

2022-2023 End Committee Report Form

Committee: University Library Board

Chair:

Jihyun Lee & Maureen Smith

Chair-Elect for 2023-2024:

Deborah Hicks

Number of Meetings held: 13

2022 Meetings: 8/22, 9/19, 10/3,
10/17, 11/14, & 11/28

2023 Meetings: 1/30, 2/20, 3/6, 3/13,
4/3, 4/10, & 5/1

Nada Attar

(Please include phone/zip/email if available)

Items of Business Completed 2022/2023

1. Launching a Library Survey Research Project: Creating surveys for undergraduate students, graduate students, and faculty/staff
2. ULB Report for the Academic Senate
3. External Reviewer Meeting with ULB: Amy Kautzman, Dean of CSU Sacramento, conducted an open session to solicit questions and gather feedback on the Library's Program Plan Self-Study.
4. Advise on and review the results from the library-led focus groups in the fall.

Unfinished Business Items from 2022/2023

1. Library survey conclusion and data analysis
2. Creating ULB goals for the 2023-2024 Academic Year
3. Election of ULB Chair(s)

New Business Items for 2023/2024

1. Refining goals identified in the reviewers report of the library's program plan and ULB discussion.
2. Reviewing the survey project results
3. As goals are defined on the reviewers report of the library's program plan and the survey project results, potential areas of interest areas for the ULB chair may evolve.

Please return to the Office of the Academic Senate (CLK 500/0024) by July 1, 2023.

UNIVERSITY LIBRARY BOARD
2022-2023

**Regular Board Meeting – Zoom
2pm**

Date: April 10, 2023

Minutes

Present: Maureen Smith, Jihyun Lee, Mike Meth, Priya Raman, Nicole Dubus, Anne Marie Engelsen, Indumathi Jeyachandran, Adriana Poo, Michael Aguilar, Elizabeth Mullen, Carli Lowe, Gema Vinuales, Christine Holmes, Jill Strykowski, Aman Nemani, Katharine Olson

Absent: Dillon Gadoury, Aayush Srivastava, Deborah Hicks,

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|-------------------------------|--|---------------|---|
| Approval of Minutes | <ul style="list-style-type: none"> Minutes from April 3, 2023 were approved on the doc. | Informational | |
| Survey research project | <ul style="list-style-type: none"> Final survey edits to Maureen and Jihyun as soon as possible. Dean Mike Meth coordinated the survey distribution scheduling with the library's marketing team. It will go out via marketo to all students. | Discussion | <ul style="list-style-type: none"> Survey distribution set for April 13th by the library marketing team. |
| ULB Report to Academic Senate | <ul style="list-style-type: none"> Mike led a discussion on the final revisions of the report. | Discussion | |
| Announcements | <ul style="list-style-type: none"> Library events and workshops https://library.sjsu.edu/events. Reviewed the newly launched ScholarWorks portal. More information can be found https://libguides.sjsu.edu/SJSU_ScholarWorks. Shout out to Carli Lowe for a records management workshop! It is being reviewed by faculty for application to future program planning efforts. More information can be found https://libguides.sjsu.edu/records-management. | | |
| Next Meeting | <ul style="list-style-type: none"> The April 24th meeting was canceled due to the President's campus summit meeting being held Next meeting ULB meeting, which is also the last one for the year, is scheduled for May 1, 2023 at 2pm. | | <ul style="list-style-type: none"> Jihyun will send interest form for the last meeting be in-person |

- Kommentar [1]: approve
- Kommentar [2]: Approve
- Kommentar [3]: Approve
- Kommentar [4]: zoom 5
- Kommentar [5]: approve
- Kommentar [6]: zoom 5
- Kommentar [7]: approve
- Kommentar [8]: Approve
- Kommentar [9]: approve
- Kommentar [10]: Approve changes
- Kommentar [11]: thank edit. It was accepted.
- Kommentar [12]: Approve
- Kommentar [13]: Approve
- Kommentar [14]: Approve
- Kommentar [15]: Approve

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|----------------------|------------------------|--|--|
| Meeting Adjourned | • Adjourned at 3:00 PM | | |
|----------------------|------------------------|--|--|

UNIVERSITY LIBRARY BOARD
2022-2023

**Regular Board Meeting – Hybrid, 2nd floor King Library Classroom 213
2pm**

Date: May 1, 2023

Minutes

Present: Maureen Smith, Jihyun Lee, Christina Mune (library dean designee), Priya Raman, Nicole Dubus, Indumathi Jeyachandran, Adriana Poo, Michael Aguilar, Elizabeth Mullen, Carli Lowe, Gema Vinuales, Jill Strykowski, Katharine Olson, Deborah Hicks

Absent: Dillon Gadoury, Aayush Srivastava, Aman Nemani, Mike Meth, Anne Marie Engelsen, Christine Holmes

Prepared by: Sylvia Ruiz

Kommentar [1]: approve

Kommentar [2]: Approve

Kommentar [3]: Approve

Kommentar [4]: Approve

Kommentar [5]: Approve

Kommentar [6]: approve

Kommentar [7]: Approve

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|-------------------------------------|--|---------------|---|
| Approval of Minutes | <ul style="list-style-type: none"> Minutes from April 10, 2023 were approved on the doc. | Informational | |
| Survey participation and next steps | <ul style="list-style-type: none"> Initial survey results reported during meeting: <ul style="list-style-type: none"> 199 for undergraduates, 143 for graduates, 107 for faculty Deadline for survey responses will be May 30, 2023. Data analysis will be drafted by Maureen shortly afterwards. | Discussion | <ul style="list-style-type: none"> Maureen will request a reminder before the end of the semester by the library marketing team. |
| Chair election | <ul style="list-style-type: none"> No nominations for chair positions were submitted during the meeting. Once goals are defined from the reviewers report of the library's program plan and survey results are available, interest areas for a potential chair may evolve. Chair election will be held in the fall 2023. | Discussion | |
| Service recognition | <ul style="list-style-type: none"> Thanks for the several committee members who have finished their ULB service with assignments ending. Their diverse expertise and service was greatly appreciated: <ul style="list-style-type: none"> Priya Raman, Jihyun Lee, Maureen Smith, Indumathi Jeyachandran, Adriana Poo, Nicole Dubus, Elizabeth Mullen, Katharine Olson, Jill Strkowski, Dillon Gadoury, Aman Nemani, and Aayush Srivastava | | <ul style="list-style-type: none"> Jihyun will coordinate assignment letters for those members that did not receive one. |
| Announcements | <ul style="list-style-type: none"> Library events and workshops https://library.sjsu.edu/events. | | |

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|-------------------|---|
| Next Meeting | <ul style="list-style-type: none">• Last ULB meeting of the academic year. Future calendar will be posted https://www.sjsu.edu/senate/operations/index.php |
| Meeting Adjourned | <ul style="list-style-type: none">• Adjourned at 3:00 PM |

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: April 3, 2023

Minutes

Present: Maureen Smith, Jihyun Lee, Mike Meth, Priya Raman, Nicole Dubus, Anne Marie Engelsen, Indumathi Jeyachandran, Adriana Poo, Michael Aguilar, Elizabeth Mullen, Aayush Srivastava, Deborah Hicks, Carli Lowe, Christina Mune (guest), Amy Kautzman (guest)

Absent: Aman Nemani, Dillon Gadoury, Gema Vinuales, Christine Holmes, Jill Strykowski, Katharine Olson

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|------------------------------------|---|---------------|---|
| Approval of Minutes | <ul style="list-style-type: none"> Minutes from March 13, 2023 were approved on the doc. | Informational | |
| Survey research project | <ul style="list-style-type: none"> Next steps are to complete the Qualtrics surveys by end of the week The survey drafts will be sent out to ULB Friday afternoon to have members take the survey as practice and to complete a final edit | Discussion | <ul style="list-style-type: none"> Goal is to distribute week of April 10 |
| External reviewer meeting with ULB | <ul style="list-style-type: none"> Amy Kautzman, Dean, CSU Sacramento held an open session to ask questions and hear feedback on the library's program plan self-study. | Informational | |
| ULB Report to Academic Senate | <ul style="list-style-type: none"> ULB reviewed the initial draft of the report and suggested additional data/content be added to the presentation. | Discussion | <ul style="list-style-type: none"> ULB will review a revised draft at the next meeting |
| Announcements | <ul style="list-style-type: none"> Library events and workshops https://library.sjsu.edu/events ULB will need a new chair or chairs for next year Initial discussion of plans to meet in person and to celebrate the work of the ULB | | |
| Next Meeting | <ul style="list-style-type: none"> Next meeting is scheduled for April 10, 2023 at 2pm | | |
| Meeting Adjourned | <ul style="list-style-type: none"> Adjourned at 3:50PM | | |

