Mr. Simmons called the meeting to order at 2:34 p.m.

**Special Presentation (Mr. Sudduth)**

Mr. Sudduth thanked the presiding officer for allowing the presentation to be moved up in the meeting’s order. He then introduced Kathy Carmichael, an Outreach Librarian with the U.S. Government Publishing Office (GPO). Ms. Carmichael read aloud a letter from the GPO’s Superintendent of Documents, Laurie Hall, to Ms. Yerkes. The letter commended Ms. Yerkes for her service and congratulated her on her retirement. Ms. Carmichael then presented Ms. Yerkes with a gift bag. Ms. Yerkes thanked Ms. Carmichael.

**Correction and Approval of the Minutes**

The minutes were approved without amendment.

**Reports of Administrators**

**Associate Dean of Administrative Services (Ms. Horton)**

Faculty should have received several emails regarding the December commencement exercises. If you would like to attend any of these exercises, you will need to register on the Provost’s website ([http://www.sc.edu/provost](http://www.sc.edu/provost)). Faculty now need a ticket to attend. The library has academic regalia that faculty can borrow for commencement exercises. Dean McNally asked faculty to let him know if longtime students, temps, and staff are graduating, so that he can shake their hand as they cross the stage.

The Libraries will start handling travel arrangements through PeopleSoft next March. Employees will need to update information about their financial institutions, because reimbursements will be made via ACH (direct deposit). The Libraries’ training will probably be held in February and take place mostly by webinar.

Several facilities improvements are planned for the near future. The restrooms on TCL Level 5 will be updated over the break or during the two weeks after the library reopens. The carpet on the Mezzanine and Level 5 of TCL and in the Hollings Library Program Room will be cleaned over the break. The Starbucks renovation will be done sometime after the break. Ms. Gettys stated that they’re aiming to have the renovation completed by January 16. Ms. Horton doesn’t think the Starbucks will open for business until classes start, and it may be a week or two after that.
**Associate Dean of Libraries** (Ms. Gettys)

The Space Planning Team worked with Starbucks on the arrangement and design of their store in the Thomas Cooper Library, and on a collection of books to go on the shelves in the coffee shop. Ms. Verba is kindly curating a small collection/display of books about coffee, food, and similar topics for the coffee shop shelves.

Ms. Gettys has charged a task force to look at the Libraries’ outreach activities and make recommendations on how we might better organize outreach. Ms. Verba is leading this task force. The task force will provide a report of their recommendations to Ms. Gettys by the end of January.

The Libraries are about to issue a call for members of the student advisory council. This will be approached as a pilot group that will be pulled together in the spring semester. The council will include undergraduate and graduate students from different backgrounds. The Libraries will seek their feedback on services, spaces, collections, plans for upcoming initiatives, and ideas about how the student advisory council can be better organized going forward. Ms. Gettys and Ms. Palmer will lead this effort.

Ms. Gettys turned the floor over to Ms. Verba, who provided the following report:

**Searches**

Instructional Design Librarian: Search Committee is Boyd, Brown, Holladay, Simmons, and Verba; was posted this week; review starts January 2.

**Research & Instruction Department**

We have taught 218 classes, workshops, orientations, and tours so far the Fall, with 4 still to go. This compares with a total of 161 (I think) from last fall. So a bit busy. By the way, this does not include Business or Social Work. We are pretty much even with last fall for reference desk questions, except for Saturdays, which continue to go down.

**Teams**

Spaces Planning Team
Kathy Brown and Tonya Holladay have taken the seats held by Kathy Snediker and Amy Trepal. We will be sending out a form to all library faculty and staff asking for input and ideas on student spaces in TCL, the survey will let you upload pictures, if you have something you’d like us to see. If you notice space use outside the library that could be implemented in TCL, we’d also love to hear about that.
Outreach Working Group

The Outreach Working Group (consisting of Marilee Birchfield, Nicole Carrico, Amber Cook, Jane Olsgaard, Timothy Simmons, and myself) has been reviewing past efforts for Thomas Cooper outreach, received input from the folks in Special Collections—thank you all!—and is currently looking at examples of what other places are doing, and will have recommendations to submit by January 30.

Associate Dean for Collections (Ms. Bennett)

Acquisitions and Collection Development continues to work on one of its goals for this year, assessing how the Libraries develops its print collections. Mr. Geer is heading up creation of an approval plan. This is going well.

