

Library Director's Meeting Minutes Draft January 23, 2015

Bonnie Sparks - Executive Director of University College & Distance Education

- UC is administrative unit of UMA -- statewide mission to support and serve distant students and faculty -- started 1989 -- UC has five departments -- responsible for 8 off-campus centers -- partnerships with East Millinocket and Houlton Centers -- some of the centers have relationships with local community colleges as well -- UC has no faculty or courses but support the faculty and students in courses on other campuses -- centers are there for support to the student and provide academic advising and help with retention -- staff helps the community person determine needs and whether go with CC or UMaine system campus -- distant education partners with adult education so that sites are created where there are adult education programs and then UC can deliver classes -- many in high schools -- sites helped with recruiting ppl who just finished high school diploma or GEDs -- 6 or 7 years ago we changed broadcasting methods to broadband -- some of the sites couldn't deliver new system delivery -- ITV through BB allowed professors to stream to the sites and the sites proctor exams, etc. -- approx. 30 sites receiving live broadcasts and supporting online courses plus adult ed teachers help bring students up to speed in math, etc. -- centers provide high speed internet plus things like printing and students use them for studying
- Instructional designers and media services plus e-learning technologists -- this team looks at and works with faculty across system -- participate in system-wide committees and BB core -- this team pulls together faculty institutes for each year -- helps with e-learning grants
- Small marketing team who works on press releases and written materials -- hope to bring in social media specialist this year to be on this team
- OCLS -- two librarians supporting faculty and students on campuses involved in distant and online campuses
- Budget cuts hit UC as well
 - People use centers differently so downsized expenditures and also look forward to new trends -- reduce computers because students have own devices and also make small footprints flexible to work in for students
 - Priorities for oncoming years is to work on outreach efforts -- work with system to meet trustee targets so all residents know we are here serving them
 - want to improve and grown online services for faculty and students
 - investing to support university initiatives -- steering committee and ABCDE committee
- Service Level Agreement with UMA
 - Email Bonnie if have you have questions about language in the agreement
 - Page 4 D. Communication
 - 3. log/track meeting dates-- not a reporting structure but just a way to share information

- 4. language dealing with Community Colleges
 - different direction of conversation but is there a way for community college libraries and UMaine system libraries to work together -- i.e. Southern CC isn't open on Sunday so students go to USM -- issue is that UMaine system library directors not allowed to all meet together with all the CC library directors to talk in terms of systems wide partnerships
- Discussion of areas on campuses that are open 24/7 or 24/5 -- issues were people letting in non-students -- centers are thinking about this concept -- decrease hours but not limiting access -- student use swipe card to gain access
- VAWLT -- pilot program -- Mina developed online training modules for writing tutors -- recruit Univ. system students to go through training modules which are monitored by Michele Lisi -- students are online tutors

Library Reports

- Farmington-- Next Friday all campus meeting to find out how to cover budget short fall -- gate count up about 50 to 75% -- reference questions down because now single point of service at library desk that has reference, circ, etc. so maybe not tracking it as well as could -- feel like doing more at this single point of service lib desk
- Maine InfoNet-- A week from Monday is hearing before taxation committee that will cover Maine InfoNet sales tax exemption for those who collaborate with Maine InfoNet -- sales tax exemption for non-profits -- 99% of Maine InfoNet collaborators are non-profit and it is working on behalf of these and sales tax hurts partnerships plus we save money by working with groups through Minerva -- plus save money in terms of filing tax resale certificates -- biggest concern --- Maine InfoNet makes a taxable purchase on behalf of our collaborators then Maine InfoNet has to pay tax -- Maine InfoNet needs to be tax exempt -- hearing Feb. 2nd -- James will post talking points on listserv
 - Launched Maine InfoNet for small libraries -- tested with Voise and in February working with Paris Public Library and maybe one more beta test or start taking applications for other libraries -- goal of ten libraries with staff we have
 - Run semi-annual stats for Minerva -- circ stats gone on up - added three new libraries but overall stats gone down but have not identified why
- Augusta-- having issues with the lack of computer support on campus for the students but faculty and staff get better support
- USM-- cleaning up fallout from layoffs -- balanced for FY16 after all cuts-- searching for a new president and should hear things in February
- Fort Kent -- working on NEASC self-study --seeing increase use of the R2Library—heavy library use this semester
- UC --
- Orono - I was able to get emeritus status for the retired Head of Science and Engineering -- We are working on JSTOR discards with facilities staff -- We will be filling two reference positions --We purchased an additional 15 laptops for our lending program
- MSL --
- Machias --

- UMPI -

Procurement

- Understand what we are about as well as our game plan
- Overview of UMS Strategic Procurement
 - spending 150 million a year in terms of things that we can address or control
 - processing 100,000 invoices a year
 - understand mandate to support teaching, research and public service
 - governed by public procurement law'
 - anything more than 50k has to go out for bid according to state public procurement law
 - In March 2013, the Board of Trustees approved a comprehensive proposal to unify procurement activities across the US with specific recommendations for:
 - Travel and Expense Management -- one travel agent that everyone uses
 - Procurement Card Administration
 - Process for Procuring Goods and Services
 - Organizational Structure and Efficiencies -- unified procurement
 - Saving Goal -- 3.8 million E&G by end of FY 2016
 - For every dollar saved not coming out of a faculty salary
- What is Strategic Sourcing?
 - Strategic sourcing is a process for leveraging the University System's combined purchasing power to ensure the best price and value for goods and services
 - How to make us attractive to the seller to get the best deal and also be in compliance with requirements for public procurement
 - What is the size of the spend? What is the total price in terms of warranty, parts, etc.
 - Strategic sourcing: categories
 - information technology
 - office productions and services
 - academic products and services
 - facilities and transportation
 - Preliminary analysis -- 2009 Huron Report -- used this as an assumption approach when this current team did their analysis
 - Books and Subscription Services
 - 20% of the overall spend addressable
 - opportunity for cost savings 1%-3%
 - Recommendation
 - enterprise agreements with top vendors
 - negotiated pre-payment discounts
 - possible vendor consolidation with lower tier vendors
 - Problem: The figures that they are using include bookstore vendors in with the library vendors so the savings percentage is way off -- ask them to go back and fix this and work with us as they do it== procurement people are willing to work with us

- Rudy asked the question why we aren't working with community colleges to purchase databases, etc.
- Decision: Leslie would send names to Rudy and then the subcommittee would meet with him to give him the correct background info
 - Deb, Leslie, Ben, Jaime and Joyce

Chat -- looked at the report -- decided to talk to our staff in more detail -- need to go back and add the number of bings -- move to texting using something like LibAnswers and it has great data queries you can run -- also look at two years of data for what is being used

Kanopy -- OCLS would contribute \$1000.00 because supporting distant students and UMA would put in several thousand -- demand acquisition model -- choose between one year and three year license -- not perpetual access -- not about every one of us contributing but is there sharing available? -- we need to decide if we want to be part of the contract even if we can't contribute -- we can sign on but not contribute but some wanted to contribute -- Ben made point that UMA would most likely use it most -- Films on Demand more expensive so it would have to be one or the other -- keep thinking about it and put it to FY16

Summons -- two invoices and as soon as we get them then send the FTE -- January to June (\$37,754) and July to June (\$75,708)

JSTOR -- payment just made on 1/13 but we won't have access until JSTOR gets the money -- JSTOR didn't send us the invoice and then we got it the invoice was lost

Floating Collection -- Quote is in the Dropbox for the software -- no real equivalent in terms of people who were using it -- James need to check up with libraries with bigger branches -- also different classification systems -- James wants to talk to libraries that are actually using it