URSUS

URSUS Director's Retreat
June 15 and 16, 2017 University of Maine
University Club, Fogler Library

Name	Title	Location/Library	June 15 -16 Retreat Attendees
Barbara McDade, Chair	Executive Director	Bangor Public Library	X
Christine Iaconeta	Director	UMaine Law School Library, Garbrecht Law Library	X
John Barden	Director	Maine State Law and Legislative Reference Library	
Bryce Cundick	Manager of Instructional and Research Services	UM Farmington, Mantor Library	X
Leslie Kelly	Associate Dean of Information Services and Distance Education	UM Fort Kent, Blake Library	X
Benjamin Treat	Interim Director of Library Services	UM Augusta, Katz Library & Bangor	X
Joyce Rumery	Dean of Libraries	UM, Fogler Library	X
James Jackson Sanborn	Executive Director	Maine InfoNet	X
David Nutty	Director of Libraries and University Librarian	UM Southern Maine, Glickman Library	X
James Ritter	Maine State Librarian	Maine State Library	X
Marianne Thibodeau	Director	UM Machias, Merrill Library	X
Roger Getz	Director of Library Services	UM Presque Isle Library (library is not named)	X (first day)
Stacey Brownlie	Director	Off-Campus Library Services at Augusta (OCLS) for University College	X

THURSDAY, 2:30PM		
TOPIC	**DISCUSSION**	**ACTION**
Approve the May Minutes	Paper copies of the May minutes were distributed to the group. The May minutes were approved with the following typo correction: URSUS Development Day will be held on Aug 18th, not Aug 8th.	**David Nutty moved that the May minutes be approved *as corrected*, Roger Getz seconded the motion. Vote unanimous.**
Additions or Changes to the Agenda	David added Larger Libraries as an item to the list of other topics to be discussed.	**The agenda for the retreat was updated to include Larger Libraries to the list of Other Items to be**

		discussed.

Review of the Goals from 2016 Retreat	The group reviewed Goals from the 2016 Retreat.
	• Start every meeting with a story
	   o not currently doing this
	• Consider a strategy to incorporate this approach into a meeting with the new Vice Chancellor of Academic Affairs
	   o A story is not as important to him as data, Jamie Larue was more focused on the story telling
	   o This goal was originally intended to build moral, and a way to bring importance back to the daily work with recent stories and ways to demonstrate that the daily work makes a positive impact.
	   o James shared a story about a patron who gave a donation because they appreciated the access to MaineCat.
	   o Marianne told the story about being identified as a director who will be an administrator on call at her campus. and she was told all the small campuses are doing this. Marianne responded with a letter to the provost.
	• Maintain a matrix of data, which is tied into the assessment piece.
	   o Still need to work on this goal
	• Over the fall semester, conduct a focus group within our communities. Report back to the group in January. Submit script and prompts to the Dropbox. Consider a sampling across users. Have consistent questions and try to recruit students the same way.
	   o Have not worked on this yet
	• Think about how the marketing and assessment piece can tie into the budget.
	• Be more proactive about contributing agenda items
	   o still important
		Revisit the goals at the end of the retreat, and update as needed for the 2017/18 Goals.

Topic	**Discussion**	**Action Steps**
Technology Committee	• This committee consists of two directors (James Jackson Sanborn and Bryce Cundick) plus campus members, but it need to build it up more and make it more active to look at other technologies coming up and things to be aware of. • This committee convened originally when URSUS was getting revamped, and considering new technology coming in August, one question for the group is this the group that can make decisions about Encore, how holdings are displayed? Does it also function as an interfacing committee? As well as the "forward thinking"	**Attach Technology Committee Charge as originally written to these minutes.**

	group?	
	• We can review membership to see if members can provide good feedback on interfacing issues since these will be pressing items. • Members should include reps from each campus and each subcommittee. • The group would like to see this committee have a least one in-person meeting per year and a set meeting schedule is needed to be successful. • It is difficult to determine how often they need to meet, not knowing what decisions will be needed, hopefully no major interface issues but some decisions will need to be made. • Making another whole committee seems redundant, and the public service folks should be involved in interface issues. • The group reviewed the charge for the committee as originally written, and will be attached to these minutes. • It was discussed that this committee should meet at least two times per year with the option of two added virtual meetings as needed or if pressing issues come up. • It was noted that curiosity is good but be careful that the membership engages in the programs that are already in place. • To allow Chairs to make sure there is a good mix, by Mid-July each Director should recommend/appoint members for this committee and note their strengths to Bryce so they can review the list and have the representatives from each campus (more reps from the bigger locations is acceptable), subcommittee as well as a healthy mix of the curious, excitable, forward thinkers as well as those grounded enough in the daily technology use, or perhaps some will have the strength to serve both roles. Guest members can be invited to attend or contribute as needed. Students or IT people could also be good members, however they will likely not know all the costs associated or the big picture costs. • The updated membership list will be sent out to Directors for further discussion or changes.	
Resource Committee to be convened by VCAA Neely and the impact of a one university on all of us	• Joyce noted that nothing has come out about this yet, but she will follow up with her Provost soon. • Joyce and Marianne were charged with the task but there is no funding available. Materials are being made as accessible as possible. • This is a current bargaining position of the faculty. • Data from Interlibrary Loan is being reviewed Deb Rollins, UM, Fogler Library, Collection Services, has been creating spreadsheets, and trying to get prepared for particular subject areas, but the needs have not been fully determined yet. • The group discussed the need to avoid doing it piecemeal which could be more costly in the end, and discussed concern of the collaboration not getting all the way	**Joyce will follow up with her Provost at their next meeting.**

	to the student level.	

FRIDAY, JUNE 16, 8:30 AM

TOPIC	DISCUSSION	ACTION
Welcome, 9a	Dr. Jeffrey St. John, Senior Associate Provost for Academic Affairs, and shared that Fogler Library is the heart of UMaine, and very fortunate to be under the direction of Joyce who is very well connected, and able to engage with even the the most discerning of patrons.	
Finding the Future – How to Be Where Our Users Are	These links were included in the agenda for review, but since there was not time available for discussion perhaps they will be discussed at future meetings. https://ebookfriendly.com/library-future-technologies/ http://www.dickinson.edu/news/article/1166/finding_the_future_the_evolution_of_the_library http://lj.libraryjournal.com/2011/07/managing-libraries/finding-the-future-inside-nypls-all-night-scavenger-hunt-cover-story/ http://www.nmc.org/publication/nmc-horizon-report-2017-library-edition/ NMC Horizon Report - the Executive Summary would be useful for all. http://www.sr.ithaka.org/publications/finding-a-way-from-the-margins-to-the-middle/ This short report on the integration of technology might be useful too.	**Review for future discussions.**
Meet the Maine InfoNet Staff	Lynn Uhlman, Albie Dunn and Alisia Revitt from Maine InfoNet joined the group for informal introductions and discussions during the morning coffee break.	
TOPIC	DISCUSSION	ACTION
Assessment	Assessment: - Possibly using an ITHAKA survey, though academic focused. - Joyce, Leslie and Marianne were supposed to be working on this, started off well, but got off track. - It was mentioned that surveys are just one tool for assessment, focus groups are another way to assess services or impact of services and resources, as well as the impacts on the library. - We did Livecall but only once, and there was available funding. - It was discussed that whatever assessment tool is used, it would need to be used over a longer period of time to be able to see trends. - It was noted that the Annual Public Library Report has definitions attached to each thing, like for reference it can easily be broadened for the academic setting. Jamie Ritter can share more info.	**All Directors should add to the URSUS Share folder in Box what assessment data the libraries are currently collecting, so everyone can see what is being collected.** **The original Assessment Group of Joyce, Leslie and Marianne will look at**

