INRS Library Advisory Task Force  
April 13, 2010, 1:00pm  
Room 2064 Forbes Natural History Building

Participants: Don McKay (Chair), Laura Barnes, Susan Braxton, Anne Huber, Laura Kozuch, Brenda Molano-Flores, Beth Wohlgemuth, Jim Angel, Kishore Rajagopalan, Tom Teper, Cathy Bialeschki (recording). Absent: Gary Miller, Scott Elrick

1. Minutes of the March 31 meeting were approved. Varying options for distribution of minutes were discussed. Task Force members agreed Susan should contact Angie Wiseshart about getting minutes up on the Institute website. It was suggested that Don McKay inform all Institute staff that the Library Advisory Task Force is in place before the library survey is distributed so that Institute staff understand what the Task Force is about.

2. Stewarding Excellence Project Team on University Library and Law Library. Don McKay reported that a series of committees have been formed to review various program areas within the University and there is among those one that is to review the University library and Law library. They will examine the relationship with the Institute libraries as well. Don noted our task force charge is defined and we’ll continue on course and answer questions as they arise. He feels having the task force in place makes us more ready to answer questions and puts us in a better place. He will report back as he receives additional information. Tom Teper noted the UI library is taking the same stance.

3. The Task Force charge with changes discussed at the last meeting was distributed and Susan received comments from several task force members. A motion to approve the revised Task Force charge was made, seconded, and approved by the Task Force.

4. Discussion of list of assessment tasks and task assignments. A draft was distributed in advance. An identification of other constituency groups task was discussed. The data group will identify categories of groups that use our services and their needs. The Task Force briefly discussed pubs sales. Tom Teper asked whether this revenue generating activity had been profitable and noted that from the point of exposing scientific research, it may be better to provide open access on IDEALS. Don wants to keep this discussion separate from the library, since the Institute is consolidating efforts in pubs sales for cost efficiencies and streamlining purposes.
Don noted the goal of the task list is eventual generation of the final report. Each task will require data collection and conclusions will be written up as recommendations for the report of what the Task Force will act upon and present to Institute management. This process should form recommendations of the task force. Don said he will be looking for task progress, and the group agreed that all tasks can be worked on simultaneously. Don asked members to bring things forward to the task force as they become ready. Let Susan know when you’re ready to talk about a given task.

5. Report from Questionnaire Subcommittee – Subcommittee met via email and put together a draft of survey questions. Laura Barnes took the lead in drafting and used other survey instruments as model. Beth and Laura added to the document and the subcommittee encouraged all to provide feedback. Group discussed need to balance the number of questions to get the response we are looking for. It was suggested that the survey be distributed to other university staff via eweek. Laura will make suggested changes and send back a revised document reflecting member feedback.
   a. Things to remove: Are you interested in these types of services? Consider eliminating the “if yes continue” and make that a follow-up.
   b. Several questions about physical space. Eliminate some?
   c. Suggested addition: “I wish my library offered x service” – include suggested responses.
   d. In list of collaborative libraries, consider “The library I use most often_____ The 2nd library I use is: ____” as either drop down or fill in.

6. Report from Library Use Data Subcommittee – A handout was distributed at the meeting. It was a single shot of what’s available now. Data on library use was inventoried and measures were identified. Each library identified what we have now (that was easily accessible) and outlined our most basic services. A blank cell means we either we don’t have information or Susan didn’t know if we had it. She hopes other task force members can suggest others measures. Corrections/suggestions should be sent to Susan.

7. Next meeting will be held on April 29 at 1pm. Please let Susan Braxton know when you are ready to present/discuss any task assignment progress.