

2010.04.01

Added by [Carla DeMello](#), last edited by [Carla DeMello](#) on Apr 19, 2010

Attending: Rachel Brill, Gail Steinhart, Cecilia Sercan, Carla DeMello (recorder)

Minutes from last meeting were appended and approved.

We agreed:

- to append agenda to minutes
- add last minute agenda items (or include in "also discussed")
- that each recorder will be responsible for posting their minutes to the wiki and adding a link (yyyy.mm.dd) to the LFSC minutes page.

Art/talent debrief:

- 2010 show was a success and we want to do it again
- we'll add a section on how to run an art/talent show to the manual: <https://confluence.cornell.edu/x/nR4UBw>
- suggestion to shorten to 11:30 to 2:00 (plus set up and take down)
- Great Kaleidoscope coverage and Carla will submit to Pawprint

CDC does not need any more money

National Library Worker's week:

- LFSC and LibAdmin will each chip in \$475 for Cornell Dairy ice cream coupons to be sent to each staff member.
- LEG will be at the Dairy Bar on April 13

LFSC will pitch in \$ for Bob Wolven if necessary

Be sure to vote on wellness programming if you haven't already

Tiffany has graciously taken on Jim Neal and Jaron logistics.

CDC volunteers:

- Gail will put out the call for CDC volunteers. Last year's cu-lib message:
Call for volunteers!
The Library Forum Steering Committee is asking for any interested CUL staff to volunteer to serve a one or two year term on the Career Development Committee.
- Gail will update wiki w/names of volunteers for CDC (aside from Gail: we have list from last year that we could draw from if we don't get some volunteers)

If you would like to serve on the committee please send a brief statement of interest to cul-libforum-l@cornell.edu by Friday, November 6, 2009.

The Career Development Committee draft charge is as follows:

RECOMMENDED: That a standing committee on Career Development be established that is composed of seven members appointed for two year, staggered terms, with a minimum of two academic and two non-academic staff members. Committee members shall be selected by the Library Forum Steering Committee from a pool of volunteers. The Director of Library Human Resources, or the Director's designee from Library Human Resources, and a liaison from the Library Forum Steering Committee shall be invited to serve as ex-officio members.

The Committee shall promote and provide continuing education and career development programming for all interested staff of Cornell University Library. Programming efforts should be diverse, targeting both general and more specialized audiences.

The Committee shall appoint and charge a sub-committee to be responsible for a mentorship program open to all CUL staff. The mentorship program will include opportunities for both sustained, ongoing mentoring arrangements, as well as opportunities for career development conversations on a less formal and less frequent basis. At a minimum, all CUL staff will be provided with the opportunity to have a career development conversation with a mentor/guide/expert at least once each year. This is separate from the performance assessment dialog with their supervisors.

In keeping with the Library Forum Steering Committee Bylaws, the Committee shall keep records of its proceedings.

COMMENT: members of the former Committee on Professional Development have recommended dedicated staff support for the mentorship program.

Best regards,

Library Forum Steering Committee:

Rachel Brill (co-chair)

Carla DeMello

George Kozak

Debra Lamb-Deans

Cecilia Sercan

Gail Steinhart (co-chair)* We will all assist in collecting names of volunteers and posting them and their bios on the wiki. (right?)

Comment box discussion:

- Gail will create a spot on LFSC restricted area for unpostable comments
- Cecilia will be responsible for posting postable comments on public part of wiki
- Difficult or controversial comments will be brought to committee
- Rachel will add link to comment box on staff web
- append reminders re comment box to our other emails
- send out comment box email when something is happening such as layoffs or other times of concern

Annual Report due in June (**Carla to remind CDC of this**)

- Rachel will begin layout and compilation of AR

Library Forum Programming survey

- should be easy to read, quick, and simple to complete

Process discussion:

- We agreed that it's ok to conduct business via email
- Decisions can be made via email - email quorum = meeting quorum (need 4 people)
- We would like more LFSC members to respond to committee email whether they agree with the issue or not, just so we know they read it
- **Next meeting we want to talk about changing roles in the committee for next term**

From Deb re Election update: I contacted Ed W and he sent me the material on last year's election. He has asked to have the LFelections-L@cornell.edu

Here is the proposed timeline:

announcement goes to CUlib on week of April 5, repeated 2 or 3 times?

Deadline for nominations is April 23 (gives us a few week to get statements)

Ballot posted on May 10

Election week of May 17 or 23 (or both)

Announcement of winners Tuesday June 1 (after first contacting both winners and losers to let them know first)

Please send me any changes you would like to see.

Here is the draft content of the messages:

CUlib email

Make your voice heard: Become an elected member of the Library Forum Steering Committee!

The Library Forum was established to provide CUL staff with the opportunity to enhance their understanding of the Library, weigh in on important issues, and become more engaged in the life of the Library. All staff are members of the Forum.