Kommentar [1]: Approve

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Kommentar [5]: approve

Kommentar [6]: Approve

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Kommentar [10]: Approve

Kommentar [11]: Approve

Kommentar [12]: Absta

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: March 13, 2023

Minutes

Present: Maureen Smith, Jihyun Lee, Mike Meth, Christine Holmes, Priya Raman, Nicole Dubus, Emily Chan (guest), Anne Marie Engelsen, Indumathi Jeyachandran, Adriana Poo, Michael Aguilar, Elizabeth Mullen, Dillon Gadoury, Aayush Srivastava, Jill Strykowski, Deborah Hicks, Christina Mune (guest), Katharine Olson

Absent: Carli Lowe, Aman Nemani, Gema Vinuales

Prepared by: Sylvia Ruiz

- Kommentar [1]: approve
- Kommentar [2]: Approve
- Kommentar [3]: Approve
- Kommentar [4]: Approve
- Kommentar [5]: Approve
- Kommentar [6]: approve
- Kommentar [7]: approve
- Kommentar [8]: approve
- Kommentar [9]: approve

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|------------------------------|---|---------------|--|
| Approval of Minutes | <ul style="list-style-type: none"> Minutes from March 6, 2023 were approved on the doc and members present Gadoury, Olson, and Raman approved in-person without objection during the meeting. | Informational | |
| Survey research project | <ul style="list-style-type: none"> Next steps are to complete IRB documentation for submission and continue to build the Qualtrics surveys. | Discussion | <ul style="list-style-type: none"> IRB application submitted and approval shared via email on 3/22/23 with ULB. |
| Library program plan updates | <ul style="list-style-type: none"> As Emily reviewed the faculty/staff and student synopsis slides, there was discussion on the varied topics. ULB will be invited to meet with the external reviewer during the next ULB meeting on April 3rd. | Informational | |
| Farewell remarks for Emily | <ul style="list-style-type: none"> Congratulatory wishes and acknowledgement of Emily's stellar service and leadership representing the University Library were shared. It was her last ULB meeting as Associate Dean of Research & Scholarship. SJSU will benefit greatly from her future work in the Division of Research and Innovation effective April 2023. | Celebration | |
| Announcements | <ul style="list-style-type: none"> Library events and workshops https://library.sjsu.edu/events | | |

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| Next Meeting | <ul style="list-style-type: none">• Next meeting is scheduled for April 3, 2023 at 2pm | | |
| Meeting Adjourned | 3:17 PM | | |

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: March 6, 2023

Minutes

Present: Maureen Smith, Jihyun Lee, Mike Meth, Christine Holmes, Priya Raman, Nicole Dubus, Emily Chan (guest), Anne Marie Engelsen, Indumathi Jeyachandran, Adriana Poo, Gema Vinuales, Elizabeth Mullen, Dillon Gadoury, Aayush Srivastava, Jill Strykowski, Deborah Hicks, Christina Mune (guest), Katharine Olson,

