Faculty Meeting Minutes
Thursday, September 27, 2018

A regular meeting of the Faculty of the University of South Carolina Libraries was held on Thursday, September 27, 2018 at 2:30 p.m. in Thomas Cooper Library, Room 204. The Presiding Officer and Secretary were present. The minutes of the last meeting were approved without amendment.

The report of the Associate Dean of Administrative Services was received.

The report of the Associate Dean of Libraries was received.

The report of the Associate Dean for Collections was received.

The report of the Associate Dean for Special Collections was received.

The report of the Irvin Department of Rare Books and Special Collections was received.

The report of Moving Image Research Collections was received.

South Caroliniana Library made no report.

The report of South Carolina Political Collections was received.

The report of the Department of Oral History was received.

The report of the Dean of Libraries was received. During his report, Mr. McNally asked Digital Initiatives Librarian Kate Boyd to report on the Libraries’ digital scholarship services initiative. Ms. Boyd’s report was received.

No Faculty Senate report was made, since the Faculty Senate meeting scheduled for September 12 was cancelled due to Hurricane Florence.

The report of the Professional Development Committee was received.

The report of the Peer Review Committee was received.

The report of the Nominations and Elections Committee was received.

The report of the Tenure Committee was received.

The report of the Ad Hoc Travel Implementation Committee was received.

The Library Technology Report was received.
The report of the Secretary was received.

A special election was held to fill a vacant seat on the Professional Development Committee (term set to expire in 2020). Ms. Ma had been nominated for election prior to the start of the meeting. Nominations were taken from the floor prior to the election. Ms. Schwoebel was nominated from the floor. Ms. Ma was elected to fill the vacant seat.

Report on Results of September 2018 Library Faculty Special Election

*Professional Development Committee (Term Ending in 2020) (1 seat)*

<table>
<thead>
<tr>
<th>Number of votes cast</th>
<th>35</th>
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<tbody>
<tr>
<td>Necessary for election (majority)</td>
<td>18</td>
</tr>
<tr>
<td>Ms. Ma received</td>
<td>27</td>
</tr>
<tr>
<td>Ms. Schwoebel received</td>
<td>8</td>
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Ms. Snediker led the meeting attendees in discussing possible future changes to the Library Faculty meeting agenda and the bylaws.

For the Good of the Order, Ms. Snediker advised the faculty that the new URL for the University Libraries faculty and staff portal is: [http://facstaff.library.sc.edu](http://facstaff.library.sc.edu).

The meeting adjourned at 4:02 p.m.

Respectfully submitted,

Laura Litwer
Secretary
Compiled Reports from the September 27, 2018 Library Faculty Meeting

Report of the Associate Dean of Administrative Services, Diversity, Inclusion & Equity

Ms. Horton reported that the cleaning of mold off books has begun and seems to be going well. Several faculty were able to attend the Search Committee Training sessions last week. Feedback has been positive, with one person saying the training was “very valuable.” More sessions may be held in the spring, but more likely faculty will have to wait until next fall. Attendance at one of the training sessions is mandatory for faculty who supervise other faculty and may be search committee chairs. Ms. Horton announced that there is space on the Diversity and Inclusion Committee, if anyone would like to volunteer.

Report of the Associate Dean of Libraries

We received 15 applications for the University Libraries’ Student Advisory Council. There is a nearly even split between undergraduate and graduate students. We are scheduling the first meeting in the next week or so.

The library survey to faculty opens on Monday. Please encourage faculty to take it if you have the opportunity. Congratulations to the team for creating a very good survey.

Update on Mellon grant. The planning team has hired Ben Walker as a consultant. He is from University of Florida and was integral to planning for FLARE – the statewide shared collection for public university libraries in Florida. The planning team is working with Ben and PASCAL’s Common Collection Committee on a program for PASCAL libraries in October. The program will inform PASCAL libraries on best practices for collaborative collection management, gauge the interest and needs of PASCAL libraries related to shared storage, and generate ideas for reclaimed space in libraries. The team is also working on a survey to go out to all PASCAL libraries concerning future plans for print collections. The planning team, along with members of the Collaborative Collection Committee, will be visiting other consortium with shared storage facilities in November.
Amie Freeman reported on plans for Open Access Week, October 22-26. Details of activities are in LINKS.