The Library Forum Steering Committee is charged with fulfilling the purpose of the Library Forum. Specifically, the duties of the Library Forum Steering Committee include:

- Developing, scheduling, and promoting programs for regular Library Forum meetings.
- Overseeing standing or ad hoc committees, as directed by the Library Forum.

This year we have 2 openings: 1 for academic staff and 1 for non-academic staff. Terms begins on July 1, 2010 and is a 2 year appointment.

Interested? Send an e-mail to the Election Committee no later than April 23, 2010 at LFelections-L@cornell.edu. Please include:

- A short statement about why you want to serve, which will appear on the ballot

You can also nominate someone else; those nominations must be received by April 23, 2010. so that we may contact the nominee and solicit a statement of interest. The election will be held the last week in May.

The creation of the Library Forum and its elected Steering Committee is part of the recommendations of the Inclusiveness Task Force. (For more information, see the Task Force's report at http://www.library.cornell.edu/staffweb/TFI_Recommendations_1-30-09.pdf .)

Thanks for considering this opportunity, and please let us know if you have questions.

The Library Forum Elections Committee
George Kozak
Deb Lamb-Deans

Email to Supervisors: Julie Delay sent this out last time

Dear CU Library Supervisors,

It is time for the annual Library Forum Steering Committee election. We are writing to ask you to encourage and support your employees who might be interested in doing so. Supervisor support was identified by the Task Force as one of the key factors in the success of the Library Forum and in creating a more inclusive environment in the Library.

As a supervisor or manager, you are in a unique position to support your employees' participation in the Library Forum. It is vital to the mission of the Forum that all employees feel supported and free to participate. The Forum will not succeed without your help. We invite you to nominate any member of your staff by sending an e-mail to the Election Committee no later than 5 p.m. on April 23, 2010 at LFelections-L@cornell.edu.

Even if none of your staff members are interested in serving on the Steering Committee, we hope that you will encourage them to become involved in future activities of the Library Forum. With your support, it will offer many opportunities for engagement in the coming months and years.

Thanks for your consideration and please let us know if you have any questions.

Julie

Julie Delay

1) To go out at 7:59 AM Monday morning to all CUL voters

Dear CUL Staff members,

Voting to elect 2 new members of the Library Forum Steering Committee is now underway. The election is being run by the Office of the University Assemblies. You may vote by going to [<URL>](#).

There are X candidates on the ballot and you may vote for of them. You may vote at any time up to ? when the election will be over.

Your vote is important for the future of the Library Forum so please participate in this election.

If you have any questions about the voting or the Library Forum, please contact the Library Forum Election Committee at LFelections@cornell.edu

The Library Forum Elections Committee

2) To remind staff that they have not yet voted

Dear CUL Staff member,

We have not yet received your ballot for the Library Forum Steering Committee election. Please vote by going to [<URL>](#).

Your vote is important for the future of the Library Forum so please participate in this election.

If you have any questions about the voting or the Library Forum, please contact the Library Forum Election Committee at LFelections@cornell.edu

The Library Forum Elections Committee

3) To thank voters who have voted

Dear CUL Staff member

Thank you for voting in the Library Forum Steering Committee election. The results will be announced on Tuesday, June 1.

The Library Forum Elections Committee

We talked yesterday about sending out a call for CDC volunteers at the same time, but since the LF election has its own list, perhaps we should just note in that announcement that the CDC is also seeking volunteers and a separate call is going out for that - so people can consider both opportunities. Here is some possible language for that: Please note that the Career Development Committee will also be seeking new members to begin July 1. A separate announcement will be made.

I don't know about the one academic and one non-academic: the bylaws state we need at least 2 of each, which we have with continuing members, so really, we could take the top 2 vote-getters no matter what. An alternative to that part of the announcement could read (comments?):

This year we have 2 openings. The bylaws stipulate that the committee include a minimum of two academic and two non-academic staff members, which we already have with continuing members, so staff classification is unimportant in this year's election. That means the two individuals with the most votes will be appointed, regardless of academic status. Terms begin on July 1, 2010 and appointments are for 2 years.

The email to supervisors - might want to say INCLUSIVITY task force, instead of just task force, because people's memories are short

Agenda for April 1 meeting:

1. Approval of minutes
2. Requests to minute takers: please include the agenda; post to the wiki
3. Art/talent debrief (all)
4. CDC budget - do they need more for career dev week? (Carla)
5. Programming updates: National Library Week (Rachel), Bob Wolven (Gail), fall planning - wellness, Jim Neal, Susan Currie, Jaron's international panel (all/as appropriate)
6. Election update - note, election to be held in May, not June (as some old minutes say) (Deb/George)
7. CDC membership - Carla will update LFSC on CDC response to our managing the CDC new member selection
8. Comments received in the comment box (all - please bring a copy of what has been posted to the wiki, and what hasn't - anything received after 3/25 has not been posted and you should print from email).
9. 2009-2010 programming survey (here's a link so you can check it out: <http://bit.ly/dnp2AT>)
10. Talk about how to respond to requests such as National Library week

Labels: None [Add Comment](#)

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