The Collection Development Team has revised its documentation and posted it to the intranet. Mr. Appling and Mr. Cammarata have been putting together documentation on evaluating resources. They have been working with the results of a small survey they did of the Palmetto College campuses. The goal of the survey was to get a better sense of these campuses’ needs, especially regarding electronic resources. Ms. Shaffer is working with Ms. Bennett to get a better sense of where endowments are spent.

The Libraries are contributing to regional and national initiatives to make materials available in print. As a member of Scholars Trust, the Libraries have committed to retaining print journal materials. Mr. Sudduth announced that the University of South Carolina Libraries has become a preservation steward with the U.S. Government Publishing Office for United States Department of Education (1979-forward); Office of Education (1869-1979); and the United States Congressional Record (1873-forward) and its predecessors (Annals of Congress; Register of Debates; and Congressional Globe). He noted that the MOU for this has been finalized. Ms. Horton was thanked for helping shepherd the MOU through USC’s legal approval process.

Ms. Bennett, Ms. Pascale, and Ms. Shaffer attended the Charleston Conference last week. Ms. Bennett looks forward to sharing what they learned. Although the conference focuses on issues related to acquisition, Ms. Bennett thinks public services personnel will also find it helpful to attend the conference.

As part of the Libraries expanding data management efforts, Ms. Bennett and Ms. Winchester will travel to Charlottesville in a couple weeks to see what the University of Virginia is doing in this area. While there, they will also visit the headquarters of the Open Science Foundation.

Ms. Bennett highlighted the good work of Mr. Phinney and his group for completing the challenging transition surrounding a couple of the Libraries’ eBook packages.

Most of PASCAL’s current work is focused on the shared library services platform (LSP) initiative. The RFP process timeline has shifted a bit. The deadline for vendor submissions is now early December, the review process has been moved to January, and it is anticipated that the successful vendor will be announced in March.
There are several other PASCAL news items. A new governance structure has been put into place. Mr. Bunton was selected for the research library seat on the LSP board. The full list of members is on the PASCAL website. Ms. Gettys is the designated library representative. She will be sharing information with us about the LSP, and you can take comments and concerns to her. PASCAL working group appointments will be coming soon. If you want to get direct exposure to PASCAL, you may consider attending the group’s December 14 meeting at the State Museum. Register online to make sure you have a seat.

Ms. Birchfield asked if the response rate for the survey of Palmetto College faculty was good. Ms. Bennett stated that there were 25 responses to the survey, which had been distributed by Palmetto College Chancellor Susan Elkins and her staff. The response rate tells us that, while there are understandably faculty who are very concerned and want to have more access to electronic resources, this may not be such a big deal for many of them.

**Reports of Special Collections**

**Irvin Department of Rare Books & Special Collections** (Ms. Sudduth)

The department is winding down for the semester. Dr. Weisenburg successfully defended his dissertation on Monday, November 13.

**Moving Image Research Collections** (Dr. Wilsbacher)

Dr. Heckman and Dr. Wilsbacher will be attending a conference in New Orleans after Thanksgiving. Dr. Heckman will participate in a panel on licensing films from moving image archives. Dr. Wilsbacher is chairing a committee and participating in a panel on disaster recovery, relaying his recent experience working with a film archive in Puerto Rico. He is also staffing a vendor booth for his NEH grant project, AEO-light 2, that will be completed in December.

In other NEH grant news, Dr. Heckman and Ms. Pappas have been pushing to finish uploading standard definition Movietone videos. They have uploaded almost 10,000 videos.

MIRC just received another shipment of Marine Corps films. Over 7,000 of the 18,000 reels that will comprise the collection have now been received. Three interns have worked 871 hours on the Marine Corps project since it started. As a result, 2,287 films have been prepped and are ready for digitization.

Engineering students are building the tiger for Tiger Burn in MIRC’s warehouse again this year.

**South Caroliniana Library**

No report.
**South Carolina Political Collections** (Mr. Hartsook)

Mr. Hartsook hopes everyone has seen SCPC’s new exhibit on the history of banking in South Carolina. SCPC is showcasing truly rich resources. Ms. Denne has also prepared a LibGuide on this subject.

Ms. Denne enjoyed interacting with the new orientation ambassadors last night. Dean McNally will officially welcome Kathleen Parker to the SCPC family tonight at the Ex Libris Society dinner.

Mr. Hartsook’s last Christmas card exhibit will go up soon.