Report of the Associate Dean for Collections

- Acquisitions and Collection Development
  - Seeing continued strong use of streaming video resources (e.g., Kanopy)
  - Two new evidence-based acquisition programs for ebooks (JSTOR & Cambridge) are showing good patron use

- Cataloging
  - Will host Campuses Library Council (CLC) fall meeting on October 18; Dianne Schaefer from PASCAL will attend to discuss the SLSP project with the group

- PASCAL
  - Fall Town Hall will be held at SC Department of Archives & History on Thursday, October 4; registration is available at https://pascalsc.libcal.com/event/4436071
  - USC Columbia Libraries (including Law and Medicine) will be part of Vanguard cohort for implementation

Report of the Associate Dean for Special Collections

The planning for a one library, collaborative Civil Rights exhibit is well-underway. If you have materials, collections, or spaces that you would like to offer, please contact Michael Weisenburg.

Report of the Irvin Department of Rare Books and Special Collections

At the last meeting, I mentioned a sizeable gift that was coming to us. We have picked up ½ of a 250,000 item, 500 box, or 18 ton comic book collection and will be picking up the second half in a few weeks.
Frankenstein 1818-2018, curated by Jeanne Britton, is on exhibit in the Irvin Dept. Gallery until the end of December.

Lectures, films, and other related events are being announced via Constant Contact, print postcards, social media, and Links.

**Report of Moving Image Research Collections**

We are continuing to adjust to the Amazon Web Services cloud storage environment. We have learned a lot, and are happy to share with colleagues throughout the Libraries.

We have engineers coming in to service one of the scanners for the Marine Corps Project and our Steenbeck viewing tables in October.

**Report of South Carolina Political Collections**

We are working with Congressman Sanford’s Charleston and DC staff to help close out the offices and add to his collection here.

Work continues on processing of the Clyburn papers.

Rebecca Denne’s last week was cut short by the University’s closure for the hurricane. Her last official day was Sept. 14. We will be starting a search to fill the Special Projects Archivist position.

**Report of the Department of Oral History**

The HIST 479 Oral History class, as part of the Honors College curriculum, will be conducting interviews in the library. Their topic is veterans and we’ve tried to represent each branch of the military. You will likely see students meeting veterans near the library’s entrance over the next couple of weeks as they make their way to a reserved interview location.
Stay tuned for more details on a Dec. 6th reception from 3-4pm for the veterans who participated, as we feature the students’ final projects and enjoy refreshments. Library colleagues especially welcome!

Report of the Dean of Libraries

Congratulations to Ms. Harvey on being awarded tenure and to Mr. Duncan on his appointment as the Head of Manuscripts at South Caroliniana Library.

Most of our administrators will be at the Provost’s retreat tomorrow. The retreat will continue through the weekend.

Special recognition goes to everyone who stepped up during the storm, including Circulation staff, Mr. Sudduth, Ms. Gettys, and those whose names are unknown. Dean McNally is grateful to everyone who helped keep the Thomas Cooper Library open.

The Libraries have received inflation money for this year, as well as support from the Provost for the new Associate Dean of Technology position. The 3- and 6-year pay raise program for staff will continue.

The loading dock door will soon be closed to through traffic. People wishing to access Thomas Cooper Library from the L Lot will need to use the handicap accessible door. Libraries employees will receive an email with more information about this change before it is instituted.

There will be no news on the disposition of the Excellence Initiative proposals until after the Board of Trustees meets at the end of October. If the Board chooses not to fund Libraries’ proposals, alternative funding sources will be sought.

Dean McNally recently returned from a meeting of Scholars Trust. He is now a member of the group’s Governing Council. Scholars Trust will be meeting with the Rosemont Shared Print Alliance. The USC Libraries contribute 25 titles a month to Scholars Trust. Dean McNally is proud of our contribution to this effort.
Highlights of ARL’s Fall 2018 meeting included updates on the Association’s marketing and assessment activities, a panel on open scholarship that included Dr. Alexa McCray, and the introduction of an organizational code of conduct.

We will be moving forward with digital scholarship. Ms. Boyd will report on the activities of the Digital Scholarship Initiative.

A draft position description for the new Associate Dean of Technology position will probably be circulated to Libraries employees next week. Feedback will be requested.