Absent: Carli Lowe, Aman Nemani, Michael Aguilar

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|-----------------------------|--|---------------|---|
| Approval of Minutes | <ul style="list-style-type: none"> Minutes from Feb 20, 2023 were approved on the doc and members Dubus and Gadoury approved in-person without objection during the meeting. | Informational | |
| ChatGPT and AI presentation | <ul style="list-style-type: none"> Library guest speakers presented the slides for discussion: <ul style="list-style-type: none"> Jon Oakes, Technology Labs Coordinator Anamika Megwalu, Engineering and Assessment Librarian Ann Agee, Faculty Chair and Business Librarian A symposium on AI is being planned for April 20, 2023 to foster learning, discussion and engagement across all campus disciplines. More details are forthcoming. | Discussion | |
| Library Updates | <ul style="list-style-type: none"> Mike reported the following two updates: <ul style="list-style-type: none"> The library self study for program planning was submitted and the onsite visit is scheduled for April 3-4, 2023. Announcement of Emily Chan's new position with the Office of Research in the Division of Research & Innovation as the university's next Director of Research Engagement. She will transition in April. | Informational | |
| Survey research project | <ul style="list-style-type: none"> Next steps are to complete IRB documentation for submission and build the Qualtrics surveys. Goal would be to release the surveys before the end of April 2023 if possible. Otherwise, it will be delayed until fall 2023. | Discussion | <ul style="list-style-type: none"> Jihyun will confirm date with Maureen for IRB submission Anne Marie and Nicole volunteered to build the Qualtrics survey for graduate students Adriana will confirm that Michael A. |

Kommentar [1]: approve

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Kommentar [8]: Approve

Kommentar [9]: approve

Kommentar [10]: Approve

Kommentar [11]: Approve

Kommentar [12]: Approve

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| | | | <p>volunteered to build the undergraduate survey.</p> <ul style="list-style-type: none"> • Jihyun and Maureen are building the faculty survey. |
| Upcoming Events and Announcements | <ul style="list-style-type: none"> • Library events and workshops https://library.sjsu.edu/events | | |
| Next Meeting | <ul style="list-style-type: none"> • Next meeting is scheduled for March 13, 2023 at 2pm | | |
| Meeting Adjourned | 3:42 PM | | |

UNIVERSITY LIBRARY BOARD
2022-2023

**Regular Board Meeting – Zoom
2pm**

Date: Feb 20, 2023

Minutes

Present: Maureen Smith, Jihyun Lee, Mike Meth, Christine Holmes, Priya Raman, Nicole Dubus, Michael Aguilar, Emily Chan (guest), Anne Marie Engelsen, Indumathi Jeyachandran, Adriana Poo, Gema Vinales, Elizabeth Mullen, Dillon Gadoury, Aman Nemani

Absent: Carli Lowe, Aayush Srivastava, Jill Strykowski, Deborah Hicks, Katharine Olson

Prepared by: Sylvia Ruiz

- Kommentar [1]:** approve
- Kommentar [2]:** approve
- Kommentar [3]:** Approve
- Kommentar [4]:** Approve
- Kommentar [5]:** Approve
- Kommentar [6]:** Approve
- Kommentar [7]:** Approve
- Kommentar [8]:** approve
- Kommentar [9]:** approve

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|--|---|---------------|--|
| Welcome New Members & Minutes last meeting | <ul style="list-style-type: none"> Minutes from Jan 20, 2023 were approved on the doc and member Gadoury approved in-person without objection during the meeting. Aman Nemani is the new undergraduate student representative and Elizabeth Mullen is the new faculty-at-large representative. | Informational | |
| Library Updates | <ul style="list-style-type: none"> Mike reported the following library activities: <ul style="list-style-type: none"> Continued progress being made on the program plan document. It is due March 1, 2023. Annual Author & Artist Celebration is April 26, 2023 at 3-5pm. Approximately 30 published works have been received to date. Submissions are being collected and reminders went out. The Celebration of Black Engineering Excellence exhibit is on the 2nd floor. It is actively featured on social media. | Informational | |
| ULB Report to Academic Senate | <ul style="list-style-type: none"> Report presentation scheduled for April 17, 2023. Co-chairs will present with the library dean. After reviewing last year's report the following ideas were suggested for this year's report: <ul style="list-style-type: none"> Reported AL\$ numbers have never reflected the savings through the "Textbooks Available as eBooks in the Library" list. This should be an area of focus to ensure that the reported numbers reflect the library's true impact Examples of how the library is rethinking floor allocation given evolution of student, faculty and administrator needs and services and how to balance them within library resources.. | | <ul style="list-style-type: none"> Adriana will try to get bookstore numbers to be included in the AL\$ highlights Send additional ideas and thoughts for report to Mauren |

