LAC Minutes
October 20, 2016

Present: Gail Barton, Gerald Chaudron, John Evans, Sylverna Ford, Shelia Gaines, Jill Green, Shanika Jones, Perveen Rustomfram, Archie Shelton, James Singleton, Lee Slack.

Absent: Elizabeth McDonald, Bess Robinson.

1. HR/DOL Changes for GAs and Staff - S. Ford
   - Staff in the library classified as Administrative Professionals will have their salaries adjusted to meet the new Department of Labor guidelines. The intent is for this adjustment to be effective November 1. The change might not happen until December because a lot is involved.
   - Classifications for Graduate Assistants will not change. There is no definite information yet on whether or not GAs will continue to complete monthly time sheets or be required to complete biweekly online time sheets.

2. President/Provost Town Hall Highlights – S. Ford
   Nothing new was presented at the President/Provost's Town Hall meeting. Some of the issues discussed were:
   - President Rudd acknowledged that salary compression is a problem at the university. There might be some contribution from the legislature in the future to help with salary compression.
   - The UofM Governing Board of Trustees is expected to become functional by January or February of 2017. Eight of the slots on the board are filled. The student representative will be the President of SGA. The Faculty Senate representative will be identified by December 8, 2016. Five nominees from Faculty Senate will present to the faculty prior to a vote being taken.
   - The future relationship between the UofM and TBR is still unclear.

3. Homecoming Parade – Jill Green
   University Libraries will participate in the 2016 Homecoming Parade on Friday, October 28th. The theme for Homecoming is Nightmare on Tiger Lane. Lineup for the parade begins at 3:45 pm with the parade beginning at 5:30 pm. Please sign up to march in the parade in the Administrative Office. Anyone marching in the parade will receive a free t-shirt, courtesy of the University Libraries. This year we will have a car and a golf cart in the parade to help with faculty and staff who want to participate but are unable to walk the parade route. Throwing candy to the onlookers is a long standing parade tradition. Libraries faculty and staff are encouraged to donate candy. Please leave any candy donations for the parade in the Administration Office.

4. Updates from LYRASIS – S. Ford
   Dean Ford and Gail Barton attended the LYRASIS Member Summit in Atlanta, GA, on October 16 – 18.
• LYRASIS has a new Chief Executive Officer, Robert Miller.
• The landscape for LYRASIS has changed quite a lot since it began. There are approximately 1,000 libraries, museums, and archives participating in LYRASIS.
• They are hoping to introduce a new level of membership called the Leaders Circle. Members in the Leaders Circle would become more involved in decision making and behind the scene discussions. The cost to become part of the Leaders Circle is $2,500 per year.
• LYRASIS is also looking to set aside $100,000 for a grant program that would consider proposals to fund collaborative projects maximizing the use of technology.
• There was a lot of discussion about open source software. A number of the open source products have been established through informal arrangements without any oversite. A number of the open source software groups are identifying an institutional home for their products. LYRASIS has become the home for many of these products. They will provide needed technical support for institutions that don’t have it in house.

Two handouts from the LYRASIS Summit, “Upcoming LYRASIS Classes” and “LYRASIS Leadership Forums: A Community Dialogue” are attached to the minutes.

5. Additional Agenda Items
None

6. Announcements
James Singleton
The Writing Center is planning to undergo some physical changes to identify it as a clear destination. Glass walls are being discussed.

Gail Barton
• ILSAC has been discussing developing a collection of Library materials to partner with the Writing Center.
• Our inventory of the library science collection is underway. We have completed the picture books and we are now into the Bs of the easy books. This is going very well.

John Evans
We are working with for the Writing Center to improve the CWC website.

Perveen Rustomfram
I just got back from the Government Publications Federal Depository Library Conference in D.C. There was a good mix of presentations and a lot of talk about digital preservation of government documents.

Gerald Chaudron
The circus exhibit is now up. Thanks to everyone who helped with this exhibit.
Lee slack
The Cataloging Department is still here.

