

# Minutes

COMMITTEE	<b>Library Staff Consultative Committee (LSCC)</b>
MEETING NO.	Meeting number 2/2017
DATE / TIME	11 April 2017, 2.00pm
VENUE	Graneek Room, Level 4 Chifley Library
ATTENDING	Roxanne Missingham Jonathan Dean Tracey Cunningham Emily Hazlewood Nic Welbourn Heather Gianquitto Graeme Connolly Hans-Joerg Kraus Margaret Prescott (Minutes)
APOLOGIES	Imogen Ingram Doris Haltiner Heather Jenks Ruby Berry
OBSERVERS	Belinda Carriage

## Part 1. Formal Items

- **Minutes from the previous meeting – Monday 13 February 2017**

Draft minutes circulated and approved.

- **Matters Arising**

<b>Resolution</b>	Require a replacement member for Barbara Avis
<b>Action ID</b>	Margaret requested a volunteer from Hancock

- **Attendance and apologies – see above**

Welcome to Ruby who unfortunately was unable to attend.

Welcome to the SIS Facilities.

## Part 2. Reports and policy matters

### 4. Report from the chair

Roxanne noted that:

#### 4.1 Library Planning

- 4.1.1 Planning for the future was discussed at the planning days with presentations given by:

Margaret Harding DVC Research

Richard Baker PVC Student Life

Stephen Milne

James Connolly - ANUSA

Alyssa Shaw – PARSA

Imelda Whelehan

Denise Ferris

Deb Apthorpe

Will Christie

Ben Penny – CIW

There was a strong focus on digital opportunities and challenges.

- 4.1.2 Furniture: Staff furniture replacement over 3 years is currently being compiled.

#### 4.2 Strategic Plan

KPIs will now be tied to the ANU Strategic Plan

#### 4.3 New Business Plan

New plans are limited to a single page.

Feedback from academics is essential for setting KPIs. 2016 saw positive responses from academics who consider the library as vital for Scholarly Research units and ANU Research support and innovation to ensure a better future. They also had suggestions for specific developments.

#### 4.4 General

- Union Court – Pop up village is now underway however with some slight delays due to the weather. Michael will address the all staff meeting on 19<sup>th</sup> April, about the Union Court Redevelopment
- Detail regarding the moving of the entrance to Chifley as part of the redevelopment is still unclear. SIS has contributed information to several meetings.

- Chifley external lighting has not been working properly – if you notice anything report it.
- Meredith will be investigating moving staff to Menzies and developing a plan once the level 3, 24/7 area at Chifley is complete. This may include more bikes to aid staff movements between the libraries.
- SIS Facilities to discuss with Roxanne and Heather projects including:
  - ANU Press area at Chifley being redesigned for student use;
  - Processes for sit stand desks.

#### **4.4 Policy**

#### **4.5 SIS Issues**

- 4.5.1** Bikes parking on the railings at Menzies – if you notice any please contact security as they impede access.

### **5 Work Health and Safety**

- 5.1** Furniture: Policy on sit/stand desks and chairs and process to be written up so we all know who is responsible for what. Identify any issues within the work place to be addressed.

### **6 Reports from work areas**

#### **6.1 Digital Repository**

Orchid Project underway

#### **6.2 ANU Press**

Moved to Menzies

Very busy – 15 new titles so far in 2017 (14 books and 1 e-view) with all new titles to have DOIs in the hope they will increase the impact and engagement of our titles

We welcome Mushood Ahmed who is the new marketing and communications staff member tasked with developing a marketing plan

The Press is currently research new technology to further improve Press processes. Following the review last year, we are working on implementing recommendations handed down by the board and developing a strategic direction in line with that revealed by the university earlier in the year.

#### **6.3 Archives and Records**

- Short staffed due to holidays and illness
- Training is to shift to issues based assistance.

- Destruction list has been sent out and is ongoing with at least 1000 boxes to be destroyed.
- Delays in updating training program for a couple of issues.
- VaHa files still waiting on HR and Intelledox approvals
- Working on the first quarter stats

## **6.4 Library Branches**

### **6.4.1 Chifley Library**

#### Staffing

- Alisha Nolan left us for the Law Library
- Ruby Berry is now full time
- Recruiting underway for a 4 day a week user services position
- User Services Coordinator –recruiting is underway
- Recruiting for position at Hume underway
- AskANU IT consultants also being recruited
- CSU Prac Student Kylie is with us in Chifley for 2 weeks doing one of her professional placements. She comes to us from Wellington in NSW

#### Projects

- Level 3 24/7
  - Students now have access to the printers
  - We don't expect to have an expected opening date for the 24/7 part but quite a few of the PCs are back
  - We are now waiting on some extra pieces of furniture we've ordered but this won't delay the change to 24/7
  - We still have some work to do on the doors and a big clean up before we open

### **6.4.2 Art & Music Library**

### **6.4.3 Hancock Library**

- Sam is on leave
- The pond was supposed to be painted but has water due to rain

### **6.4.4 Law Library and Document Supply**

- Has been busy
- Alisha has joined Law
- Water cooler relocated

### **6.4.5 Menzies Library**

- Bonus + has had little impact
- Marianna has left, the pot luck farewell lunch was very well attended.

- Meredith and Heather are in and out to help out while replacement is recruited for Marianna
- Myanmar exhibition is now being used for teaching purposes and going well
- Durack exhibition soft launch will be 11 May
- Building works and leaks will hopefully be completed by July/August
- Have had more students than normal

#### 6.4.6 ILP

- Semester training sessions commenced
- Graduate Pre-Sessional Program (PSP) with the Crawford School and IAP with Academic Skills and Learning Centre – coming up in June/July 2017
- Research impact training commences on 12 May <http://anulib.anu.edu.au/news-events/events-exhibitions/research-impact-training-anu>
- Hans on leave May and June
- SPOC (Small Private Online Course) Making a Splash in Scholarly Publishing’– 6 Modules for Researchers and students to do on own time. Module 1 ‘Publish and prosper. Five specialists on various topics plus more. The aim is to inform and help researchers and aspiring scholars understand and navigate the scholarly communications and publishing world.
  - Module 1 <http://publishandprosper.wikispaces.com>
  - More filming for upcoming SPOC modules (around 20) – work is intensive but should be ready by July
- Suggestion from Tracey that lunchbox information sessions be held for Desk staff so they can adequately answer questions and direct people appropriately regarding SPOC courses.
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#### 6.4.7 Library communications

- **New staff** Pamela McLeod has joined Library Comms
- **Publicity campaigns**
  - PC availability (Library infoscreens and website) — complete
  - BONUS+ — complete
  - Chifley Level 3 24/7 access — pending completion of works
- **SIS corporate documents**
  - SIS positioning document released
  - SIS 2016 annual report released
- **Opening hours**
  - Changes to opening hours signs for Easter weekend — completed

- **Exhibitions**
  - Myanmar exhibition (Menzies Library Foyer) — very well received so far, also incorporated into ANU teaching. Ends 7 May.
  - First impressions: Elizabeth Durack, an artist in Papua and New Guinea, 1968 (Menzies Library Foyer) — 10 May – 31 June.
- **SPOC (small private online course)**
  - Graphics, Powerpoint presentation and colour palettes produced for up-coming SPOC modules
- **One Button Studio**
  - New joint service in Chifley Library for simple high quality video recording — materials being developed.

#### 6.4.8 SIS Facilities

- Contact details:- a functional email account has been set up [sis.facilities@anu.edu.au](mailto:sis.facilities@anu.edu.au)
- Titles and numbers to be added to the library web pages
- McDonald Room AV to be upgraded 21 Apr – 1 May
- Menzies leaks and repairs underway; windows- some are being resealed or refurbished; Façade is being re-grouted; approx. 3 months
- Chifley – investigating leaks
- Alan on leave – mid May – June end Belinda is in charge
- Rob has much leave throughout the year
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#### 6.4.9 ANDS

Contracts to be renewed

#### 6.4.10 Report from Heather Jenks

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### 7. Reports from service areas

- HR – Sally on a benchmarking project
- FBS – Short staffed; 2017 budgets done

### 8. Other Business

Tracey had a question

Sarah Lethbridge organising the chocolate again

## Part 3. Next meeting and action items

**The next meeting is scheduled for Tuesday 13 June 2017 - 2.00 – 3.30pm in the Graneek Room. (Monday is a public holiday)**

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.

## 9 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
1	Message requesting new LSCC member to replace Barbara Avis	Margaret Prescott	Underway	Notice in Library Newsletter

## 10 Completed action items

Action ID	Description	Responsibility	Status	Notes
1				