) Past Policy:
 - (1) College would cancel classes and close offices.
 - (2) Library would close, but Extended Study Area would stay open, accessible via cardswipe.
 - (3) Library would try to provide virtual reference service on ad-hoc basis.
 - b) New Policy:
 - (1) College will still close offices.
 - (2) Classes will not be cancelled, but will pivot to remote.
 - (3) Library will still close, Extended Study will stay open via cardswipe.
 - (4) Library will now pivot to 100% virtual reference service.
 3. Accommodations:

- a) Reasonable accommodations need to be made through ARC (Meghan Sellet) last for 1 semester.
 - b) Anyone who believes themselves eligible for an accommodation for Spring 2022 should go ahead and file for one.
 - c) Announcement to that effect forthcoming.
 - 4. Cleaning
 - a) TP previously shared that the janitorial services contract would need to be bid again.
 - b) The new RFP is in the final stages of preparations.
 - c) The new RFP includes four additional buildings; a total of eight to be cleaned.
 - d) Proposals will be reviewed and the contract will be awarded before the beginning of the next semester.
 - e) The contract may be awarded to ABM (i.e., the current contract holder), or it may go to someone else.
 - 5. Friday at 12:30PM there will be a Campus Strategic Planning update on Zoom.
- D. Budget Update
- 1. State Budget
 - a) We do not know what the next FY's state budget will be at this time.
 - b) The Governor will not propose a FY23 budget until February 2022 or later.
 - c) The Legislature will not likely consider that budget until June.
 - 2. College Budget:
 - a) The College received additional COVID-19 relief funds (i.e., more than what was previously expected). The College is in slightly better shape than had been expected due to these additional funds.
 - b) These funds are targeted towards specific purposes, but every bit helps.
 - 3. Library Budget:
 - a) The library received what was requested [see Erin's update under "Section IV. E. Collection Development" for additional context]
 - b) Forrest and Erin reported that collection funds are being spent in a timely fashion.
- E. Library Operations Updates
- 1. Expect "normal" operations to continue through spring semester.
 - 2. Masks will continue to be required until further notice.
- F. Housekeeping Issues
- 1. Energy Leave

- a) There is some confusion about recording Energy Leave time on “closed” days. To clarify, we should apply our energy leave days on Cloud. This does not include the “Thank You” days.
- b) Remember, with the paper timesheets, everyone recorded their time. The first online system (i.e., SofTime Online) was incapable of doing this, so HR did this on their end. The current Oracle Cloud HR system was designed to have employees do it but did not function properly right away. For most people, this system has been functioning properly since the summer. Note: HR never made a formal announcement that the system was working for most.
- c) Bottom line:
 - (1) All employees should submit requests for Energy Leave time on our “Energy closing” days (i.e., Fridays in the first half of the summer, and the week between Christmas and New Year’s).
 - (2) “Thank You” days, recently announced by President Foster (i.e., email communication, Oct 14, 2021) should not be entered in Oracle Cloud.
 - (a) Wednesday, 11/24 (the day before Thanksgiving)
 - (b) Thursday, 12/23 (the day before Christmas Eve day)
 - (c) Friday, 01/07 (“Winter Break Friday”)
 - (d) Friday, 01/14 (“Winter Break Friday”)
 - (e) Friday, 03/18 (“Spring Break Friday”)
 - (3) If you did not charge leave time for the summer Fridays this year, do not worry, HR will resolve this issue at the end of the year. You cannot go back and charge that time now.

2. Mask Wearing Policy

- a) It is everyone’s job to help enforce the Campus-Wide Mask Wearing Policy within the library.
- b) Masks are not required in food eating areas.
- c) Continue to enforce the policy with students, as needed.
 - (1) Be courteous.

III. Governance Update

- A. Steering Committee (TP/DM): no updates
- B. Strategic Planning Committee (YW): The committee has been exploring the library’s strategic Objective E5 (i.e., “Build & maintain effective collaborations with campus partners”) of the Library Strategic Planning Map.
 - 1. Phase I- To explore Objective E-5 and address some of the following questions:
 - a) What is the partnership?

- b) What is the benefit of collaboration?
 - c) What are the drawbacks?
 - d) Etc.
2. Phase II- A library staff survey was distributed to library stakeholders in an effort to gather information about existing and potential library collaboration with campus partners (email correspondence, 15, April, 2021). The final results of this survey are included in a report. This survey included three questions.
- a) Do you (or your unit/department) currently collaborate (on any scale) or have you recently collaborated with any campus organizations? If so, which?
 - b) What potential partnerships/collaborations with campus organizations would you suggest the library engage in? Why?
 - c) Additional comments, questions, etc.:
3. The LSPC is working on a new strategic plan. The current plan covered years 2017-2020. The LSPC has decided to wait and see what the college's new strategic plan will be before formulating a new strategic plan for the library. The college's preliminary strategic plan is thought to be available by February [2022]. The committee plans to prepare their new plan over the next three or four months.
4. *Q: Where is the report?*
A: Google Drive (YW)
A: Pavlovsky advised posting the report on the library governance website so that others can access it. (TP)

C. Building and Safety Committee (AD)

- 1. Welcome two new members
- 2. In the middle of preparing a new charge.
- 3. Unsure of what items may be changing due to the COVID-19 environment [further updates, pending].

D. Accessibility Task Force (JO)

- 1. Seeking input soon about the report recently sent to the LSC.
- 2. Reminder of the charge (i.e., to evaluate the accessibility library's "built environment").
- 3. Due to the COVID-19 campus closure, the LATF received permission from the LSC to explore electronic spaces while library staff continued to work remotely.
- 4. A general review of this report was provided.

5. A Qualtrics survey and a copy of the report will be sent to library stakeholders via email to gather feedback.

IV. Operational Updates:

A. Access Services (BS):

1. Office delivery service is now available.
2. A search committee is reviewing applicants to fulfill a Senior Library Assistant position (night/weekend shift)..
3. Newspapers are back on the shelves.

B. Acquisitions (FL):

1. 28% of our budget is spent, keep spending!

C. Archives (DS):

1. Welcome Kayla Glynn, our new intern in the archives.
 - a) Kayla, a former TCNJ alumna, will be with us until December.
 - b) Learning how to practice objects handling
2. TCNJ made it to the final round. NHPRC will announce the winner of a grant on November 16.

D. Cataloging & Metadata (CB):

1. No updates, CB and YT are attending a conference.

E. Collection Development Committee (EA):

1. Erin confirmed that the budget is 28% spent.
2. We received all that we requested but there was a deliberate choice to request more than last year, but less than previous years.
3. We do not anticipate approving new subscription spending.
4. Many subscriptions were cut.
 - a) Eliminated low use titles
5. Using Unsub software tool to evaluate big bundle packages.
 - a) Looking at the usage to evaluate the need to cut more titles.

F. Digital Repository (AC)

1. Photos are being digitized

G. Library Systems Platform Group (AC/YW)

1. We are experiencing fewer issues with Alma and experimenting with new tools.

H. Media Services (LTD)

1. No updates

I. Public Services (EA)

1. Welcome Jenny and Tamara (PT) to reference.
2. Outdated labels that center whiteness were removed from the collection, in response to the library's ongoing efforts to promote diversity, equity, and inclusion.
 - a) "Ethnic" labels were removed from the children's collection.

3. Social media (i.e. Instagram and Twitter) is used to highlight public service.

J. Web Committee (JTO)

1. No updates

V. Senate Updates:

A. Faculty Senate (LTF and/or TBB)

1. No updates.

B. Staff Senate (PR)

1. No updates.

VI. Other Issues/Questions/Announcements

A. Pavlovsky belatedly reminded that an update on the college's strategic planning process will take place on November 17.