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|-----------------------------------|--|--|---|
| | <ul style="list-style-type: none"> ○ Engage in future conversations with the library to explore better space utilization, including ideas to decrease the collection size or move low-usage items to an off-campus storage facility or automatic retrieval system. Start a review of S15-10, University Policy with a goal to update it. ○ There was recognition of the challenge that community needs are also evolving since the original operating agreement. ● Mike will meet with the ULB chairs to discuss the upcoming report. | | and Jihyun |
| Survey research project | <ul style="list-style-type: none"> ● Maureen reported that she will add a few additional questions to the undergraduate graduate section of the survey outline to reflect general items that stemmed from the library focus groups held in Nov 2022. | | <ul style="list-style-type: none"> ● Graduate and undergraduate subgroup review new questions when available |
| Upcoming Events and Announcements | <ul style="list-style-type: none"> ● Library events and workshops https://library.sjsu.edu/events | | |
| Next Meeting | <ul style="list-style-type: none"> ● Next meeting is scheduled for March 6, 2023 at 2pm ● Library guest speakers are scheduled to discuss ChatGPT and AI at the March 6th meeting. | | |
| Meeting Adjourned | 3:00 PM | | |

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: Jan 30, 2023

Minutes

Present: Maureen Smith, Jihyun Lee, Mike Meth, Christine Holmes, Jill Strykowski, Priya Raman, Nicole Dubus, Michael Aguilar, Deborah Hicks, Katharine Olson, Emily Chan (guest), Anne Marie Engelsen, Indumathi Jeyachandran, Adriana Poo, Gema Vinuales, Dillon Gadoury, Aayush Srivastava

Absent: Carli Lowe, Aman Nemani

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|--|--|---------------|----------------------|
| Welcome New Members & Minutes last meeting | <ul style="list-style-type: none"> Minutes from Nov 28, 2022 were approved on the doc and members Dubus, Holmes and Olson approved in-person without objection during the meeting. Aayush Srivastava is the graduate student representative and Dillon Gadoury is the A.S. designee instead of Luis Aquino. Aman Nemani will be welcomed at the next meeting if present | Informational | |
| Library Updates | <ul style="list-style-type: none"> Mike reported on a number of library activities including: <ul style="list-style-type: none"> Kathy Blackmer Reyes is one of 10 honorees for the prestigious 2023 ALA I Love My Librarian award. After 20 years, she has decided to step down as Director of AACNA Studies Center and will continue as full faculty librarian. Transition plan conversations will begin this spring for an announcement at a later date Feb 5th opening exhibit reception Celebrating the Alexanders: Community. Activism. Art. Ann Agee was elected as the library's inaugural faculty chair. Effective date is to be announced. STEM librarian recruitment will begin for spring 2023. Adobe Trainer & Instructional Designer, Raymond Lam, joined the library New digital scholarship services group Recent and upcoming programming highlights included late night snacks during finals for 500 students on 4 different evenings, ALS pop-up session last week had 106 attendees, eTextbook and Leganto usage increased due to faculty marketo message, Student Computing Services distributed 159 loaner laptops last week with additional equipment always available to students.. | Informational | |

