



**URSUS Director's Meeting
September 15, 2017
Bangor Public 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	
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
Stacey Brownlie	Director	Off-Campus Library Services at Augusta (OCLS) for University College	X

FRIDAY, 10:00AM		
TOPIC	DISCUSSION	ACTION
Agenda overview and additions	ID System (Leslie), Camtasia up-date (Joyce), and Cataloging Standards Committee Report (Bryce)	The agenda for the meeting was updated to include the three items listed in the discussion section (to the left) to the agenda.
Approve Minutes (June Retreat and May)		_____? moved that the June Retreat and May meeting minutes be approved, Bryce seconded the motion.

		Vote was unanimous.
Administrative Integration Team for Library Resources	<p>The URSUS Directors asked for a briefing on the inaugural meeting of the Program Integration Team for Library Resources meeting held earlier today. Elements of the PI Team’s charge are:</p> <ol style="list-style-type: none"> a. Explore and make recommendations for a common catalog of Library materials and resources across the UMS, perhaps including the state library system b. Analyze and make recommendations regarding the infrastructure and costs associated with steps to ensure equitable access to all UMS Library resources from each of the UMS campuses and centers. c. Identify other barriers in addition to cost to access a common catalog of digital materials <p>A clarification on language “common catalog” means all resources for all, not a catalog consortium. An inventory of all resources held at each UMS library and costs will be compiled by Deb Rollins. Once the inventory is complete, a sub-group to work on part b of the charge. A library fee based on per credit hour was also proposed. Next meeting is scheduled for Oct. 20th. Timeline for the PI Team’s preliminary report is due for the next UMS BoT meeting in Nov. Final report due Dec. 22nd. James Ritter stated that Purchasing needs to know cost basis – FTE, Carnegie Classification, sole-source - for vendors/products. The value of having Purchasing see this is a validation that the current negotiations are sound.</p>	The URSUS Directors were updated on the PI Team meeting discussion and next steps.
Topic	Discussion	Action Steps
Shared Services and Resources (Joyce)	Joyce sent out a spreadsheet on September 12, 2017 on shared services and resources. An updated/corrected document was sent on September 15 th .	Shared Services and Resources spreadsheet has been received by URSUS Directors.
MIN Report (James)	<ul style="list-style-type: none"> • The URSUS servers were migrated over in August. The migration was nearly seamless, there were just a couple of minor issues such as printing. • MIN is running authorities are processing quickly with the virtual machines in NJ. • Linked data using the Zepheira product is almost ready to go live. Data will show up in Google, Bing. • The Sky River cataloging utility is now up and running. Sky River doesn’t use OCLC numbers. The Sky River records can be overlaid with an OCLC record. • The Patron Self-Registration module is ready to go it just needs to be turned on. This module is used by library patrons to register for library programs. Can also be used to reserve rooms. It is linked to a room calendar, and also can provide a link to 	

	<p>a program. It is displayed at its own URL which sits on the library's homepage. It can't take payments. If this module/feature is desired, open a MIN Ticket.</p> <ul style="list-style-type: none"> • There will be a soft launch of Oncore Discovery. There still needs to be decisions made on what it will look like – facets, etc. • Also ready to go – soft launch – MyLibrary app. A patron view of the system. Has a scan book view –does this ISBN live in their home library. Users can find the app in the app store. Concerns were expressed that patrons would think that they had actually checked out the item. • Set-up tweet bot so your patrons can see what's going on in your library. • Mobil Worklists – an apple product - site code – Umain and PW (uses the sierra desktop creds to sign in). Useful to send someone out to grab a bunch of lists. Questions or to learn more, open a MIN ticket. 	
TOPIC	DISCUSSION	ACTION
<p>Technology Committee</p>	<p>This year's committee members include: Bryce Cundick, Carson Snow, James Jackson Sanborn, Jess Isler, Gary Hunter, Gerry Lund, Sofia Birden, Bill Sargent, and Stacey Brownlie.</p> <ul style="list-style-type: none"> • Introductions were made • The committee will meet four times a year. The Sept/April meetings will be in person, The Jan/July meetings will convene virtually. • Set the yearly agenda. • Exploring at future meetings the following: • APIs there is a possibility to learn how to do APIs for Summon. • Remote access to control computers. • Kahoot! – survey and quiz modules. Kahoot.com and create a free account. To log in use, kahoot.it Good for Library Orientations. 	
<p>URSUS Development Day Comments (Bryce)</p>	<p>A link to the spreadsheet with comments from the URSUS Development Day participants has been sent to the URSUS Directors. 30% of attendees felt that we should do this again. There was confusion as to what the keynote was trying to do; inform/showcase what the new III contract gave us, or was it a sales pitch. People thought the afternoon sessions were useful, but thought that they should have been scheduled for separate rooms. Participants should have had a choice in break-out sessions, perhaps by topic.</p>	<p>Directors thought that we should have another URSUS Development Day. The ACRL Framework was discussed as a possibility. MLA could help fund this event. Wells</p>

