



**MINUTES FOR THE COUNCIL OF LIBRARIANS MEETING  
Held on July 19, 2022 at 1:30pm**

Present: Megan Potterbusch, Debbie Bezanon, Vakil Smallen, Brigitte Kamsler, Misty Trunnell, Peter Cohn, Elizabeth Waraksa, Shira Eller, Kelly Grogg, Hannah Sommers, Matthew Bright, Josh McDonald, Ana Salas, Dan Kerchner, Leah Richardson, Jen King, Amal Cavender, David Ettinger, Cathy Zeljak, Holly Dugan, Jen Froetschel, Mark Yoffe, Shmuel Ben-Gad, Dolsy Smith, Morgan Stoddard (25)

Absent: Geneva Henry, Bill Gillis, Ann James (3)

CALL TO ORDER

The meeting was called to order at 1:32pm.

APPROVAL OF THE MINUTES

The minutes from the last regular meeting on [May 24, 2022](#) were unanimously approved.

REPORT FROM THE DEAN (Geneva Henry)

There was no update from the Dean.

REPORT: Faculty Senate Committee on Libraries (Holly Dugan)

Professor Dugan reported to Council that Rhonda Schwindt, School of Nursing, joined her as Co-Chair of the Committee on Libraries. Professor Schwindt is familiar with the work of the Committee and Professor Dugan hopes both of them can join a future Council meeting. Professor Dugan did not have any new updates regarding open access, but hopes to work with the Faculty Senate Research Committee on figuring out long range support for this need for open access research publishing. The Committee on Libraries will not meet this summer and their first meeting will be in early September.

REPORT: SEARCH COMMITTEES

- Eckles Librarian (Peter Cohn)  
The Search Committee has submitted their recommendations and hope to share out news soon.



## Council of Librarians

- RUS and NEA Librarians (Leah Richardson)  
The Search Committee has submitted their recommendations to Dean Henry for the two Research Services librarians. The Search Committee is drafting their recommendation for the NEA position and plan to give it to Dean Henry soon.
- Software Developer Librarian (Josh McDonald)  
Josh McDonald reported on behalf of the Search Committee chair, Matt Mihalik. The staff and librarian position descriptions have been submitted. The position descriptions are with HR waiting for compensation information, but they should be posted this week.

### REPORT: STANDING COMMITTEES

- Librarian Review and Development Committee (Vakil Smallen)  
The Committee has completed its work for this fiscal year. Everyone who was up for review has been contacted by the Provost. If this is not the case, please let the Committee know. After voting today, there should be a full slate for the next fiscal year, and they are scheduling the transition meeting for Committee members.
- Grievance Committee (Cathy Zeljak)  
The Grievance Committee has nothing to report. They will schedule their transition meeting in the next few weeks.
- Code & Bylaws Committee (Josh McDonald)  
The Code and Bylaws Committee has been working to update the document on [recommended procedures for submitting revisions](#) to the Code and Bylaws. This document was designed as an internal document to be used by the Committee for when the Dean or others bring forward changes. This document would live in Box. The Parliamentarian Debbie Bezanson commented that any official procedures would need to be approved by the Council of Librarians, referencing the Bylaws Section 7. Because of that, the Code and Bylaws Committee will bring these to a future meeting for all of Council to review and discuss. The Committee will also hold their transition meeting in August.

### NEW BUSINESS

#### New Officers and Summer committee plans (Brigette Kamsler)

As Chair-Elect Bill Gillis is on research leave, the new business was brought by incoming Vice-Chair, Brigette Kamsler. The Executive Committee is meeting in the coming weeks to schedule next year's meetings. The first regular meeting of the Council of Librarians with 2022-2023 officers will be Tuesday, September, 20, 2022. Kamsler asked that the Standing Committees hold transition meetings and elect their chairs before the September meeting. Kamsler, as the University Archivist and on behalf of records management, and incoming



Secretary Leah Richardson will meet with all Standing Committees in the coming weeks to discuss records management and archiving of Standing Committee documents.

### Digital Services Manager search committee (Elizabeth Waraksa)

Associate Dean Elizabeth Waraksa, the hiring manager for the Digital Services Manager (DSM) role, provided background information on this role. Paul Kelly left LAI on July 2; he was here for seven months and had been part of the Council cluster hire. The [Digital Services Manager Position Description](#) is the same as from the cluster search; it has been updated to reflect the salary bands but otherwise the duties remain the same.

Council currently has three search committees with ten librarians serving. The cluster offered the opportunity to form multiple committees with colleagues being elected to individual searches, and sometimes the same people were on those searches. Committees for each vacancy, but the same colleagues were on multiple committees.