S. Ford
- I am still soliciting officers for LSSA so we can have an election. We have one name in each office available except Assistant Secretary.
- We have a large number of items that are showing available in our catalog but we have no idea where they have disappeared to. We are long overdue for a more complete inventory.

Meeting Adjourned: 9:58 am
Minutes Finalized: October 25, 2016
LYRASIS

LYRASIS Leadership Forums: A Community Dialogue
Final Report to The Andrew W. Mellon Foundation on Grant 41500107
September 22, 2016

Summary of Project and Purpose

The goals of the LYRASIS Leadership Forums project were to expand engagement of the new Chief Executive Officer, Robert Miller, with Members and Trustees, deepen his understanding of Members’ issues and interests, and forge stronger relationships within the LYRASIS community of archives, libraries and museums. To accomplish this, the grant funded 12 invitational forums, at a variety of locations around the U.S., for group dialogue with senior leadership at member and community organizations. Robert facilitated the dialogue around strategic questions to learn about issues and concerns of different sectors of the LYRASIS membership and identify opportunities for organizational and community development.

Accomplishments

Twelve forums were hosted for 273 participants (excluding LYRASIS staff) from 180 unique institutions at:

1. Atlanta, Georgia, at the Robert W. Woodruff Library, Atlanta University Center, 1/14/2016.
4. Los Angeles, California, at the Los Angeles Public Library, 2/16/2016.
8. Indianapolis, Indiana, at the Indianapolis Public Library, 4/12/2016.
9. Columbus, Ohio, at Ohio History Connection, 4/13/2016.
12. Boston, Massachusetts, at the Massachusetts Board of Library Commissioners, 6/14/2016.

Locations were chosen based on membership distribution throughout the U.S., with consideration given to scheduling dates and sites among the legacy network regions of SOLINET (Southeast), PALINET (Mid-Atlantic), NELINET (Northeast) and BCR (the West). Invitations were issued by email to selected individuals based on recommendations of Board Trustees and staff, with a focus on member directors, past Board Trustees, state librarians and archivists, and managers/heads of departments/programs involved in digital projects, special collections, e-collections, and technology. Staff also included recent “movers and shakers” from the annual Library Journal lists and national award winning libraries/librarians and archives/archivists. Each forum had its own list of invited participants, generally based on driving distance, although some invitees extended beyond that framework, especially in the western U.S. The invitations included both the addressee and one additional staff member if interested. Robert and the Member Communications team at LYRASIS issued 514 invitations. Other staff at LYRASIS issued direct invitations to some forums, but these weren’t counted as they were usually based on personal contacts. A rough estimate of attendance is 50% of those invited. Invitations were distributed one month in advance of a particular forum date, followed by personal phone calls, reminders, and tweets to those who hadn’t responded as the date of the forum drew near.

Each forum was four hours in duration, and although the agenda varied somewhat based on participant interest, usually three topics were discussed:
felt on the staff side in terms of limited ability for Skype presenters to hear discussions, technical limitations did not impact the on-site conversations. Such limitations did, however, point to the value of in-person presence at forums like these.

**Significant Board, Management, or Staff Changes**: none occurred during the course of the project.

**Post-Grant Plans and Goals**

The Leadership Forums provided opportunities for Trustees and staff throughout the organization to listen to members as they discussed issues with each other as well as with LYRASIS. We heard strong interest in continuing these discussions in the future. To that end, we are holding a 13th forum in Atlanta in October 2016 as part of a Member Summit, open to all interested in being part of the continuing discussion around e-resources, open access publishing, and open source sustainability. We also plan on hosting 6-8 forums during the next year to build on the dialogue begun through the original forum series.

Staff also are looking at ways to foster member dialogue around shared issues through other programming. For example, LYRASIS has a free-to-members monthly webinar series called “Second Friday” in which themes from the forums can receive attention. The September Second Friday session was on managing change, a topic in all forums. The webinar was led by Rajesh Singh from St. John’s University (NY).

To assist in translating forum issues into solutions, LYRASIS established a new membership category in June 2016, the Leaders Circle. Leaders Circle members receive automatic invitations to future forums and will be a critical voice in testing new ideas and collaborating on opportunities to address current and future challenges in the field. The new membership category will provide programming that addresses the strong interest forum participants expressed in more access to thought leadership, unique ideas, deeper discussion and implementable best practices across archives, libraries and museums. Leaders Circle members will have access to in-person and virtual gatherings to engage and learn about the latest content developments, digital technologies, and best practices; opportunities to collaborate directly and through LYRASIS with fellow information professionals; access to LYRASIS subject experts to learn about trends and new developments; and input into LYRASIS’ strategic planning process to help determine the future direction of our services and programs. Additional information is available at:


In addition to the programming described above that is a direct result of the forums, LYRASIS is making improvements to strengthen connections with members. We have rethought and are in the process of adjusting ways to align key staff better with members’ needs based on the recurring issues and themes that arose during the forums. We also are modifying and improving our communications with members, including development of measurements wrapped around value to our members – LYRASIS’ value, membership value, communications value, etc. We expect to continue making improvements, aligning services and programs, and identifying and pursuing new opportunities as the Leaders Circle grows and forums continue in the future.

**Publications**

The post-forum webinar recording, slideshows and information about each forum is available on the LYRASIS website at [http://lyrasisnow.org/lyrasis-leaders-forums/](http://lyrasisnow.org/lyrasis-leaders-forums/).
Upcoming LYRASIS Classes

Digital & Preservation Classes

Advanced Preservation Metadata: How to Make it Happen
* Multi-Session Event
  • October 19, 2016 - 2:00 PM - 4:00 PM ET
  • October 20, 2016 - 2:00 PM - 4:00 PM ET

Outsourcing Audiovisual Digitization
* Multi-Session Event
  • October 25, 2016 - 10:00 AM - 12:00 PM ET
  • October 27, 2016 - 10:00 AM - 12:00 PM ET

Digital Preservation Toolbox - An Introduction
  • October 26, 2016 - 2:00 PM - 3:00 PM ET

Loaning and Borrowing Special Collections
  • October 28, 2016 - 1:30 PM - 3:30 PM ET

Metadata for Digitization and Preservation
* Multi-Session Event
  • November 1, 2016 - 2:00 PM - 4:00 PM ET
  • November 2, 2016 - 2:00 PM - 4:00 PM ET

Digital Preservation Toolbox - Metadata Manipulation
  • November 8, 2016 - 10:30 AM - 12:30 PM ET

Practical Digital Preservation on a Shoestring: Triage for the Underfunded
* Multi-Session Event
  • November 8, 2016 - 2:00 PM - 4:00 PM ET
  • November 10, 2016 - 2:00 PM - 4:00 PM ET

Grant Writing for Digitization and Preservation Projects
* Multi-Session Event
  • November 8, 2016 - 1:30 PM - 3:30 PM ET
  • November 10, 2016 - 1:30 PM - 3:30 PM ET

Introduction to Preservation: Collections Management for the 21st Century
* Multi-Session Event
  • November 9, 2016 - 3:00 PM - 5:00 PM ET
  • November 16, 2016 - 3:00 PM - 5:00 PM ET
  • November 18, 2016 - 3:00 PM - 5:00 PM ET

Introduction to Audio Visual Digitization
  • November 15, 2016 - 12:30 PM - 2:30 PM ET

PBCore: An Introduction to the Public Broadcasting Metadata Dictionary
  • November 16, 2016 - 2:00 PM - 4:00 PM ET

Outsourcing Newspaper Digitization
December 1, 2016 - 2:30 PM - 4:30 PM ET

Crowdsourcing for Digital Collections
  • December 2, 2016 - 1:00 PM - 3:00 PM ET

Making a Difference: Intro to LYRASIS Membership
  • December 5, 2016 - 11:00 PM - 12:00 PM ET