	• Christine mentioned that ABA just deleted all library questions from their survey, which doesn't make sense, since a lot of funding goes to the library. All Star Benchmarking is a new database that the Law Library is now using, so they can still track some data. Christine will share more info. Hands on workshop also coming up.
	• Leslie mentioned ipeds data.
	• There is still a lot of value in assessment, so it should still be a priority, especially since Bob Nealy is interested in data.
	• Perhaps grad students can be involved to help build a tool as a class interdisciplinary project. Joyce will explore with her contact charged with assessment here on UM campus. Some student projects have been very helpful according to Leslie. Next spring there will be a research class. It was added that capstone projects on library issues have been done in the past, and they would present their findings.
	• David Nutty had followed up with with Ithaka, and they do surveys and provide guidance in the local survey program, and they have national surveys as well, he got the following questions answered.
	   ○ Does it strictly apply to higher education and although vague, essentially yes.
	   ○ Do you do consortium work and pricing and they said yes. Webinars are possible. No discussion about cost yet.
	   ○ The group asked David to follow up to try and schedule a time for a representative to meet with the URSUS group and provide more information.
	• It was noted that incentives are helpful and timing is important as well as looking at the results regularly.
	• Jamie Ritter talked about his manual dashboard, Joyce mentioned a dashboard at Amherst, and the stuff behind the dashboard is also important. These are good for public relations, but may need to be broadened for internal applications.
	• The group decided to keep the same committee members, Joyce, Leslie and Marianne and the goal is for them to explore the following.
	   ○ What are we currently collecting?
	   ○ What survey tools are available?
	   ○ Explore how much of what we are tracking is really helpful.
	• There was discussion that with some past assessment efforts some staff questioned whether their jobs were in jeopardy.
	• Leslie commented that they were over collecting and that had a negative impact with NEASC because they were collecting more data than they had time or
		what is currently being collected, and explore assessment tools including surveys, focus groups, and potentially involving grad student projects if possible.
		
		David will contact ITHAKA to see if a rep can come to a future meeting and explore options with the full group.

	capacity to work with, so they have cut back.
	● Assessment work and the catalogers collaboration are two different efforts.
	   ○ Catalogers will continue tracking, overall assessment is broader.
	   ○ Month to month data is being tracked as of June 1st.
	   ○ They are meeting again in September, and Bryce will have a report to share.
	● Leslie volunteered to create a folder in the URSUS share folder Box space for Directors and sub-committees to gather what they are doing for assessments currently to see what everyone is collecting, and determine if there are any similarities or common metrics, and plan to explore what everyone is doing at the next meeting. As this work continues the following comments were also noted.
	   ○ Joyce mentioned that gifts are unpredictable, and a longer time frame of a year would be good.
	   ○ Effect on retention and student learning, may need to be broader discussion.
	   ○ The NSSE Survey happens at all campuses.
	   ○ Leslie mentioned the academic impact on student learning article/report that she will share in the assessment Box.	

Additional Collaborations across libraries, resources for cataloging	Additional Collaborations across libraries, resources for cataloging:
	● Ways to collaborate should be a standing item on the agenda.
	● It was noted that some smaller libraries do not have the staff or equipment resources needed to digitize items for greater access.
	   ○ This is a charge we gave ourselves without funding or equipment, and have used available help or patchwork with folks who are available to pitch in to help move it forward.
	   ○ It was mentioned that Portland Public Library has a scanner the Law Library might use.
	   ○ Jamie Ritter noted that he would link Christine up with Adam Fisher who can help connect her additional resources.
	● Bryce shared that UMF has received a $500,000 grant for the new commons, which is through the Mellon Institution, but hosting expenses had not been realized.
	● Is there a different way to think about this to establish a roadmap for collaboration. up until now it has been piecemeal.
	● Perhaps the State Library Commission be helpful in this initiative? yes, maybe a rep from this group could attend those meetings. Starting another group here seems to still be a fragment and not a cohesive effort. Maybe an URSUS representative should be appointed? Christine volunteered to be an URSUS representative on Jamie's group.
	● Leslie is looking for the standard to feed into dpla since a new acadian scanning project is about to begin, asked if Jamie can share standards.
		Make Collaboration a long standing item on the agenda.
		
