Mr. Simmons called the meeting to order at 2:30 p.m.

**Correction and Approval of the Minutes**

The minutes were approved without amendment.

**Reports of Administrators**

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

Ms. Horton reminded all supervisors that EPMS reports are due before February 1st. All faculty members must submit their Report of Outside Professional Activities ASAP. The University is shifting Travel processing to PeopleSoft. The Libraries will be in the group that transitions in March. All faculty should have received an e-mail alerting them that training would be coming soon. Faculty should attend the training webinars as they will have a more active role in processing their travel information in PeopleSoft.

**Associate Dean of Libraries**

No report.

**Associate Dean for Collections** (Dr. Bennett)

AD for Collections Report to Library Faculty Meeting - 1/19/18

USC Libraries are participating in a pilot project to use the Center for Research Libraries’ collection analysis tool on a subset of the holdings of several ASERL libraries. Thanks to Shanna Schaffer, Josh Garris, and Scott Phinney for their work on this project.

Acquisitions and Collection Development are planning to investigate how the Libraries can best meet the growing demand among faculty and students for streaming video content.

The PASCAL Shared Library Services Platform project is moving forward. The PASCAL Finance Committee introduced the SLSP funding model at the December 14th general membership meeting, and on January 11th several PASCAL library directors and members of the PASCAL board had a productive meeting at Thomas Cooper Library, where they reviewed and revised documents that will support the SLSP. The RFP process is on track for announcement of the selected vendor to be made in early March.
Associate Dean for Special Collections (Ms. Sudduth)

Ms. Sudduth has already started to meet with the heads of special collections units. Some exciting things are going on with exhibits. Two recently formed groups will continue to meet and include more people: Digital Exhibits and a group to discuss World War I exhibits and programming.

Reports of Special Collections

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

Rare Books is preparing to open the Richard Layman Collection of John Dos Passos, which was acquired this fall. Mr. Layman is acting as curator-in-chief. Rare Books is very excited because they have a full collection of all his writing, art, and some manuscripts. His sketchbook, which is very fragile but very interesting, will be digitized. The opening will be announced with a free, public event on February 28.

There will also be a talk by Catawba Master Potter Caroleen Sanders on January 25. This talk will be sponsored by the Thomas Cooper Society and the University South Caroliniana Society.

Moving Image Research Collections (Dr. Heckman)

The next shipment of Marine Corps Film Repository materials is expected on February 22nd.

Footage from MIRC’s local TV news collections will screen before SCARRED JUSTICE at the Nickelodeon on February 6. Although free, the event is ticketed. The website “sold out” in just a few days. Some tickets were held back for availability the day of.

South Caroliniana Library (Mr. Keeney)

Graham Duncan and Taryn Cooksey have been “live tweeting” the 1868 South Carolina Constitutional Convention since January 14th using the hashtag #1868Convention. There’s a great description of the convention here (http://library.sc.edu/blogs/caroliniana/2018/01/12/1868-constitutional-convention-live-tweet-event-1868convention/).

South Caroliniana Library has a lot of exhibits going on right now.

South Carolina Political Collections (Ms. Walker)

There are two new exhibits in the Brittain Gallery: “‘The Consummate Activist:’ Ike Williams” and “Hollings Hunger Tours, 50th Anniversary.”

The NHPRC-funded project to reprocess and digitize the William D. Workman, Jr. Papers photographs is ahead of schedule. We’re blogging about the project.
In December, Ms. Walker traveled to Washington, DC to meet with staff members from almost all of South Carolina’s congressional offices and is now following up on questions they had.

The Russell Lecture will be in March; Mr. Hartsook will be the guest speaker.

Office of Oral History (Ms. L’Hommedieu)

The Oral History office has begun interviews with author James Ellroy and has completed two, including an in-person interview in Denver, Colorado in early January.

Report of the Dean (Mr. McNally)

Mr. Geer, Mr. Hartsook, and Ms. Yerkes have been awarded librarian emeritus status effective December 31. Mr. Bunton, Dr. Heckman, and Ms. Pappas have been granted tenure.

Steps have been taken to implement the “One Library” concept. These include Ms. Sudduth’s appointment as Associate Dean for Special Collections and the sharing of administrative meeting minutes with the Libraries’ faculty and staff. Faculty and staff are encouraged to share any ideas they have for improving communication and transparency within the Libraries.

Renovation of the South Caroliniana Library continues. The next big component of this project will be to develop an exhibit area on the first floor of the building. This work will be done by a team consisting of Dean McNally, Mr. Fulmer, Ms. West, and Ms. Sudduth.

Library and Starbucks staff were commended for their work on the café in Thomas Cooper Library, which has turned out well and fits into the available space nicely.

The university shut down early in response to inclement weather last night, but the Thomas Cooper Library stayed open. Provost Gabel and Dean McNally believe the library is an essential service and should operate accordingly.