Report of the Digital Initiatives Librarian

Kate Boyd reported on her investigation into digital scholarship services for the Libraries. She has asked Michael Weisenburg, Jean Clenney, Amie Freeman, Stacy Winchester, and Bill Sudduth to work as a task force for her this fall. They have a draft survey that will be circulated at CTE’s Octoberbest, Oct. 12th and Kate and her team are putting together focus groups of faculty and meeting with the library’s student advisory group to find out data management, analyzation, and publishing services that the library should be offering. Kate has reviewed a number of ARL libraries digital scholarship services and continues to compare and review peer and peer aspirant institutions with the task force. She reports monthly to the Associate Deans. Kate and Stacy Winchester will be sharing information about their trip to UT Knoxville soon.

Report of the Library Professional Development Committee

The Committee met last week. We will be electing a new chair next month after we fill the open position on the committee. Last year, we held several recap sessions on various conferences and workshops. This year, we decided to have one brown bag session per semester that will allow conference and workshop attendees and presenters to share what they learned. The first one will be held sometime during the week of November 12th. So if you have traveled prior to the week and are willing to participate in a brown bag session, please keep that week in mind when scheduling. The committee will be in touch with you sometime next month.
We have posted a link to our LibGuide on the Intranet. It has several items relating to professional development such as a listing to various conferences relating to libraries to numerous places to find webinars. We will be starting a blog to link to the LibGuide where we can quickly share information about webinars, PowerPoints from conferences, calls for proposals, etc. If you have any ideas or things to share on the blog, please send the information to anyone on the committee.

Report of the Peer Review Committee

In accordance with University of South Carolina and University Libraries bylaws, the Peer Review Committee will be conducting peer reviews of all library faculty that have been in a tenure-track position for at least six months and are not currently up for tenure. Each candidate will receive two peer reviews. One review by a member of the Peer Review Committee and the other to be selected by the reviewee. A reviewer can be either tenured or untenured but must have at least have already gone through the Third-Year review process and must not be in the reviewees direct line of supervision. The Committee hopes to have this work completed by the end of October.

The Committee has elected Andrea L’Hommedieu as Chair-Elect

Committee Membership: Amy Edwards, Josh Garris, Doug King, Andrea L’Hommedieu, May Liu, Lydia Pappas, and Greg Wilsbacher

Report of the Nominations and Elections Committee

Nominee to fill a vacated faculty seat (term expires 2020) on the Professional Development Committee:

Li Ma

Nominations will also be taken from the floor prior to the election to fill the vacated seat.

The committee would like to thank the Faculty for their participation and patience during the May elections. Reports on the election results and the incidental motion sent to the Faculty via email on May 23, 2018 are included in the Report of the Secretary.
Report of the Libraries Select Tenure Committee

The tenured faculty have submitted their ballots this year’s tenure candidates. Their files have moved on to the Dean.

The Committee has met with 3rd year review candidates and Scott Phinney, the Tenure Committee member who is shepherding the post-tenure review process has gone over the post-tenure review calendar with this year’s post-tenure review candidates.

Report of the Ad Hoc Travel Implementation Committee, First Quarter, FY 19

Following applies to faculty travel for professional development only.

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<thead>
<tr>
<th>Description</th>
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<tr>
<td>Total Amount Available</td>
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<td>Total Requested in Individual Budget Allocations</td>
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<td>Total Travel Costs to Date</td>
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<td>Amount Funded by the Libraries</td>
<td>$5,646 (100%)</td>
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Requests for the Budget Stipend of $400: 11
For the Standard Stipend of $1,200: 5
For the Bonus Budget of $1,700: 33

Professional Development Events Attended to Date:

- Society of American Archivists
- ContentDM User Group Meeting
Notes:

- This is a new process and everyone is still learning—don’t hesitate to ask questions or provide feedback!
- Please remember to send your Travel Authorization Form to Heather Heckman (heckmanh@mailbox.sc.edu)
- Please use the Travel Authorization Form on the Intranet

Library Technology Report

Cloud migration

Library Technology Services has been tracking and supporting the migration of campus email accounts from the local Exchange email system to the cloud-based Office 365 environment. So far, faculty and staff with usernames starting with the letters A-R and who have had both @mailbox and @email accounts have had their @mailbox content moved to the @email cloud environment. The final group of dual-account holders whose usernames begin with the letters S-Z will take place on Tuesday, October 2nd at the end of the business day. Starting later in October, faculty and staff who only have @mailbox accounts will be migrated into the Office 365 cloud environment. This will be done on a campus department by department basis with the University Libraries being considered a single entity. Once we get firm information on when that will take place we will let you know. If any experiences any problems during the migration please place a ticket to Library Technology Services (Desktop Support) and we will assist as best we can.