		Christine will start attending the State Library Commission meetings as the URSUS representative.

| Collaborative approach to OER (Open Educational Resources) | Collaborative approach to OER (Open Educational Resources)
• David explained it as things in the public domain or creative commons ie. open textbook initiative to replace expensive textbooks but it's much broader than that.
• University College is using OER, and will likely be coming to all of us since it is a national movement.
• Stacey explained they got all the way to a full proposal but the leadership structure changed so it had to be set aside, but it seems timely and she can share what they have done to get it going again. Most expresses interest in OER commons which is a robust interface, but the cost is significant.
• Jamie mentioned getting a call from Sherry Wyman who talked about a piece of legislature that passed as law, LD130, which is all about the OER portal, whether free or purchased content, and not an exclusive DOE initiative. Jamie will send out more info.
• Students have saved money on textbooks but having this resource available.
• Peter Schilling is the contact person and Joyce will share the names of the reference staff.
• Faculty are not required, but libraries are trying to get faculty more involved, and some faculty are not happy since some are trying to sell their own textbooks. Engagement from faculty will be helpful with strong reference support.
• Merlot is the original concept now called Merlot2, and it is only a few years old and it is still just getting started.
• Jamie shared more info about content to be included.
• Directors should not go off on their own in this area, connect with Stacey and David who are already working on this.
• Leslie talked about being asked how many students need to buy access codes.
• are any faculty using the springer links, yes (David), not sure if actively using or a reserve list (Joyce), Sophia helps faculty find free materials for courses (Leslie).
• Push or remind faculty of the cost savings to students, since likely they will go with process they are most comfortable with even though there could be a cheaper way for students.
• Joyce explained involving the bookstore manager who was on board with finding cheaper resources for students. | **Jamie will send out info to the group about LD1230.**

Encourage/remind faculty to get involved since this is a cheaper resource for students.

Follow-up:
Link to the testimony for 1230
http://www.mainelegislature.org/legis/bills/display_ps.asp?ld=1230&PID=1456&snum=127 |
| **Implementing new Innovative contract and additional features** | Implementing new Innovative contract and additional features:
• James noted that he will have a call early next week with Travis, but is expecting that the first change will be records from our catalog will start showing up in google searches.
• sepheria sounded like sefera
• Time frame coming soon, but waiting to be hosted to turn on some components. | |

	Pushing for URSUS to host before fall semester. • Hoping to get Encore but not sure yet what is needed. • The first step will be to move MaineCat to the virtual environment, everything else is on virtual machines. It was noted that a public library in Chicago was recently compromised by ransom attack and James confirmed that things would be pretty safe, with MaineCat being the most vulnerable. • As far as impact on staff, there will be no new training, but they will have more tools to work with. • Development Day will give a thorough introduction of the new product, and James can share some info of the bigger new features prior to the URSUS Development Day. • David noted that he was surprised that CCB would not be using Encore, which will take the place of URSUS OPAC, provides an upgraded experience, but will not include the article content. • Is there a mobile version? and Encore is the responsive design • Basically the group agreed that we all want to be seeing the same thing and pushing forward for that. • No need for FY18 contributions.	

Development Day agenda refinement	Development Day agenda refinement:
	• Most of the morning will be saved for Travis to introduce the new innovative product.
	• In the afternoon sub-committees will provide some programming.
	   ○ Reference plans to do around the room discussion on information literacy from each campus to start conversation about info literacy.
	   ○ Not sure what the cataloging group has planned.
	      ■ Contact both Megan and Ed to work together
	      ■ Suggestions about what would be most helpful to staff can go to Valerie.
	      ■ Some libraries may be interested in Sky River, which is the cataloging utility, maybe smaller libraries that are no longer OCLC members.
	   ○ If more space is needed for the breakout afternoon session, there is space available at the library, which is a short walk from Wells, if needed.
	   ○ It is not clear yet whether these groups will be leading their own breakout session: cataloging, reference, shared databases, and technology.
	• Overall staff from many locations are looking to see the agenda, Bryce will send the draft agenda out to this group for review.
	• The cost will be $20/person, Barbar at Bangor Public will handle the
		Funds for attendees should be sent to Barbara, by August 4 or earlier. Barbara will then write one check to UMaine.
		