Dean McNally will meet with the Provost on February 5 to discuss the Libraries’ budget.

Ms. Bilderback will lead the Disaster Team. One issue the Disaster Team will address will be the recurring mold problem in the stacks. Everyone will need to participate in looking for and reporting mold. A custodial team will then do mold abatement. We will also be doing more weeding.

There are ongoing efforts to fund the expansion of the Library Annex.

Library faculty who would like to have their Excellence Initiative proposals reviewed by the Libraries Administration and LTS will have an opportunity to do so next week.

There are plans to hire a full-time grant writer for the Libraries.
The Provost’s Office has requested ARL data to use in determining how much compression money the Libraries get.

The university’s budget model will be changing.

**Faculty Senate Report** (Ms. Winchester)

- Amie Freeman discussed Open Education Resources. If faculty are interested in finding a free textbook alternative for their classes, they can contact her.
- The campus bookstore also has low-cost textbook options. They work with publishers to repackage material.
- Richard Brown, the new director of the USC Press introduced himself. If faculty have questions about publishing, he’s a good resource.
- There was a discussion about the Discovery Garage – deans can give permission for a special teaching/research tag.
- The last round of compression raises are coming.
- Excellence Initiative Phase 1 proposals are due February 1. Phase 2 will be by invitation.
- The university is working on a new hybrid budget model.

**Reports of Standing Committees**

**Professional Development** (Ms. Palmer)

In the fall, we hosted 3 events related to library sponsored travel and we will continue to pursue that type of programming in the future. If you or anyone in your department will be attending conferences or workshops in the spring semester, please think about ways that you can share what you learned. You can contact anyone on the committee for assistance with disseminating that information. Thank you to everyone who had completed our survey relating to professional development. There were several really great ideas that we are currently working on. One is a Lib Guide to hold information we bring back from conferences to links where you can find online webinars.

**Peer Review** (Ms. Brown)

Josh Garris is the incoming chair.

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

Elections for the Select Tenure Committee and the Libraries’ Faculty Senate representatives will be held at the library faculty meeting on March 8.
To be included on the ballot, nominations must be sent to the secretary no later than February 22. Self-nominations are welcome.

Two seats on the Select Tenure Committee are up for election. Per the library faculty bylaws, only “tenured faculty members who have been elected by tenured Library faculty” are eligible to serve on this committee. For more information about the committee, see Section A of the addendum to the library faculty bylaws regarding standing committees.

Two of the Libraries’ seats on the Faculty Senate are up for election. Only voting members of the University Faculty are eligible to serve in the Faculty Senate. For more information about the Faculty Senate, see the Faculty Manual for the University of South Carolina-Columbia.

Elections for the following positions will be held at the May 10 library faculty meeting:

Officers
President
Secretary
Parliamentarian

Committees
Nominations and Elections (1 seat)
Library Professional Development (1 seat)
Peer Review (2 seats; only tenured faculty eligible)

See the library faculty bylaws for information about officers and committees. A formal call for nominations will be made at the March faculty meeting.

Tenure (Ms. Cook)

The committee is preparing the two mid-year candidate files ready for unit vote. Post-Tenure Review candidates’ files are due soon.

Report of the Travel Working Group (Dr. Heckman)

We received valuable feedback from the Administration, and are reforming as an Ad Hoc Committee to look at implementation. You will hear more from us in the weeks and months to come.

Library Technology Report (Mr. Bunton)

Mēgan Oliver, the new Digital Collections Librarian, was introduced.
Mr. Garris was thanked for his work acquiring data for many different purposes in within the library. Recently, he has been working with Ms. Schaffer on a major research project for ACRL.

All of the LTS staff do a great job, but Mr. Garris, Mr. Heard, and Mr. Tailor deserve particular thanks for going above and beyond what was required in their work to install new machines for faculty and staff.

Thanks also go to the significant number of people who will be participating on PASCAL working groups. We will have strong representation in all areas.

Mr. Hare will be retiring at the end of this month. Appreciation goes to Ms. Freeman and Ms. Cook for taking over some of the activities related to the institutional repository. The Libraries are considering where and how we go forward with that. We are exploring a variety of different options for all of our digital asset management systems.

If you or your colleagues have any technology problems, tell LTS. Put in tickets for any issues you have.

LTS is always trying to figure out the best way to communicate about various issues. If you have ideas for how best to do this, please contact Mr. Bunton.

Report of the Secretary

The next library faculty meeting will be held in TCL Room 204 at 2:30 p.m. on Thursday, March 8, 2018.

New Business

The secretary requested that reporters write and submit their reports for inclusion in the minutes. This was agreed to without a vote.

Adjournment

Mr. Simmons adjourned the meeting at 3:48 p.m.

Respectfully submitted,

Laura Litwer
Secretary