		Commons would be a suitable venue.
Recruiting (Ben)	UMA and OCLS have both conducted failed searches in the last few months. There was not a lot of “wow” in the candidate pool. How do we get people in the pool, and how to expedite the searches? The searches were open for 3-4 weeks. Salary and place may play a part in the acceptance of an offer.	Timing of the search announcement is critical. Searches for directors should be done in Jan/Feb to have a candidate in the position by July/Aug. Salary bands should be normalized.
TOPIC	DISCUSSION	ACTION
URSUS Fees – Billing Fee (Bryce)	The URSUS Billing Fee was system imposed, they go to MIN. The money collected has been decreasing year over year. James Jackson Sanborn estimates that the fees collected amount to about \$1200/yr.	Bryce made a motion to do away with URSUS Fines. The motion was seconded by Joyce Rumery. Vote – unanimous. James will let us know when the loan rules have been changed. Any fees generated at point of return, can be waived.
Circulation Manual (Leslie)	There seems to have been some confusion on who the URSUS Directors Chair is. Leslie has been asked on where are we on the update. The updated Circulation Manual has been posted. Deb Durkin and Megan _____ are the co-Chairs of the Circulation Committee. The link to the Circulation Manual is link to the circ manual - https://docs.google.com/document/d/1zw1SZ5iNVnfGELtDzJ5ZypUfzl4Fy157ranAFXV18/edit?ts=594c2d1c	
ACRL Framework (Leslie)	It was suggested at the June Retreat that the ACRL Framework be focus of the Spring Retreat for Reference Committee. Because of the expense, it was thought we could link this in to the Academic Day at Colby. Could we open this up to others outside of URSUS? MLA may also be to carry some of the expense. It seems that ACRL caps this workshop at 100 attendees. Sofia Birden has been in contact with ACRL Framework presenters regarding the space and technology	Bryce will initiate an agenda item at the next MLA Board Meeting to discuss funding a part of the

	required. It seems that The Wells Conference Center at UM will be a good venue.	cost. Sofia and the Reference Committee will continue with planning the ACRL Framework workshop day.
Camtasia Upgrade (Joyce)	Currently the URSUS libraries are one version behind the current Camtasia version. Currently we have the following licenses: 3 UMA, 1 UMF, 1 UMFK, 1 UMM, A recent quote for 10-14 licenses, plus the maintenance contract comes in at \$1600. Joyce will send the quote out to all to and think about it and reply. Looks like it might be \$128. Ponder until next mtg.	Joyce sent us all the quote for the Camtasia upgrade.
Comments on Local Library Reports	Each URSUS Library was asked to submit a written report. Joyce created a Google Document – URSUS Library Reports September 2017- where we each library appended their reports.	There were no comments, just re-caps. Reports are appended to this document.
ID System (Leslie)	When the URSUS Libraries upgraded systems to Sierra last year, UMFK took a step backwards. For many years UMFK's Blake Library was able to upload the ID pictures and barcodes into the ILS. Leslie wanted to know, why we can't we get the barcodes loaded as well as with the pictures from the ID. We need to better understand how students are coded. Should there just be a UMS student?	James Jackson Sanborn noted that there is a problem, and that IT also is aware of this. It had to do with architecture of the information steam. It is very complex. A person who pushed for this and worked diligently on this has left the USIT. There was no resolution or next steps proposed.
Cat Standards Report (Bryce)	The Cat Standards committee is experiencing report fatigue. Some members refuse to collect the adopted stats criteria developed and used by the Fogler catalogers. It was suggested that the Cat	Bryce will convey the following to the Cat

