

University Library Committee

Minutes: February 11, 2011

The University Library Committee meeting was called to order at 3:34pm in B7 of the library by Chair Kathleen “Casey” McCulloch. The following members were also present: Glenda Car in Meridian, Josephine Garibaldi, Cathy Gray, Rishika Haynes, Andrew Holland, Vitit Kantabutra, Janet Loxterman, Neil Tocher, and Spencer Wagner. Nancy Devine, Linda Leeuwrik, Bill MacLachlan and Jean Thomas were excused. Interim Library Dean Sandra Shropshire and AUL Jim Teliha also attended.

The first item was the approval of the minutes from the January 21st meeting. Josephine moved the minutes be approved, Rishika seconded the motion, and they were approved.

Old Business

1. By-Laws Although they were approved via e-mail on January 24-25, the Curriculum Council says they are not complete without an explanation of how the representation is determined. Cathy and Casey reviewed the membership list and determined that all departments are represented with the new reorganization, although for Humanities and Social Sciences, it just says “two” for each, and in our list there is an “A” and “B” position from each. The by-laws need to specify how the departments are divided, and Humanities could be divided into “Fine Arts” and “Liberal Arts”, although under that system, we have two members from the “Fine Arts” and no one from the “Liberal Arts”. In the Social Sciences, ISU now has the “Social Sciences” and “Behavioral Sciences” and that is a more difficult distinction to make to determine which departments fit in each category. Sandra made a further suggestion that we review the characteristics of the literature the departments use, and that may be useful in dividing the representative system. Neil moved that we approve the portion added to the by-laws stating:

The library needs the input and support of representatives across the university to fulfill its mission of providing library and research services and resources for all programs offered through the university.

As for representation from the Social Sciences and Humanities departments, Neil also moved the ULC review the literature purchased for the programs in the departments in question to make the decision about how those departments are represented. The motion was seconded by Spencer and passed. Casey also noted that any current members should finish their term, and that these revisions should not cancel anyone’s membership.

2. Increasing Overhead Funds Allotment

Casey will contact Jessica Winston, the temporary chair of the University Research Council about increasing the overhead funds.

3. Use of Overhead Funds

Sandra asked for the ULC to approve spending the overhead funds received this year to address the inflation costs of journals and databases. Josephine made the motion to support this, which Andrew seconded, and it was approved.

4. Adopt-A-Journal and Charity Donations

Martine Beachboard was not in attendance to discuss the draft of the “Adopt-A Journal” and Charity Donations program material she was drafting, so this was postponed to the next meeting.

Adjourned at 4:06pm.

BYLAWS OF THE UNIVERSITY LIBRARY COMMITTEE (ULC), IDAHO STATE UNIVERSITY

April 2, 1984

Revised and Approved: April 17, 2010

Name, Role and Mission

The name of this group is the University Library Committee. Its role and mission is as follows:

1. Approve distribution of book budgets for all campus units and provide recommendations.
2. Encourage timely expenditures for books.
3. Discuss and make recommendations concerning policy for reduction or expansion of Library budgets for all campus units.
4. Discuss and make recommendations concerning policy for setting Library departmental budgets for books.
5. Discuss and make recommendations concerning policy for periodical purchase and review of use.
6. Act as University Library Committee policy reporters to departments and colleges. Establish contact with departmental liaisons and report to committee on suggestions or problems.
7. Establish communication with departments and help engender positive attitudes toward the Library. Help explain internal workings of the Library to departments.
8. Support Library and Library staff in working for budget increases and other matters of mutual concern.
9. Act as an advisory group for the University Librarian

Membership

The Library needs the input and support of representatives across the university to fulfill its mission of providing library and research services and resources for all programs offered through the university. The University Library Committee is composed of seventeen (17) voting members from the following constituencies:

Business (1), Education (1), Engineering (1), Health Related Professions (1), Humanities (2), Natural Science (1), Pharmacy (1), Physical Sciences (1), Research Centers (1), Social Sciences (2), College of Technology (1), Library Faculty (1), Undergraduate Student (1), Graduate Student (1), Staff Council (1).

Note: Humanities and Social Sciences needs to be divided in groups of departments, i.e. Fine Arts, Liberal Arts, Behavioral Sciences, Social Sciences.

A constituency is defined as the permanent members of the unit or organization.

The University Librarian is an ex-officio, non-voting member.

Faculty members are elected or appointed by the faculties of the designated constituencies during the spring semester. The length of a faculty member's term is three (3) years. Since terms are staggered among the membership, approximately 1/3 of the members retire each year. In constituencies with multiple representation, only one member of a department may serve at any one time. Mid-term vacancies will be filled by appointment of the Dean for the remainder of the unexpired term. Such appointments are to be made from the faculty of the constituency suffering the vacancy.

A formally selected faculty member may serve a second term. Additional terms are permissible once the faculty member is off the committee for a minimum of one year. Exceptions can be made at the college level.

The Council of Professional Employees (COPE) and the Classified Employees Council (CEC) representatives are appointed by those organizations to serve one-year terms with eligibility to serve a second term. The Graduate and Undergraduate representatives are chosen annually by the ASISU Student Senate.

Regular attendance at meetings is strongly encouraged. Excessive absences may subject a member to recall.

Officers and Their Duties

A Chair is elected annually in the last meeting of the spring semester. The previous Chair conducts the election of officers in the last meeting of the spring. The duties of the Chair are to prepare agendas, to call meetings and to conduct the business of the committee between meetings. The Secretary (library staff member) keeps records and circulates minutes and notices of meetings.

Meetings

A minimum of two (2) meetings is to be held each year, one in the fall for evaluation of expenditure of the departmental book budgets, the other in the spring for approval of departmental book budgets and election of the new chair. Additional meetings are held when appropriate. Any two (2) members may request a meeting within 15 working days of the request unless the 15th day falls during a regularly scheduled break for summer session or Christmas holidays. Then the next regularly scheduled meeting must consider the substance of the request.

A quorum consists of one-half of the voting membership. Only informational meetings shall be held without a quorum.

Amendment of Bylaws

These bylaws may be amended by a majority vote of the voting membership.