Kommentar [1]: approve

Kommentar [2]: approve

Kommentar [3]: approve

Kommentar [4]: Approve

Kommentar [5]: approve

Kommentar [6]: Approve

Kommentar [7]: approve

Kommentar [8]: Approve

Kommentar [9]: Approve

Kommentar [10]: Approve

Kommentar [11]: I approve

Kommentar [12]: approve

Kommentar [13]: Approve

Kommentar [14]: edit for nearly 2,000 students

| | | | |
|-----------------------------------|---|--|--|
| | <ul style="list-style-type: none"> ● Mike also reported the following updates on the library's program plan: <ul style="list-style-type: none"> ○ The report submission due date is March 1st. The onsite visit by external reviewer is scheduled for April 3-4, 2023. ○ Themes of the ULB focus group results will be synthesized and shared in more detail at a future meeting. ○ The recording of the ULB focus groups was for purposes of transcription and data collection to be coded with the other campus forums held. It will not be shared outside the program planning committee. | | |
| Survey research project | <ul style="list-style-type: none"> ● Maureen and Jihyun will follow-up on the next steps of the IRB application document. ● The graduate group finished their questions. ● All items to be added into the survey outline. Demographic questions/fields will be consistent with the previously administered campus climate survey. | | |
| Upcoming Events and Announcements | <ul style="list-style-type: none"> ● Library events https://library.sjsu.edu/events ● Annual Author & Artists Celebration is April 26, 2023. Submissions are being collected for 2022. ● University Scholar Series dates released. ● See library events calendar for workshops on Zotero and Paperpile ● As the Director of Communications for Associated Students, Dillon offered to collaborate on any social media to further outreach efforts to students. ● Beethoven Center concerts scheduled. | | |
| Next Meeting | <ul style="list-style-type: none"> ● Next meeting is scheduled for February 20, 2023 at 2pm. [Feb 13th meeting was canceled] | | |
| Meeting Adjourned | 3:03 PM | | |

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: Nov 28, 2022

Minutes

Present: Maureen Smith, Jihyun Lee, Mike Meth, Christine Holmes, Jill Strykowski, Priya Raman, Nicole Dubus, Luis Aquino (A.S. designee), Michael Aguilar, Deborah Hicks, Katharine Olson, Emily Chan (guest), Christina Mune (guest)

Absent: Anne Marie Engelsen, Carli Lowe, Indumathi Jeyachandran, Adriana Poo, Gema Vinuales,

Prepared by: Sylvia Ruiz

- Kommentar [1]:** approve
- Kommentar [2]:** approve
- Kommentar [3]:** approve
- Kommentar [4]:** Approve
- Kommentar [5]:** approve
- Kommentar [6]:** Approve
- Kommentar [7]:** Approve
- Kommentar [8]:** abstain
- Kommentar [9]:** Abstain

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|--------------------------------|---|---------------|---|
| Welcome & Minutes last meeting | <ul style="list-style-type: none"> Minutes from Nov 14, 2022 were approved. New student members, Aman Nemani and Aayush Srivastava, will be welcomed at the next meeting if they are present | Informational | |
| Library Updates | <ul style="list-style-type: none"> Mike shared the following updates: <ul style="list-style-type: none"> Two day of giving campaigns on Nov 29th for Library Research Scholars Program (LRSP): tiny.sjsu.edu/givetolrsp and Digital Humanities Center in collaboration with the College of Humanities & the Arts: tiny.sjsu.edu/givetodhc All night study hours during finals will begin Dec 7th and posted on library's website https://library.sjsu.edu/library-hours/library-hours | Informational | |
| ULB open forum - program plan | <ul style="list-style-type: none"> Emily Chan and Christina Mune, Associate Deans of the library, facilitated a discussion by asking a series of questions related to the library's program plan. | | |
| Survey research project | <ul style="list-style-type: none"> Last 30 minutes of the meeting, breakout groups were held if needed to finalize discussion of the questions in the survey outline. IRB document was reviewed and discussed. | | <ul style="list-style-type: none"> Maureen and Jihyun will follow-up with graduate group |
| Next Meeting | <ul style="list-style-type: none"> Next meeting is scheduled for January 30, 2022 at 2pm | | |

Kommentar [10]: related library's program review of

| | | | |
|-------------------|---------|--|--|
| Meeting Adjourned | 4:00 PM | | |
|-------------------|---------|--|--|

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: Nov 14, 2022

Minutes

Present: Maureen Smith, c, Mike Meth, Indumathi Jeyachandran, Christine Holmes, Jill Strykowski, Adriana Poo, Priya Raman, Nicole Dubus, Gema Vinueles, Luis Aquino (A.S. designee), Michael Aguilar

Absent: Dillon Gadoury, Anne Marie Engelsen, Carli Lowe, Deborah Hicks, Katharine Olson,