	standards group identify 10 core stats that we are all going to keep. The goal of the statistics collection is to determine backlog so that the work can be shared.	Standards committee: All URSUS Libraries will use the UM Cataloging Statistics Template. Stats categories not generated by a library can be ignored. Beginning in January 2018, all libraries will deliver stats monthly to Carson Snow.
Adjournment		The meeting was adjourned at 2:30 pm.
Next Meeting Date		October 20, 2017 from 10 am – 3 pm at Bangor Public Library.

Respectfully submitted,
Marianne Thibodeau

Library Reports

University of Maine
Library Update
URSUS Library Directors
September 15, 2017

We have one open position for a science and engineering librarian, we hope to get this filled soon

We just filled an evening (Sunday through Thursday) position in circulation

The new name for reference is the Reference and information Literacy Department. I am working on making a better connection between library terminology and NEASC as well as trying to make our place names have more meaning for our users

LBR 200 is being taught this semester both online and in-person, both sections are full

We are working with our Student Ambassador program again this year and hope to get more students. Students last year helped with tour and other activities

Greg Curtis will be visiting Maine selectives this year, he expects to conclude the visits in the spring

The search for the UMaine President is underway

UMaine is assessing the current strategic plan which is ending now and will be working on our next plan soon

Fogler staff will be working with the other New England Land Grants to develop agriculture scholarship

OCLS

Library Update

The primary update for OCLS is the failure of my search for an Academic Librarian. I believe we ran a good and speedy search; despite this, our finalist declined the offer. I've brought this to my leadership at UC/UMA to ask for some group problem-solving, and I met with David Nutty to brainstorm and to go over the process.

Other activities:

- Served on the search committee for UMA Library Director
- Along with help from two UC instructional designers, assisted UMA library with remediating approximating 300 e-reserves for ADA accessibility
- Continuing the process of developing an offline library catalog for incarcerated students
- Processing faculty requests from UMA, UMPI, UM, UMM for streaming licenses to feature films
- Issued over 150 off-campus library cards, with requests still coming in
- Talked with BePress about potential of using TeachingCommons for OER repository (pre-Elsevier)
- Co-presented at USM's SAALT Academy and submitted panel proposal to NCHEP
- Participated in UC Center student orientation and faculty orientation
- Created a student worker line in OCLS budget (via reallocating existing funds)
- Providing normal student and faculty support (live chat, email, plus 8 hours a week desk coverage for Katz Library)

Maine State Library:

MSL Update: For URSUS 9-15-17

Staff Development:

- Staff assessments and position reviews were comprehensively completed over the summer in time for a required September 1 report to Human Resources. This initiative was required by a directive from the Governor to all Executive Branch agencies (this will be discussed at MSL Commission Meeting).
- Twelve staff attended an URSUS Staff Development Day – learned about new systems updates and met with like-staff (i.e. reference, cataloging) from other URSUS libraries.
- Seven total MSL staff (4 as participants) attended the Research Institute for Public Libraries (RIPL) regional summit in Maine. This data intensive program guides participants in understanding useful data collection and presentation methodologies.
- MSL staff will be attending the Futures Conference in New Jersey later this month.
- A number of MSL staff will be attending and presenting at the Maine Library Association Conference in October.

Notable Developments:

- Continue a comprehensive technology inventory (i.e. inventory of all computing devices, network access, etc.) with the Office of Information Technology (OIT) to ensure proper billing. Developing plans to potentially decrease fixed public computing stations in order to save costs, and reduce OIT support.
 - o This initiative will require future conversations with OIT regarding MSL's public

access (i.e. Maine School and Library Network – MSLN) connectivity.

- Hosted Regional Maine RIPL (as referenced in staff update) Conference. Over 30 attendees – over 50% from Maine public libraries, and the remainder of participants from neighboring states.
 - MSL is a partner with the New Jersey State Library (and eight other state Libraries) to host a 2017 Futures Conference being held in Atlantic City, NJ on 9/25-26. A number of Maine librarians are attending. Details regarding this exciting conference can be found: <http://www.njstatelib.org/event/futures-conference/>
 - Agreement with Maine Association of Non-Profits to allow a group membership of Maine (501(c)3) non-profit libraries to join. Membership is paid in full, and/or, subsidized by MSL based on library operating budgets.
 - Successfully administered ReadME – a joint program between MSL and the Maine Humanities Council. This program is a statewide summer reading program for adults. Assessing the program to make enhancements for the second year – involving Maine Calling (MPBN Radio Show).
 - Work continues to redesign the Maine Authors Room to accommodate programs and access to the collection.
 - Hosted a successful Library of Congress – National Library Services (Talking Books Program) site visit from federal program staff.
- MSL's Digital Repository hosts over 66,000 unique documents, and has generated more than 107,000 unique downloads in the last 12 months.
- o MSL's status as a Digital Public Library (DPLA) Service Hub is live. Work is ongoing to bring additional Maine repositories into the metadata harvesting sequence to make their digital collections visible in DPLA.
 - o DPLA has moved to a membership pricing model \$10,000 annually. The merits of this model and MSL's willingness to pay, and the ramifications if MSL does not pay are being discussed (i.e. MSL would still be an active service hub if the \$10,000 is not paid, but prioritization of harvesting Maine metadata, and/or other services would be impacted).
- Work on the Newspaper Digitization (Chronicling of America) grant is continuing. The project has slowed due to an extensive injury (vehicle accident) of the project coordinator, but in recent weeks has begun to return to steady-state. A result of the slowdown will impact what papers are digitized in 2017 (year end), but will not impact the digitization of selected papers by the end of the grant period (fall 2018).

Garbrecht Law Library:

We completed the weed of our classified collection. Steve Salhany is working diligently to remove material from the catalog that has been discarded. We will let you know when that is complete and the final numbers for the project. If you are requesting law books,

please call ahead and we will check the stacks to make sure they are there--so as to prevent you waiting and then us not having it and you need to request from another location or via ILL.

The Law Cafe is open on the second floor of the law building. We have also created a space in the inner room that held our state law collection. It now houses tables for the students, refrigerator, vending, some soft seating and is a general gathering space for the students. They seem to like it so far. We will see how it goes.

University of Maine Farmington

I'll be attending the Futures conference in New Jersey later this month, with encouragement from my Provost.

Trying to convince administration that we should hire fewer students for longer hours. Current trend is unsustainable. Not sure where that will go.

New staff is working great. Super start to the new school year.

Investigating getting a design firm to come consult on changes to be made to the library in the next five years. Currently looking at developing a Maker Space on the third floor.

UMM & Merrill Library Report - September 2017

Merrill Library is undergoing a facelift. The front entrance – stairs and ramp have been removed and will be replaced with a design that allows for water and ice and ice treatment chemicals to drain away from the structure. Construction began on August 13th with heavy demolition for a few days. Caution tape greeted students upon their arrival to start the new semester. Entrance from Torrey Hall now serves as our only entrance. Construction is slated for completion by early October.



UM-UMM Partnership-Library Resources

In order to determine what resources Merrill Library should consider acquiring/purchasing to support the curriculum of various programs - new, hybrid and shared - Joyce, Marianne, Deb Rollins, and Greg Curtis met on July 25th. It was determined that the best practice to determine need was to track what was being requested by UMM faculty, students, and staff. Greg Curtis generates both ILLiad reports and Fogler Document Delivery reports for materials requested by UMM patrons. The next scheduled meeting is in October.

UMS Program Integration Team for Library Resources

Marianne will represent UMM on the PI Team for Library Resources. The first meeting will be held on Friday, Sept. 15th at 9:00 am at BPL.