		Bryce needs to knows to know how many people have dietary restrictions for the catering order.
		
		Bryce will follow up with sub-committees and will share the draft agenda with this group for editing before sharing with all staff.

	money/registrations among directors. Checks can be sent to Barbara, and she will write one check to UM, and since BPL is a vendor in MaineStreet, likely invoices will work. Barbara would like to receive all registrations at least two weeks before. • There was discussion about closing the day with a follow-up survey to gather feedback that could be sent out by email, since folks may have more to say a day or so after. Bryce will set up an electronic evaluation. • The report out session is planned for 2:30 p.m. Approximately 109 attendees are expected. • Please let Bryce know how many ppl have dietary restrictions for the catering order. • Jenn will look into IT support at Wells, and let Bryce know. • Will STEM consultant(s) be attending? Jamie can bring a small group or larger as needed.	**Bryce will create an email evaluation that will go out to all attendees to collect feedback of the event.** **Jenn will explore IT support at Wells and let Bryce know.**
OCLS - URSUS library video introductions	OCLS - URSUS library video introductions • Stacey asked if it would be helpful to involve their vidographer for the video introductions project? Bryce, Jamie, Barbara, Joyce Christine, Marianne, Leslie (with questions about using resources to come to the county), Ben, all interested. • Tutors of virtual "vault services," also working to collaborate with tutors across the system. • There was confusion about resources across campuses, and what's available for this project.	**Stacey will follow up with those interested in sharing resources for the library video introductions project.**
LD 256 Update	LD 256 update • This is in regards to the Marvel database, and those connections, and if it doesn't pass funding will run out for internet connections after three years. • Jamie announced that a representative from the Governor's office notified him that he thinks the Governor will veto this bill, and if vetoed we need to hold republicans to their original votes. Normally they hold the votes and can override the veto. It was also noted that Ken Fordett voted for it, a minority leader, also Thibodeau liked the bill. • If vetoed the veto letter should be received by next Tuesday at 3:30 p.m. • Legislature is supposed to adjourn on Tues but they could decide to stay since the budget has not settled, or come back on "veto day." • Any messaging cannot come from the State Library, since it would be a direct conflict with the Governor. • By Tuesday at noon they will vote to either stay in session or go into recess with a time to be determined when they come back (could be as early as that Friday). • The earliest they would vote is wednesday morning, if they decide to continue without a break. It would be hard to get out the word if it happens that early.	

	● The veto letter goes to the Speaker of the House.	
Spring Retreat for Reference Group	Spring Retreat for Reference Group ● Leslie would like this group to approve the retreat in the spring. The proposal for this is a two day retreat with an ACL presenter planned for the first day, which was quoted about $6,000, but open to a wider audience than just the reference group. The fee is primarily for materials and travel expenses of the presenter. ● It could potentially be opened up to other colleagues, like Darylynn, who has been working on Academic Libraries Day, which is also generally in the spring, but she has not picked a date yet. She is looking for members for her committee. Joyce will follow-up with Darylynn. ● The group believes the topic was aimed at instruction librarians. ● It was discussed that when they were talking about changing NEASC standards they were moving towards this model. ● Presenters want to cap attendees to 100, for full engagement. ● Directors commented that they would like to pick their folks towards the 100 attendees, but if linked with Academic Libraries Day Directors would not be able to pick. ● In the past Academic Libraries Day has had as many as 120 attendees. ● It was discussed that there is support for this, with more to figure out.	**Joyce will follow up with Darylynn who is working on Academic Libraries Day to see if this is an opportunity to collaborate on the two events.**
	Larger Libraries ● If starting over from scratch what positions should we have? Discussed challenges of filling positions. ● It was discussed that there are about three locations with different purposes or outcomes expected for each. ● This is a healthy way to exercise thinking out of the box. ● MIT the future of libraries YEWNO the future of search. Jamie will share info as available. ● Discussion about aqua browser ● Reviving a mentor program focused on leadership qualities, and mentoring for management or mid level positions. ● Lift 360 ● There is a place on the Maine State Library website to sign up, but there is no structure in place to usher people through. ● It was noted that Deb Rollins, Collection Services, at Fogler Library receives a lot of calls regarding collection development.	
Miscellaneous	Zoom, Tanberg, Google Hangouts, Finding how to meet better ● So far there have been lots of challenges and it has been difficult to hear. ● The group discussed trying Zoom again, and David noted that he just bought a dual	**Monday before regular meetings, Jenn will send a**