AD Waraksa also wanted to highlight efficiency and expediency. The cluster wrote procedures, which included if a cluster or group approach was appropriate. If similarly situated positions were being hired for at the same time, it could be beneficial to use this approach again. The DSM and the Software Developer (SD) position use similar qualifications. The people serving on the Software Developer committee are Brigitte Kamsler, Josh McDonald, Yordanos Baharu, Manny Rivera representing HR, and Matt Mihalik, chair of the committee and the hiring manager for the Software Developer role.

A question was raised about Manny Rivera's role on the committee; he is ex-officio and represents HR. Another Council member commented that it would be helpful to know what ex-officio means as the term is vague. The Parliamentarian explained that ex-officio means they are part of it because of the role, not because of the person.

Another Council member said that the RUS and NEA committee has five members; the SD has two members of Council on it. Another difference between the other clusters is that the SD role is dual-posted for staff which will not be done for DSM. Another member asked if ex-officio has a vote when it comes to final decisions on hiring; this would also help with clarity.

A comment was made that discussions had diverted from the agenda. AD Waraksa was providing background before submitting a motion. She has asked Matt Mihalik to chair the DSM search, and AD Waraksa proposed a motion:

“Form a search committee to search for a digital services manager with Matt Mihalik as chair.”

The motion was seconded by Vakil Smallen.

Discussion began with a Council member reviewing that last time, Council voted for an exception for Matt Mihalik to be the chair; could this motion be that Council is voting to allow an existing search committee to also review the DSM. It was pointed out that the Bylaws state, "A special Search and Screening Committee is formed for each non-administrative librarian vacancy as it occurs." (Bylaws: VIII section a) and do not allow an existing committee to run the search. A new committee is made for each position even if it is made up of the same members.

A Council member commented that there was a reason that Matt Mihalik was made the chair for the SD position, and do we need the same justification for him as a non-Council member to be the chair for DSM. Another Council member who has served on a cluster committee said from their perspective with jobs that have different application pools, there is benefit for one group to do multiple searches for efficiency, but otherwise they did not think it was helpful. They wondered if a Council member should be the chair of DSM and Matt Mihalik would be a member of the committee.

AD Waraksa said that Associate Deans are unable to chair committees; preference would be for a sitting committee to take on the DSM search as well. The role was not filled for very long and this is a better use of time and capacity.

Leah Richardson proposed an amendment to the motion put forth by AD Waraksa. Richardson agrees that the Search Committee as constituted is a good fit for the DSM, and believes we can still honor the Code and Bylaws. When the RUS Search Committee was formed, Council voted to form two searches with the same members. The amendment drafted would be to include phrasing the phrasing:

"That the DSM Search Committee be comprised of the same people as the SD Search Committee."

This was seconded by Peter Cohn.

A question was raised if it was necessary to include specific wording about approving Matt Mihalik since Council had previously done that for the SD. As a reminder the motion previously approved was:

"That the Council allow an exception to Section VII of the Bylaws which states that "All members of Council committees must be regular active status librarians," for purposes of appointing a staff member as Chair of the search committee for the Software Developer position to be posted in the summer of 2022."

A Council member spoke out against the motion and does not agree that the same group should be on the Search Committee for DSM and SD. AD Waraksa explained further why these roles are complementary and why it makes sense to keep the same members together for the Search.



## Council of Librarians

At this time Chair Megan Potterbusch asked AD Waraksa if the language was accepted as a friendly amendment, which it was. The [final wording of the motion](#) presented by AD Waraksa and seconded by Vakil Smallen was:

Form a search committee to search for a Digital Services Manager to be comprised of the same members as the current Software Developer search committee, which includes the exception made for a non-Council member to chair the Software Developer search committee.

The motion was brought to a vote for active voting members of the Council of Librarians. The vote was 13 in favor, 1 opposed, and 4 abstain. The motion passed. The Software Developer Librarian Search Committee will also be the search committee for the Digital Services Manager position.

### LRDC role special election (Josh McDonald for Code & Bylaws)

Josh McDonald explained that when elections were held earlier this year, we were one person short when electing someone to LRDC. Council needs to hold a special election for someone to join LRDC from 2022-2024.

Josh nominated Misty Trunnell to serve on LRDC. There were no other nominations from the floor. Misty was approved by unanimous acclamation.

### ANNOUNCEMENTS

There were no announcements. Megan Potterbusch was thanked for her service to Council and this is her final meeting as Chair.

### ADJOURNMENT

The meeting was adjourned at 2:30pm.