NEAS&C

Joyce and Marianne met July 21st to determine where in the new NEAS&C Standards for Accreditation, the Library it services, and personnel were implied and/or explicated mentioned. We found numerous instances, particularly in Standard 4 where the library plays a major role, but is not mentioned explicitly. We hope to craft generic statements that can be disseminated to those in charge of writing/editing the various standards in order to anchor the library's central role in the acquisition of reliable resources, research support services, and its crucial role in overall academic success, and institutional prestige.

VPAA & Head of Campus Search

Marianne is on the search committee for the VPAA & HoC position on the UMM campus. This position reports directly to the University of Maine President. The committee is currently reviewing applications. Dates have been set aside in October for Skype interviews; candidates will visit both UMM and UM campuses in November.

UMaine Presidential Search

The UMM campus community has been invited to help the UMaine Presidential Search Committee understand the opportunities and challenges facing UMaine and to provide input about the characteristics needed in the next President. Input from many constituents is needed to help describe the position and set criteria for reviewing applications.

University of Southern Maine

Several physical changes were made to the Libraries this summer. At Glickman Library we converted a space on the 5th floor to an additional Library Instruction Space designed for more flexible learning styles than the computer classroom which is also on the 5th floor. New paint, clean carpet and new tables and chairs on wheels provide library staff with an additional space to meet with classes and engage in active learning. Eventually, and when money is found, we would like to have laptops available for the room in a laptop tower. Meanwhile, also on the 5th floor, we converted an office area into a 9 seat computer space with a teacher's station for general use by the campus through central scheduling.

In Gorham Library an under utilized seminar room is now a shared space between the Library and the faculty Center for Collaboration and Development. The room was spruced up this summer and some new furniture added. During the day it will be for faculty and in the evenings and weekends for students. Meanwhile at LAC the Writing Center will be moving into the Library. A few years ago the computer lab and library were joined so with the addition of the Writing Center, LAC will be a full Learning Commons joining Glickman and Gorham. That project is in process over the next few weeks.

USM's finances have stabilized and for the first time in many years the Libraries received a very modest increase in its collection budget. This is allowing us to renew subscriptions and resources for the year without having to reduce some due to inflationary

increases. Liaisons are also engaged in a “drop one to add one” exercise with departments for individual journal titles to ensure we have the subjects most useful today’s faculty and curriculum.

USM is holding a year-long Convocation on the theme of Race and Political Democracy. The Convocation kicks off Friday September 29 with all offices being closed (including the libraries) for a formal University event on the Portland quad with featured speakers, faculty regalia and music. All employees are expected to attend the 10am-1:00pm event. The Libraries will be participating in several Convocation events throughout the year.

UMA

- Katz and Nottage Library are experiencing staffing shortages. One library specialist position in Bangor has been advertised and we have interviewed candidates and made an offer. One library specialist in Augusta is resigning effective today (9/15). An administrative specialist responsible for keeping track of finances fell in a parking lot and was injured, and will not be returning to work. And the director search failed.
- Plan:
 - finish Nottage search (nearly done).
 - advertise an entry level (~\$38K) professional librarian position at Katz instead of filling the two hourly positions. Coordinate the search so that it doesn't clash with the OCLS search. Shift some clerical duties to a clerical staff member who has had a couple of work duties reduced due to changing library/system practices, move duties that could be either professional or clerical into the new professional position.
 - When all of the other searches are done, advertise a director position. Timeline: filled by July 1.
 - Interim "survival" plan while we search other positions: we will move to an on-call plan for staffing the desk, so that student employees will call in the help of a full-time staff member rather than the full-time staff member being present most/all of the time. Concerns about “bad habits” developing among student employees, but recognition that we can’t have three staff stationed at the desk for all 61 hours that the library is open, even with substantial support from OCLS.

UMFK

- Released new library website
- UMFK is working with the Department of Education on the AP4ALL program. Thanks goes out to all the libraries throughout the state who helped out by receiving textbooks.
- Staff participated in both lean training and facilitator training.
- The photo club donated a smart digital photo frame to the library.
- UMFK worked the Osher Map Library on a large number of maps that were removed from a UMFK classroom.