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|--------------------------------|--|---------------|----------------------|
| Welcome & Minutes last meeting | <ul style="list-style-type: none"> Minutes from Oct 17, 2022 were approved. | Informational | |
| Library Updates | <ul style="list-style-type: none"> Mike and members of library shared the following updates: <ul style="list-style-type: none"> Election for inaugural library chair is underway Program plan open forums scheduled. Specific focus group for ULB will be held at the next meeting on Nov 28th. Two day of giving campaigns on Nov 29th for Library Research Scholars Program (LRSP): tiny.sjsu.edu/givetolrsp and Digital Humanities Center in collaboration with the College of Humanities & the Arts: tiny.sjsu.edu/givetodhc All night study hours during finals will be posted soon Last university scholar series event is Nov 16th. Recording available International education week The Library Takes You Around the World! DLUX (designing library user experience) committee is currently working on research-based personas to facilitate empathy while communicating with library users and developing library projects, services, and web pages for them. | Informational | |
| Announcements | <ul style="list-style-type: none"> No additional announcements shared | | |

Kommentar [1]: approve

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Kommentar [3]: approve

Kommentar [4]: Approve

Kommentar [5]: Approve

Kommentar [6]: approve

Kommentar [7]: Approve

Kommentar [8]: Approve

Kommentar [9]: Approve

Kommentar [10]: approve

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|-------------------------|---|--|---|
| Survey research project | <ul style="list-style-type: none"> • Breakout groups were held to continue discussion of the questions in the survey outline. • IRB document was reviewed and discussed. It will be submitted in early January. | | <ul style="list-style-type: none"> • Maureen and Jihyun will follow-up with graduate group |
| Next Meeting | <ul style="list-style-type: none"> • Next meeting is scheduled for Nov 28, 2022 at 2pm | | |
| Meeting Adjourned | 3:25 PM | | |

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Minutes **Date:** October 17, 2022

Present: Maureen Smith, Jihyun Lee, Deborah Hicks, Indumathi Jeyachandran, Emily Chan (designee for Mike), Christine Holmes, Jill Strykowski, Adriana Poo, Priya Raman, Nicole Dubus, Anne Marie Engelsen, Carli Lowe, Gema Vinuales, Luis Aquino (A.S. designee), Katharine Olson,

Absent: Dillon Gadoury, Mike Meth, Michael Aguilar

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|--------------------------------|---|---------------|--|
| Welcome & Minutes last meeting | <ul style="list-style-type: none"> Minutes from Oct 3, 2022 were approved. | Informational | |
| Library Updates | <ul style="list-style-type: none"> Emily shared a few library updates | Informational | |
| Announcements | <ul style="list-style-type: none"> View all upcoming library events at https://library.sjsu.edu/events View all current exhibits at https://library.sjsu.edu/exhibits No additional announcements shared | | |
| Survey research project | <ul style="list-style-type: none"> Breakout groups were held to continue discussion of the questions in the survey outline. When the large group reconvened, there was discussion confirming that the purpose is to engage non-library users. Topics to be discussed further: standardizing demographics for all students, including discipline specific questions and including relevant services provided by library collaborators in the building such as Writing Center, Accessibility Center, SJPL, etc. It was also discussed to create a timeline for survey distribution that makes sense given the library's self-study if the data is to be included in it. | | <ul style="list-style-type: none"> Each group finalize their questions Maureen and Jihyun draft the IRB proposal |
| Next Meeting | <ul style="list-style-type: none"> All present agreed to cancel the Oct 31st meeting. Next meeting is scheduled for Nov 14, 2022 at 2pm | | |

- Kommentar [1]:** Approv
- Kommentar [2]:** @jihyun du
- Kommentar [3]:** approv
- Kommentar [4]:** Approv
- Kommentar [5]:** Approv
- Kommentar [6]:** Approv
- Kommentar [7]:** Approv
- Kommentar [8]:** Approv
- Kommentar [9]:** verbal a 11/14 during meeting
- Kommentar [10]:** Approv
- Kommentar [11]:** appro
- Kommentar [12]:** appro

| | | | |
|-------------------|---------|--|--|
| Meeting Adjourned | 3:53 PM | | |
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UNIVERSITY LIBRARY BOARD
2022-2023

**Regular Board Meeting – Zoom
2pm**

Date: October 3, 2022

Minutes

Present: Maureen Smith, Jihyun Lee, Deborah Hicks, Indumathi Jeyachandran, Katharine Olson, Michael Aguilar, