

University of Washington
Faculty Council on University Libraries
October 14th, 2015
2:30 p.m. – 4:00 p.m.
Suzzallo 5th Floor Conference Room East

Meeting Synopsis:

1. Call to order
 2. Welcome and Introductions
 3. Approval of the agenda
 4. Approval of the minutes from May 13th, 2015 & June 10th, 2015
 5. Council use of Google Drive (Burgess)
 6. Chair's report
 7. Report from the president's designee
 8. Good of the Order
 9. Adjourn
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1) Call to order

Lattemann called the meeting to order at 2:30 p.m.

2) Welcome and Introductions

New and returning members of the Council introduced themselves.

3) Approval of the agenda

The agenda was approved as written.

4) Approval of the minutes from May 13th, 2015 & June 10th, 2015

The minutes from May 13th 2015 & the minutes from June 10th, 2015 were approved unanimously as written.

5) Council use of Google Drive (Joey)

Council support analyst Joey Burgess demonstrated use of Google Drive (cloud-based file sharing software) to members of the Council, and explained that in lieu of Catalyst Sharespaces' expected retirement by UW-IT on November 12th, 2015 - the Council will make use of Google Drive for all future file-sharing needs. He noted this decision has been authorized by Marcia Killien, Secretary of the Faculty.

Logistically, he noted council members will receive hyperlinks connecting them to their respective council's Google Drive folder in each meeting broadcast email, and folder securities may or may not be heightened depending on the council's posting of sensitive and/or exclusive materials.

6) Chair's report

Lattemann presented the FCUL 2015-2016 charge letter from faculty senate leadership to the Council (Exhibit 1). She noted the Council's official charge, found within the faculty code:

"FCUL shall be responsible for all matters of policy relating to libraries such as, but not limited to, collection development; services to students, faculty, and others; the system of libraries, including branch libraries; space needs; and budgetary requirements" (Faculty Code, Sec 42-41).

She explained the Council often receives points of discussion and topics to provide feedback on from Betsy Wilson (president's designee, Dean of University Libraries and Vice Provost, Digital Initiatives) or from other members of the UW libraries. Lattemann explained the Council also regularly receives updates on the workings of the libraries, and provides insights and guidance from the faculty perspective on topics ranging from large decisions touching the whole UW libraries system, or simple matters such as day-to-day service changes.

Lattemann noted there is a lot going on this academic year in relation to the UW Bothell and UW Tacoma libraries. She explained she would like to suggest that the Council visit both campuses this year, to provide feedback and gain information on their operations and services.

Lattemann explained that the next meeting of the Council (November 18th) will be held at the UW Bothell campus, where the Council will be given a tour of the premises by UW Bothell Libraries Director, Sarah Leadley.

7) Report from the president's designee

Wilson reported that UW libraries was very happy with the funds received by the Provost for the 2015-2016 year. She noted the funding amount is a major increase from prior years, and will translate to fewer to no service cancellations this year. She noted the Provost also awarded funds for a 1st year student librarian position, and candidates for this position are being vetted currently. She also remarked that an additional \$165,000 were awarded to the libraries for "transitional costs," as many staff are expected to retire in a narrow timeframe.

Wilson noted an additional \$200,000 was asked of the Washington State legislature, which was granted. She explained the funds will be used on improving and retaining "labor archives" – as the libraries are also currently filling a position for a new labor archivist, who will help in maintaining and bolstering the already exceptional UW labor archive.

Wilson reported that Libraries' staff have worked during the summer to implement taskforces and strategies for improving the university's Open Access resources, repository, and policy (open access defined as: online research outputs that are free of all restrictions on access [e.g., access tolls] and free

of many restrictions on use [e.g. certain copyright and license restrictions]). These operations are largely in response to the Faculty Council on Research (FCR) Class C resolution on Open Access. Passed last year by the Faculty Senate, the resolution requested additional funds and resources towards the UW's Open Access efforts. Wilson noted that Lattemann, as the chair of FCUL, is a member of the libraries' Open Access advisory committee, along with several members of the Faculty Council on Research (FCR). She noted that a new UW open access policy is expected by the end of the 2015-2016 academic year. The Council was glad to hear this news, as FCUL (and FCR) spent a great deal of time last year working towards this outcome.

Wilson mentioned that UW libraries' long-term planning is now underway, and noted FCUL will be required to aid and advise the libraries in this effort. She explained some objectives of the planning effort, which is designed to respond to the next 20 years.

Wilson finished her report with a status update on the new UW Conservation Lab. The lab is funded internally, and will be located in the basement of Suzzallo library, which is currently being renovated for this purpose. She noted the lab will aid in the protection and storage of very old books, manuscripts, and other documentation, including some pieces from the U.S. congressional stores. The lab was noted to be "cutting edge." She explained the Council will likely tour the lab in spring 2016.

8) Good of the Order

Lattemann reminded the Council that the next meeting on November 18th will be held at UW Bothell.

9) Adjourn

Lattemann adjourned the meeting at 4:00 p.m.

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: **Faculty:** Trent Hill, Dianne Lattemann (chair), Randall Leveque, Julie Nicoletta, Carole Lee, Kristin Gustafson
Ex-Officio representatives: Suzanne Redalje, Ellen Barker, Beth Kerr
President's designee: Betsy Wilson
Guests: Cynthia Fugate

Absent: **Faculty:** Clay Mountcastle, Jevin West, Betty Bekemeier
Ex-Officio representatives: N/A

Exhibits

Exhibit 1 – FCUL 2015-2016 charge letter

October 7, 2015

Dianne Lattemann
Chair, University Libraries

Dear Professor Lattemann:

The Faculty Council on University Libraries is charged with responsibility “for all matters of policy relating to libraries such as, but not limited to, collection development; services to students, faculty, and others; the system of libraries, including branch libraries; space needs; and budgetary requirements” (Faculty Code, Sec 42-4). Activities historically performed include receiving regular updates on library news and logistics from appropriate administrators, with members reporting substantive updates back to constituents, as well as providing faculty and student feedback to the Vice Provost for Digital Initiatives and Dean of Universities Libraries on specific topics of interest, offering guidance and prioritization of concerns where warranted.

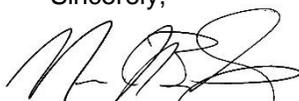
Our recommendation is that the council identify 3 specific goals that can be accomplished by the end of the 2015-16 academic year.

The Senate office did a background review to help identify goals for your council. This included review of minutes from last year’s meetings, review of discussions at Faculty Senate meetings, and selected outreach for topics. Recommended goals and / or topics for discussion include:

- Continuing to receive updates on increasing usage, user-friendliness, and functionality of Open Access services at the UW, reporting back to senate leadership and relevant faculty councils regarding ongoing progress.
- Providing faculty feedback on the Libraries’ System Organization Review, as requested by library administration, reporting any substantive service changes to stakeholders and/or the faculty senate at-large.
- Evaluating the usage of libraries’ offered electronic materials on the part of UW faculty in their teaching, addressing specifically if additional resources, changes in storage, or improvements in overall user-friendliness are advisable.

After your first council meeting we will be available to discuss the goals your council identified. Thereafter, we will post your council’s goals on the Faculty Senate Website to communicate the important work you are doing on their behalf.

Sincerely,



Norm Beauchamp
Faculty Senate Chair
Professor of Radiology

/nlb