

**ACADEMIC ASSEMBLY OF LIBRARIANS**

**STEERING COMMITTEE**

**TUESDAY, June 18, 2019**

**2:00 pm**

**PALEY Library, Room 309**

**MINUTES**

In attendance: Andrea Goldstein (chair), Brian Boling, Jasmine Clark, Joe Lucia (ex oficio), Leanne Finnigan, Stefanie Ramsay (recording), Sarah Jones

1. Approve Minutes of April Steering Committee Meeting
   1. Approved.
2. Report from Dean of Libraries, (Lucia)
   1. Main collection move is going well despite recent performance issues with ASRS. Way ahead of ingest timeline -- 28-30,000 books/day ingested into ASRS. Plan to finish way in advance of staff move. SCRC load was going well until some delays in the last week, but loading is back up now.
      1. Working on agreement with ASRS maintenance on turn-around time for issues ahead of building opening (e.g.., aisle being down and materials not retrievable).
   2. Staff move is not set, but planning for early-mid August.
      1. Building will be cleaned multiple times before staff move due to construction dust.
   3. Electrical and technology set-up, construction finish work currently happening in Charles. First delivery of furniture last week. Set-up is going well.
   4. Continuing fundraising activity with prospective donors.
   5. Looking at outfitting building with public art.
   6. Access Services and Metadata Services are working hard to help remedy issues with books going into the ASRS.
   7. Nancy Turner working on Service Desk operations.
   8. Expects that the first semester will be a challenge to get set up before students arrive, handling public interest in the building, getting comfortable in new space. Building out some extra staffing for guidance.
   9. Dedication is September 12. Sara Wilson leading event planning. Tied to new University-wide communications plan.
   10. Number of faculty groups interested in planning activities in the new building. Having conversations about how faculty can share their research.
   11. Thinking about community relations -- inviting North Philadelphia community groups to hold meetings in Charles.
3. Old business
   1. Update from Nominations and Elections Committee (Kohn, Tully) will be via email before the end of June
      1. Waiting for updates from Committee -- Brian to handle if this happens after June.
   2. Steering Committee Purpose and Procedures updates
      1. Andrea had a few questions and asked for Committee to review and add feedback.
      2. [Purpose and Procedures](https://docs.google.com/document/d/1aRTIND6458zWPb3d9os-Lr0hB5X5s3xVCaTCQfWBrbA/edit) is stored on Google Drive.
   3. PARA will update internal procedures and include online submissions.
      1. Kristina continues to work on this. Will be finished by next PARA cycle.
   4. Confluence page updates status
      1. Internal documents are not moved to Confluence yet -- everything else is there.
      2. Brian to check Membership List to make sure its updated with new staff.
   5. Criteria for promotion to L4 is still in process.
4. New business
   1. New Steering Committee takes over
      1. Brian will add new members to Google Drive
      2. Urooj will be Resident Member next term
   2. AAL selections for Merit
      1. Merit Committee recommends Steering make list of three people for Committee, then add a fourth person if needed
      2. Need to have people at all L levels represented
      3. Proposed names: Gabe Galson (L1), Emily Toner (L2) (would carry over from last term), Greg McKinney (L3)

Adjourned 2:35pm

JL 6/19/2019

AG 6/24/19