Campus network drives

We have been working with DoIT to move the content on the J and K network drives (Cosslacooper) from their old hardware to new, more effective DoIT hardware. Doing so will assure greater reliability, offers us more management options, and allows us some additional space for the same price we’ve been paying. Once everything is ready we will send out instructions on how to unmap your current J and K drives and re-map them to the new hardware. This will have no effect on the content that is on those drives. We hope to implement the change around Fall Break.

Annex system

Work continues on implementing the new Caiasoft product for management of the Annex.
Web activity
LTS staff continue to work with Libraries’ faculty and staff on additions and adjustments to the new Library web presence. The Web Team continues to guide and adjust as warranted. The Online User Experience Team carried out initial usability testing on a limited basis prior to the fall semester and is now planning for additional usability testing during this semester as well as gathering any anecdotal information from users regarding their experience with the new site.

Campus identity management
On January 1st the campus will be moving HR activities to the Peoplesoft platform. This advance will impact how identity management is carried out going forward. The Identity & Access Management Advisory Board met on Wednesday, September 26th to learn more about possible implications. The goal is that for end-user faculty and staff you should not notice any changes immediately. The move will impact how Library Technology Services handles certain functions such as creation and management of resource accounts, creation of guest-type accounts, and how our systems interact when it comes to identity information.

Report of the Secretary*
*Corrected to include date of the next meeting

Officers and Committee Members Elected in May 2018

Presiding Officer (2018-2020): Kathy Snediker
Secretary (2018-2019): Laura Litwer
Parliamentarian (2018-2019): Jessica Harvey
Library Professional Development Committee (2018-2021): Jade Geary
Nominations and Elections Committee (2018-2021): Christee Pascale
Peer Review Committee (2018-2021): Andrea L’Hommedieu and Lydia Pappas

As the ex officio chair of the Nominations and Elections Committee, I would like to reiterate the committee’s appreciation of the Faculty’s participation and patience during the May elections. Reports
on the results of individual elections and the incidental motion sent to the Faculty via email on May 23, 2018 are located below.

The next Library Faculty meeting will be held Thursday, November 15 at 2:30 p.m. in TCL Room 204.

Report on Results of May 2018 Library Faculty Election Conducted Using Absentee Voting Procedures

**Presiding Officer**

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<td>38</td>
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<tr>
<td>Necessary for election (majority)</td>
<td>20</td>
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<tr>
<td>Ms. Snediker received</td>
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**Secretary**

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**Parliamentarian**

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**Library Professional Development Committee (1 seat)**

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<tr>
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<td>23</td>
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<tr>
<td>Ms. Clenney received</td>
<td>13</td>
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<tr>
<td>Ms. Geary received</td>
<td>18</td>
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<tr>
<td>Ms. Schwoebel received</td>
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**Illegal Votes**

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<tr>
<td>Ballot on which 2 candidates were selected, rejected</td>
<td>1</td>
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**Nominations and Elections Committee (1 seat)**
Number of votes cast | 45
---|---
Necessary for election (majority) | 23
Ms. Clenney received | 12
Ms. Pascale received | 17
Ms. Schwoebel received | 16

**Peer Review Committee (2 seats)**

Number of votes cast | 42
---|---
Necessary for election (majority) | 22
Ms. L’Hommedieu received | 40
Ms. Pappas received | 38

**Report on the Results of the Incidental Motion Made on May 23, 2018**

*Motion to suspend the rule requiring election by a majority of votes cast and agree to elect the candidates who received a plurality of the votes cast for each office.*

Number of votes cast | 42
---|---
Necessary for adoption (2/3 majority of all ballots cast) | 28
Votes for motion | 41
Votes against motion | 1