**Library Committee Meeting Minutes**

Monday, September 24, 2012

PRESENT: Julie Cassiday (Chair), Connor Dempsey, Larry Kaplan, Angela Liu, David Michael, Dave Pilachowski, Patrick Spero, Dinny Taylor, and Nana Taylor. GUEST: Robin Kibler, Head of Collection Management.

1. **Welcome**: Julie welcomed the committee and thanked members for their willingness to serve this year. Members introduced themselves, and the group reviewed [the committee website](http://committees.williams.edu/faculty-standing-committees/library-committee/). The website will be used to share agendas, documents, and meeting minutes. Julie also announced that the task of taking meetings minutes will rotate between members, and she thanked Dave for taking minutes at today’s meeting.

2. **Review of 2011-2012 Annual Report and Future Issues**: Dave provided a brief overview of these two documents, which had been distributed in advance. Two future meeting agenda items were identified: LibQual user survey results and scholarly communication, including the new institutional repository [Unbound: the Williams Digital Commons](http://unbound.williams.edu/).

3. **Update of Library building project:** Dave reported to the committee, which then discussed the status of the project and reviewed a few images from [the project website](http://newsawyerlibrary.williams.edu/). According to Dave, good progress is being made on Stetson and the major addition to the east. The contractors are working hard to enclose as much of the building as possible before winter since finish work needs to begin in Stetson and the newly constructed section. This year, furniture selection will be taking place including campus review of sample furniture in early 2013.

4. **Review of Departmental and Program Acquisitions Allocations**: Robin Kibler provided several documents that detailed recent collections spending, proposed 2012/13 department and program acquisitions allocations, and highlighted major one-time purchases over the past few years. The 2012/13 collections budget was approved by Senior Staff and the Trustees at the level requested by the library. The three-year trend of FY08-FY10 that saw a decline in collections funding of 20% has been reversed in the past two years with two-thirds of the lost funds added back to the library budget. Committee members cheered this news.

The impact of one-time vs. ongoing expenditures and the sweeping of endowed funds into the Resources line were explained by Robin and were discussed by the committee. Challenges remain due to continued inflation of ongoing commitments (journal and database subscriptions, monographic series standing orders). Review of subscription strategies, including primarily the Big Deal approach to bundled subscriptions is a major goal of the library this year. Findings will be discussed with the Library Committee.

The proposed FY13 acquisitions allocations were unanimously approved with thanks to Robin and her staff for providing the excellent spreadsheets.

5. **New business for 2012-2013**: The committee agreed to address the following issues in its meetings this year:

- expansion of ebook and digital collection (Connor)

- new library’s capacity for an expanding collection (Connor)

- review of LibQual survey results (Julie)

- review of 2013/14 library budget requests (Dave)

- scholarly communication and [Unbound](http://unbound.williams.edu) (several members)

6. **Committee’s next meetings**: it was agreed that monthly meetings will occur on Mondays at 4:00 PM.

- October 15: a tour of the library construction site [still waiting to confirm]

- November 5: agenda to be determined

- December 3: agenda to be determined

- an additional meeting might be set should it be necessary

Notes by Dave Pilachowski.