NOTES

I. Themes, Priorities, and Next Steps

Document: Four Themes for Doe/Moffitt (Compilation as of March 22)

A. Identify top 3-4 priorities to begin immediately

Criteria: Impact for users; noticeable positive change for staff; big issues which cannot be addressed in day-to-day discussions; impact across departments

- Public services excellence, training, and evaluation (1.B.1, 3, 4 and 1.D.4, 5)
- Moffitt revitalization (2.A.5)
- Collection integrity of Gardner (MAIN) Stacks (3.A.1 and 1.D.1)
- Technology experimentation and support (4.C.2; 1.B.9; 1.C.4; 2.B.3; and 4.B.1)

B. Determine next steps for those top priorities (charge, timing, etc)

Public services excellence, training, and evaluation

- I. Abalos and E. Dupuis to further refine sub-components based on issues raised about need for guidelines or competencies; staff and student training; evaluation and feedback; relationship between various service points; statement of values for public service; and barriers to service excellence. Identify other relevant reports (excellence in public service; customer service task force report). Engage other AULs and Directors (I. Stirling, S. Wong, M. Rancer) in process and determine broader interest. Develop draft charge(s) for DMAG discussion and consider engaging staff who expressed interest in this issue for their input about focus and charge.

Moffitt revitalization

- S. McDaniel appointed as Moffitt Library Planning Leader; DMAG to develop overall vision and framework for further subgroups and stakeholders; Library Teaching and Learning Spaces Task Force report received February 2007 which provides relevant recommendations; engineers’ report about Moffitt infrastructure to be delivered by fall 2007; plan for Doe/Moffitt Early Bird in fall 2007 for updates and next steps.

Collection integrity of Gardner (MAIN) Stacks

- Collection Integrity Task Force charged by C. Eckman and E. Dupuis with representatives from Doe/Moffitt and other related units; report due by October 2007; further discussion with Collections Council, DMAG, and Doe/Moffitt staff at that point.
Technology experimentation and support
   Develop staff position with responsibilities for technology training support. Consider possible connections related to LAUC-B conference in November 2007 on Web 2.0. Ensure all staff are able to benefit from this focus, not just librarians. E. Dupuis to engage staff who expressed interest in these issues for their input about focus and charge and share possible options for charges/next steps with DMAG.

C. Determine status or next steps for other suggestions

E. Dupuis will modify the document “Four Themes for Doe/Moffitt (Compilation as of March 22)” so each suggestion is followed by a “STATUS:” statement. Document will be sent to DMAG members (in reverse alphabetical order) with each person adding other related groups or issues in process based on their knowledge and forwarding the document to the next person on the list. DMAG will review the document with all information for any refinements and post that final document on the DM Staff wiki.

D. Identify ways to keep all DM staff aware of progress

- E. Dupuis will announce the four key initiatives chosen for 2007 with explanation of criteria and next steps for other suggestions received.
- Department heads should consider sharing updates in department mtgs.
- DMAG will post the document with “status” updates to the DM Staff wiki and return to that list as needed (at least every 3 months) to refresh it with any changes
- E. Dupuis will send DM Updates email occasionally on a range of issues
- E. Dupuis and DMAG will organize All Doe/Moffitt Staff Early Birds at least two times each year to have groups share updates in in-person venues (next one in fall 2007)

II. Organization, Staffing, and Future Directions
   Document: Doe/Moffitt organization charts

A. Research and Collections / Reference Services – observations from interim

- Previous structure had too many people to manage effectively
- Previously underestimated what it takes to keep up with administrative issues
- RC department heads with collection development role lends credibility
- Current structure creates great deal of pressure to manage collection work and management work (many more meetings for department heads)
- Current arrangement works because trio is collaborative and supportive
- Future arrangement may not be effective with new people in those positions
- Future arrangement should allow greater autonomy/accountability (budgets)

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Questions about whether staff feel current arrangement is better/same/worse
Matrix arrangement is a concern/uncomfortable/unintelligible to some folks
Reference Services is an unusual mix of reference assistants, collections/locations, other support staff
Administrative support in more coordinated way would be helpful to all departments and department heads (budgets, supplies, ordering, interface with other library units that may not be responsive)
Consider how address focus on different audiences (undergraduate/graduate)
Consider how instructional services fits with collections/reference services
Consider if library liaison program is working; how best supported

B. Identify emerging needs and issues for Doe/Moffitt

- Administrative support for departments/library overall
- Doe/Moffitt web site maintenance and leadership
- Moffitt building issues/coherence
- Security and safety in Doe/Moffitt
- Greater technology leadership and training support (general and w/ disciplines)
- Data services (pending task force report)
- Greater evaluation and assessment support
- Reframing positions to address areas from Doe/Moffitt themes currently lacking
- Changing roles of selectors with greater outreach responsibilities and support for library liaison functions
- Pressures on units with spikes in use vs. analysis of services with decreases
- Look at Doe/Moffitt as a whole and question if arranged as needed
- Consider different forums for discussion, training, advancing different issues that ensures inclusion from all interested and doesn’t exclude departments

C. Identify ways to engage staff in discussion

Consider having conversations with departments and across departments to discuss various issues and options; commitment to discussions in fall 2007 about Research and Collections structure in light of Doe/Moffitt as a whole to gather input about organizational structure that would be most effective.

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