

AGENDA
UNIVERSITY LIBRARY COMMITTEE
Friday, March 11, 2011

PLEASE SEND ELECTRONIC COPIES OF YOUR HANDOUTS TO
Sue Roth at rothsusa@isu.edu.

APPROVE MINUTES: February 11, 2011

OLD BUSINESS:

1. By Laws—Leeuwirk and McCulloch:

NEW BUSINESS:

1. April meeting—McCulloch:

FUTURE MEETING DATES FOR SPRING SEMESTER 2011:

Meetings are all on Fridays, 3:30 – 4:50PM

March 11—Library B07, Meridian 689

April 15—Library B07, Meridian 689

University Library Committee

Minutes: March 11, 2011

The University Library Committee meeting was called to order at 3:05pm in B7 of the library by Chair Kathleen “Casey” McCulloch. The following members were also present: Glenda Carr in Meridian, Martine Beachboard, Nancy Devine, Rishika Haynes, Andrew Holland, Linda Leeuwrik, Bill MacLachlan, Jean Thomas, and Spencer Wagner.

Josephine Garibaldi, Cathy Gray, Janet Loxterman, Neil Tocher and Interim Library Dean Sandra Shropshire were excused.

Associate University Librarian Jim Teliha also attended, and took notes in Cathy Gray’s place.

The first item was the approval of the minutes from the February 11th meeting. Martine moved the minutes be approved, Rishika seconded the motion, and they were approved.

Old Business

1. By-Laws

With the suspension of the Faculty Senate, further work on the bylaws, specifically regarding the size and membership of the committee, was postponed indefinitely, until such time as the new governance structure was revealed. The committee in its present form would continue to meet, and as of this meeting, there have been no resignations from the committee. Which led to a discussion of:

1. A. Do we exist?

The University Library Committee reports to the Curriculum Council, which is still in existence, so by extension, the ULC will continue to meet until such time as they are told they no longer exist. Again, as of this meeting, there have been no resignations of members. AUL Teliha also outlined how the library worked with each department throughout the University through each department’s library contact and the library’s subject liaisons.

2. Adopt a journal

Martine is continuing to work on language for brochure – will send out the draft version for comment later this month.

3. Discussion of upcoming journal cuts.

AUL Teliha was asked to discuss the upcoming journal cuts, which were to go out to departments the following week (week of Mar 14). He explained the difference between the 26% cuts and 31% cuts, and answered questions.

4. April Meeting

The annual April meeting/retreat will be held on either Saturday April 16th or 23rd, 9 am to noon, at Elmer’s Restaurant on S. 5th Ave. E-mail with arrangements to follow later this month.

Adjourned at 3:45pm.

Bylaws of the University Library Committee (ULC)
Idaho State University

ARTICLE 1: NAME AND REPORTING CHAIN

- A. The official name of this group is the University Library Committee. This committee is a subcommittee of the Curriculum Council, which is a Council of the Faculty Senate.

ARTICLE 2: PURPOSE

- A. The purpose, function, and mission of this committee are 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 ULC 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.

ARTICLE 3: MEMBERSHIP, SELECTION, AND RECALL

- A. The committee is composed of seventeen (17) voting members from the following constituencies:
1. Four (4) faculty representatives from the College of Arts and Letters (two each from fine arts/humanities and social sciences).
 2. One (1) faculty representative from the College of Business.
 3. One (1) faculty representative from the College of Education.
 4. Three (3) faculty representatives from the College of Science and Engineering (one each from natural and physical sciences and one from engineering).
 5. Two (2) faculty representatives from the Division of Health Sciences (one from Health Sciences and one from Pharmacy).
 6. One (1) faculty representative from the College of Technology.
 7. One (1) faculty representative from the Library.
 8. One (1) faculty representative from the Research Centers.
 9. One (1) graduate student representative.
 10. One (1) undergraduate student representative.

11. One (1) Staff Council representative.

- B. A constituency is defined as the permanent members of the unit or organization.
- C. The University Librarian is an ex-officio, non-voting member.
- D. Faculty members are elected or appointed by the faculties of the designated constituencies during the spring semester; however, Faculty Senate makes the formal appointments of faculty members who are elected to the committee. The length of a faculty member's term is three (3) years. Since terms are staggered among the membership, approximately one third of the members retire each year. In constituencies with multiple representation, only one member of a department may serve at any one time. Midterm 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.
- E. 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.
- F. The Staff Council representative is appointed by that organization to serve a one-year term with eligibility to serve a second term. Graduate and undergraduate representatives are chosen annually by the ASISU Student Senate.
- G. Regular attendance at meetings is strongly encouraged and excessive absences may subject a member to recall by this committee or his/her appointing constituency. A member may be recalled by two-thirds approval of voting members of this committee or the appointing constituency, but must be allowed an opportunity to appear before the committee or appointing constituency to explain his/her absences. If a member cannot attend a meeting, he or she must notify the recording secretary or the Committee Chair in advance to be considered excused. A member may send a non-voting substitute in his/her place.

ARTICLE 4: OFFICERS AND MEETINGS

- A. A chair is elected annually in the last meeting of the spring semester. The previous chair conducts the election of the new chair 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.
- B. The secretary (library staff member) keeps records and circulates minutes and notices of meetings.
- C. A minimum of two (2) meetings must 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.

- D. Any two (2) members may request a meeting to be held within 15 working days of the request, unless the 15th day falls during a regularly scheduled break for summer, fall, spring, or holidays. Then the next regularly scheduled meeting must consider the substance of the request.

ARTICLE 5: MINUTES, QUORUM, AND VOTING

- A. Minutes are kept by the recording secretary (library staff member) for each meeting, prepared in accordance with the format set by the Faculty Senate, and submitted in a timely manner to the Curriculum Council for review and approval/acceptance. They are then included with the Curriculum Council minutes for review and approval/acceptance by the Faculty Senate.
- B. A quorum consists of one-half of the voting membership. Only informational meetings shall be held without a quorum.
- C. A motion is passed when it receives a majority of the votes cast.
 - 1. Abstentions do not count as votes.
 - 2. Tie votes fail.
 - 3. The chair has a right to vote on all motions.
 - 4. No proxy or absentee votes are allowed. Electronic ballots are allowed with the approval of the chair.

ARTICLE 6: STANDING SUBCOMMITTEES

- A. This committee has no standing subcommittees.

ARTICLE 7: BYLAWS AMENDMENT PROCESS

- A. No amendment may be both introduced and passed at the same meeting.
- B. These bylaws may be amended by a majority vote of the voting committee membership.
- C. Faculty Senate may override Council and subcommittee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

ARTICLE 8: BUSINESS ITEMS

- A. Items or policy not completed in one academic year should be considered old or continuing business to be completed by the ULC in the next academic year.
- B. New business may be initiated by the committee by any of the following means: business referred to the ULC by the Curriculum Council or the Faculty Senate, items brought in by

a member of the ULC, or items referred by the library faculty/staff or the university community.

Approved by University Library Committee: April 2, 1984

Revised and Approved by University Library Committee: April 17, 2010

Revised and Approved by University Library Committee: January 25, 2011

Approved by Curriculum Council:

Approved by Faculty Senate: