Members Present: Michele Crump, Cathy Martyniak, Martha Hruska, Erich Kesse, and Betsy Simpson

1. Announcements
   - Paul Lightcap is the new Archivist. His position in Monographs will be posted shortly.
   - There are two positions currently posted.
   - Traveler Wendell hired in DLC. As a result, the filming room is on a go-slow approach. The students will continue filming (the foreign queue), but it will still be slowed down.

2. Updates
   - Work on the IR Committee continues. They are coming up with a statement (rather than a policy) that includes the following information: What stuff does the IR take and what content and format is acceptable? The interaction between Aleph and the IR is also being worked on by virtue of discussion.
     - Aleph regular item record sorting is currently being worked on as well. Criteria and guidelines are the priority.
     - Once Cathy, Carl and Priscilla have come to a conclusion, the recommendation will be made to the larger IR group.
     - The workflow vision is that Cataloging will take place first (to get DLC tracking correct from the beginning).
     - It is the committee’s feeling that each piece that comes into the IR, even those that aren’t cataloged, should have some affiliation to a center, department, unit, institute, etc. It is rumored that there is a list containing this information somewhere on campus, but its whereabouts are ambiguous.
     - A meeting will be held today to discuss the 866 conversions with Cathy, Jason and Anita on how to be more organized. As titles are run across, a print out is made and given to Anita. There is a need for a tracking macro to sort the items.
     - By the end of the year, the active for West should be done, LAC will be done, Journalism and Education are already complete, Science is being worked on by Margeaux, as her process is a little different than the other areas (actives and inactives being done together). What is left is Music, AFA, inactives for West.

   - The Library Budget will be shared later in the week. The materials budget increase is the number one priority. Two main initiatives of interest:
     1. The libraries are asking for two positions, and for coverage 24/5. Also an initiative was a delivery service for all the libraries. Because of re-allocating and caution for anticipation of West opening, the positions that were frozen will probably not be filled, but rather be looked at by current need and resources. We need to identify priority positions.
     2. Staff Classifications: This will move and be reviewed. Position descriptions are currently being assessed. Hopefully in the summer, mapping/redefinition will take
place. Money will more than likely be required to accomplish this (i.e. entry level LTA base salary being raised, etc.)

- It was noted that Dr. Machen will respond (per information received) to the University Senate’s recommendation for a plan at the April 2006 meeting.
- “Long-term Library” Committee/Janie Fouke: It is unknown at this point if this process has begun.
- Dale has a meeting set up with the Provost to discuss the Library Budget on 3/28.
  - It should be hopefully known by July if we’re going to cut journal subscriptions.
    - There has been some publicity regarding the cuts. There was an alligator editorial written by a student calling attention to commercial publishers (March 7th issue).

- DLC Update: There is currently a systems problem for Greenstone/loading that is being worked on currently.

3. Discussion

- Dale will be attending ACERL next week. There is an ACERL initiative that has been picked up by other universities, Virtual Storage.
- Planning/Initiatives: We need to be thinking about resources from all angles.
  - Current re-class project will be complete. The amended portion of this has begun being worked on as well.
    - Cathy, Betsy, Priscilla and Bobby have come up with a plan that as singletons/onsies/dewey/monographs and things that have volume come in they will be re-classed. The process that was used prior to Aleph will be used with the exception that multiple volume sets are being done, and other volumes are being retrieved.
    - In-house digitizing, can there be more done? LAC is a priority (Martha will get confirmation on this to be sure). What needs to be retained once we have a digital version? Could we do a print-on-demand rather than retain?
  - Erich mentioned that the docutech people are prepared to print, they would just like a guesstimate number for volume. The docutech process binds as part of the process.
  - The question about who would pay for the binding was raised, be it the student requesting, or the library. The answer is that if it is copyrighted, then the library would pay and then circulate the newly bound material. And if it is not copyrighted, then the requestor would pay the fee and then keep the material.
  - Erich/Stephanie will come up with a plan for expenditures and then talk to Barbara Oliver about money being in Auxiliary/etc.
- LAC would/could be our contribution to the Open Content Alliance.
- Document Delivery could include scanning instead of purely physical delivery.
- Building for Tech Services:
  - Workspace assessment still a work in progress. Shared spaces still need to be figured out. Common spaces as well.
• Planning Calendar/Evaluations: Being revised to address things overlooked/not accounted for, such as evaluations for TEAMS and USPS staff. They will also need to have goals/initiatives done.
  o Metrics needed to be documented, not only for evaluation, but for planning/initiatives as well.
  o One main goal needing to be included is training.
  o It was the general feeling that there should be some kind of training qualifier, such as testing that should be included in evaluation.

• Systems Liaisons Program: It was the consensus of the group that there be some sort of quantifiable qualifiers/tests for these individuals as well for essential tasks/skills necessary to provide assistance expected.