



**Library**

## **COUNCIL ON THE LIBRARIES**

**Wednesday, 21 October 2020**

**12noon – 1:00pm**

### Minutes

Present: Betsinger, Castelot, Chor, Davis, Glueck, Green, McCabe (chair), McDonald, Mehrer, Singh, Snyder, Tell, Webb

Apologies: Clarke (Sabbatical), Goodman, Parker

Library Leadership Team: Chamberlain, Peterson, Taxman

#### 1. Welcome

The Chair welcomed the new and returning Council members and reviewed the meeting logistics.

#### 2. Introductions

The Chair called on individuals by name and they introduced themselves to the group.

#### 3. Council on the Libraries – Charge and Membership

The Dean referenced the Charge and Membership document that was distributed prior to the meeting. She noted that the charge and membership had been revised by the Council in 2018, and, as part of the revision, a representative from the Guarini school and a representative from the postdoctoral student body had been added to the membership. The Dean is working with the Provost's Office to fill these spots.

#### 4. Minutes of meeting held on May 20, 2020

The minutes were approved as written.

#### 5. Matters arising from previous meeting

None.

## 6. Council on the Libraries FY20 Annual Report

The Chair explained that typically the President calls a meeting for chairs of all the councils across the College to discuss their annual reports. There are opportunities to ask questions of each council chair. The meeting was not held this year due to the pandemic, and the Council on the Libraries report was approved as written.

The Chair did draw the Council's attention to a few items in the annual report, particularly the Library's strategic objectives.

## 7. FY21 Library Budget

The Dean presented an overview of the Library operating budget for FY21. In context, the overall Dartmouth College budget is about \$1.1B of which the Library makes up about \$28M. This includes funding from central subvention, Geisel, Thayer/Tuck as well as endowments and gifts.

The Dean explained that under Dartmouth's FY18-FY21 reallocation process, the Library had already sustained permanent cuts from its central subvention budget of \$1.7 million.

The Library's financial targets as a result of the pandemic had been set against the background of these previous cuts. The targets include both permanent cuts over four years and one-off savings targets.

The Library had put forward a plan to address the FY21 financial targets that includes savings arising from the hiring freeze and savings from cancelled travel and events.

In response to a question about the impact on the Library's planned offsite storage facility, the Dean explained that a number of capital projects had been halted across Dartmouth, including the planned Library Collections and Services Facility (LCSF). The facility had been delayed by at least a year.

In response to a question about other implications of these budget cuts, the Dean explained that so far the Library had been able to protect staff and that there had been no layoffs or furloughs of existing staff. Permanent cuts had been achieved by eliminating existing vacant roles. So far, the Library has been able to protect collections and services, but that might not be the case going forward.

In response to a question about how the cuts compare to other major divisions in the College, the Dean explained that there was not a uniform cut across the board and that divisions and departments had received different targets.

## 8. Library Services and Support during 2020/21 Academic Year

Ken Peterson outlined to the Council that throughout the pandemic, the Library had continued to provide services both remotely and on campus. The on campus services had been phased, from curbside pick up of materials, to a gradual reopening in July, to our current term-time operations.

In order to monitor occupancy levels, the Library implemented a student reservation system for 3 hour blocks for study spaces in Baker-Berry as well as 30 minute blocks for materials retrieval/checkout. Reservations needed to be made in advance. This has now been expanded and students can reserve multiple slots per day and make on the spot reservations. Faculty and staff can continue to come in at any time. Beginning in December, the Library hopes to have installed an occupancy counter system that will make the reservation system unnecessary.

To continue to serve students who are unable to access the Library in person, the Library will acquire as much course material in electronic format as possible. However, course textbooks are often not available to the Library to purchase in electronic format, but are available for students to purchase individually. Subject librarians can help faculty find alternative course materials in electronic format or open educational resources (OER).

Jennifer Taxman provided an overview on the ways that the Library had adapted to teaching during the pandemic. The move to virtual classes via Zoom has had some upsides, for example, biomedical workshops had seen a 7x increase in participation. The use of new tools such as VoiceThread (<https://voicethread.com/>) augmented the virtual classroom experience.

Jennifer highlighted the modified instruction of The Rauner Special Collections Library and the Book Arts Workshop. Rauner staff had sent hi-res scans of items to students in advance of class meetings, and then the actual materials were shown via Zoom during class in great detail. The Book Arts Workshop had worked with faculty to send kits to students that included all of the materials and supplies that students needed to complete the projects for their courses.

Throughout this time, the Library has been very intentional about fostering a sense of community and connecting with our students in new ways. The Chair of the Council highlighted that the Library's Instagram postings were an important part of this and had been particularly well received by our students.

## 9. Any other business (AOB)

*None*

10. Upcoming meetings:

- November 18, 2020
- January 20, 2021
- February 17, 2021
- March 17, 2021
- April 21, 2021
- May 19, 2021

Meeting concluded at 1:00 p.m.