	microphone system, and if it works well he can share further details for others who might be interested. Library Written Reports • It was discussed that a reminder for written reports on the Monday before the meetings would be helpful. Jenn will send out an email reminder and also as for any agenda items. • Some explained that they were not entirely sure what they should be including in their reports and it should be basically what's been happening since last met, anything new or different. • monday before meeting Jenn will send a reminder looking for written reports. and ask for agenda items. Meeting schedule for the year • Bangor Public Library can continue to host meetings. • The third Friday has been working well, so that will continue with coffee at 9:30 a.m. and the meeting from 10-3 p.m. • This will be the last meeting until September, but if anything comes up we can convene by phone.	**reminder looking for written reports. and ask for agenda items.**
Library Reports	Some reports were sent out in advance which will be attached to these minutes, the below comments were from Directors who did not submit a report in advance. • Ben announced new UMA President, Rebecca Wyke, a former interim president at the university, takes over July 1 for James Conneely, who resigned unexpectedly in April. • Jamie shared that a repository will be going to DPL and searchable, some 60,000 items will be available. • Stacey asked for any recommendations for her open Academic Librarian position. • Bangor Public is still under construction, but busy. • Ben noted that any Director candidate suggestions would be welcome. • David noted nothing new to report since the May meeting. • Marianne told the story about being identified as a Director who will be an Administrator On-Call at her campus. and she was told all the small campuses are doing this. Marianne responded with a letter to the provost.	**Attach the Library Reports submitted in advance of the meeting to these minutes.**

Goals and Priorities 2017/18	**Goals and Priorities 2017/18**
	1. The Assessment Sub-committee will report quarterly.
	    a. Work to define assessment and develop an assessment tool, with the hope that at the end a white paper will be created showing the collaboration.
	    b. Also to explore if each library can be assessed by other efforts on their campuses, and whether students could be involved for any research projects.
	    c. The first report will be due in March, and including statistics is	

	recommended.
	 d. Telling stories is still important (Leslie commented perhaps it should tie in with the assessment goal?)
	
	 2. The Technology Sub-committee will report quarterly.
	      a. Emergent technology that supports keeping up with how patrons are accessing the world and use cases for the committee to investigate, pilot or trial.
	      b. Without being limited by price/affordability. Price can be a factor but not the deciding factor.
	      c. The retreat would be a forum to talk more.
	      d. The first report will be expected at the April/May Meeting.
	
	 3. Collaboration
	      a. Add Collaboration as a long standing item on the agenda
	      b. Work to capture other types of collaboration that are not due to necessities.
	      c. OCLC - Jamie expects that by the fall there will be more info to share, another point of telling our story.
	      d. Digitization goals - interested to know what's happening at UM Farmington, if it turns into the digital commons.
	      e. Frameworks conference before next retreat, led by ACRL, organized by reference group.
	      f. Match our goal with the VP goal...which is noted that all faculty and students have access to everything. help us to expand the $$ we have to spend. remind nealy that this group is interested and ready to start talking. he said he had someone in mind to chair it, some members were recommended.
	
	 4. Put the goals as a long standing item on each agenda as a reminder.
	      a. A timeline would be helpful as well and bring more accountability.	

Miscellaneous	Where are we on Refworks? David, Joyce and staff from Refworks, discussed the future of the product, particularly the legacy and the new. We will wait to see where Refworks is in a few months	

Respectfully submitted,
Jennifer Chiarell