Mr. Hartsook and Ms. Walker will be in Washington, DC on December 11th and 12th, so that Ms. Walker can be introduced to the offices of SCPC’s congressional donors and Mick Mulvaney.

**Oral History** (Ms. L’Hommedieu)

Ms. L’Hommedieu presented at an event commemorating the 40th anniversary of the 1977 International Women’s Year. Her presentation discussed the grant work and website for the 1977 International Women’s Year (IWY) Oral History Collection (http://library.sc.edu/blogs/iwy/). 50 interviews of women and men who attended the conference are now available on the website. The interviewees spoke about issues that were important to them 40 years ago and what they felt they were getting from the conference.

**Report of the Dean** (Mr. McNally)

Retiring faculty members Mr. Geer, Mr. Hartsook, and Ms. Yerkes were thanked for their service to the Libraries.

The South Caroliniana Library (SCL) renovations are right on schedule. This project would not have been possible without the support of President Pastides. Tonight’s Ex Libris Society dinner will be the first occasion at which Dean McNally can publicly thank the president for his support.

The Excellence Initiative Committee has decided that the proposal process will have two phases. In the first phase, each applicant will submit a short proposal that addresses the impact and feasibility of the proposed project. It should include an estimated budget. Some applicants will be asked to proceed to the second phase of the proposal process. Information should be available from the committee in early December.

Dr. Dubnjakovic, Ms. L’Hommedieu, and Ms. Snediker were recognized for achieving tenure.

There have been some complaints that the new computers have not been working as well as expected. Mr. Bunton stated that faculty should notify LTS of any problems with the new machines.

The data management efforts on which Ms. Bennett reported earlier represent an exciting new era for the Libraries. An Excellence Initiative proposal is being written to support this work.
We have a great plan for making the Library Annex an annex for every academic library in the state. Dean McNally and Derek Gruner have been discussing the desired specifications of an expanded annex and the costs of building it.

At tonight’s Ex Libris Society dinner, we will celebrate the acquisition of nationally syndicated Washington Post columnist Kathleen Parker’s papers. Ms. Parker is interested in doing more than just donating her papers; she really wants to become part of the university. College of Information and Communications Dean Reichert is providing financial support to allow journalism students to attend tonight’s dinner, where they will have the opportunity to interact with professional journalists.

The Libraries recently conducted an internal communications survey. Both the response rate and the ideas shared by the respondents were good. In response to the suggestion that the minutes of the administrative meetings held every Tuesday be published, the administration will make the minutes available to employees by noon or one o’clock on the day of the meeting. This will allow faculty to be ready with questions when meeting with their department heads.

The Libraries now have about 37% of the total funds needed to support the USMC films.

The Civil Rights Center is still pursuing funding opportunities. Collections currently held by SCL and SCPC will remain with those repositories; they will not be transferred to the Civil Rights Center. The Civil Rights Center will have a reading room, and SCL and SCPC collections can be made available there for scholars.

Faculty Senate Reports

Report on the Faculty Senate Meeting Held October 4, 2017 (Ms. Wochner)

Invited Guests:

Mike Berson, coach of the Men’s Soccer Team for 41 years. Talked about the increased need to help students develop social, leadership and information literacy skills than in years past.

Dr. Lesilie Hendricks-Recipient of the 2017 Garnet Apple Teaching Award- Talked about her experience as a non-tenure track faculty member and how the recent changes implemented should change things for the better.

Faculty Advisory Committee proposed changes to the Faculty Senate Manual to deal with campus closures that happen on faculty senate meeting days. Requires 2/3 vote to pass and will be voted on at next meeting.

President Pastides talked about the Law School opening with Supreme Court Justice Samuel Alito for the ribbon cutting, the New Health Center, meeting with Chilean Business Students, a vigil for the campaign
against sexual assault, being awarded the largest NSF grant in the history of the university, participating in a slam event at Koger for the 1st year learning experience. USC named in the top 100 places to work in the US, TCL was named the top library in SC and one of the top 50 in the US (by whom?).

Provost- coliseum power outage and closure, upcoming provost’s retreat (went into detail about rotating break out sessions), non-tenure track faculty are now able to apply for internal grants, Tuesday Dec. 4 at 10 am unveiling of plaques honoring slaves who build our campus. Also, 1st year support for new department chairs and associate deans, winter session website (J-term) is a new pilot Jan. 2-20 (details on the on your time website).

Report on the Faculty Senate Meeting Held November 1, 2017 (Ms. Winchester)

Representatives of the new health center next door spoke about the facility and services for students and faculty/staff

- Holistic approach to health
  - Environmental wellness
  - Intellectual wellness
  - Physical wellness
- Students have the same physician all 4 years, so there’s a relationship
- Everyone gets screened for depression
- The facility offers a number of services
- Faculty –
  - Suicide prevention gatekeeping and other training
  - Will offer vision services in the spring for faculty and students
  - We will be able to call them if we have concerns about a student’s mental health
  - Reminder that we have an employee assistance program – mental health help for faculty and staff
  - We can use their pharmacy, lab, get vaccines, etc.
  - They also offer cooking classes

- Ombudsman – Jim Augustine
  - His office is a neutral, confidential place for conflict resolution
  - Respect, solving bullying issues when one employee outranks another
  - We also have student ombudsperson – Lisa Gerald
  - If you need his help, don’t email him the specifics – just make an appointment.

Ms. West noted that a ceremony to unveil historical markers acknowledging the contributions of enslaved workers to the university has been rescheduled from December 4 to December 5.

Reports of Standing Committees

Professional Development (Ms. Palmer)
The Professional Development Committee sent out a survey last week and extended the deadline to Monday. Please encourage everyone in your department to fill out the survey.

We are hosting an SCLA Conference Recap this coming Monday at 10am in room 204. Coffee and cookies will be provided.

**Peer Review** (Ms. Brown)

Peer reviews have been completed. The committee has received feedback regarding the new peer review form. For the next round of peer review the committee is considering meeting with the reviewers selected by the candidates in order to go over the process and answer any questions.

**Nominations and Elections** (Ms. Litwer)

No report.

**Tenure** (Ms. Cook)

Two mid-year candidates’ files have been sent for external reviews. Be ready to vote on them in January.

**Report of the Travel Working Group** (Ms. Snediker, Mr. Sudduth)

10 recommendations from the working group’s “Recommendations Brief” were reviewed.

The following additional information was provided in response to questions from the floor:

1. The funding needed to implement Recommendation 4 was arrived at by looking at those costs for last 5 years and incorporating them into their recommendations. The working group’s ambitious growth recommendation is based on the assumption that travel will grow as the number of faculty grows.
2. The frequency of travel not made on library funds (e.g., grant-funded travel) is not reflected in the allocation of travel funding.
3. The recommendations discussed are only for travel by faculty. The Travel Working Group had discussed making recommendations for staff travel, but felt that their charge was only to develop recommendations for faculty.

Ms. Bennett followed up on the issue of funding obtained from external sources. She noted that the recommendations do seem to apply to travel as a whole and that it is important to track travel, regardless of its funding source.

The faculty were requested to look back over the recommendations and send additional comments and questions to the working group.
Library Technology Report (Mr. Bunton)

LTS is between 2/3 and ¾ of the way through with machine installations. At some point, LTS staff will be coming around to make sure everyone has gotten their new machines. Tell them if you experience any problems with your new computer.

The first machines retired from use by library employees will replace the machines currently in the MM1 and MM3 classrooms. After that, LTS will use old staff machines to replace other student and public area machines. Once they’ve done those obvious things, they’ll replace other old machines that need it.

LTS is working on a couple tools that will allow them to manage updates. LTS staff will try to expedite their understanding of that process and implement the tools as quickly as possible.

While it is still generally true that computers should not be turned off, they do need to restart for some updates to be implemented. LTS recommends that machines be restarted at the end of the day every Friday. Employees do not have to stay with their machines while they restart. This will only be necessary until the new tools are in place.

Just so people are aware: Firefox looks different in Windows 10.

Report of the Secretary

The next Library Faculty meeting will be held in TCL Room 204 at 2:30 p.m. on Thursday, January 18, 2018.

New Business

No new business.

Good of the Order

Ms. Yerkes reminded the faculty that donations of money and items to stuff stockings can be made through next Tuesday, December 21. The Libraries gets 24 stockings from Carolina Cares in the Russell House, 12 for boys and 12 for girls. Libraries staff fill them with things like school supplies, mittens, scarves, and toys. The stuffed stockings are returned to Carolina Cares, which gives them to the Salvation Army for distribution. Edible items and sharp objects may not be used as stocking stuffers.

Adjournment
Mr. Simmons adjourned the meeting at 4:03 p.m.

Respectfully submitted,

Laura Litwer  
Secretary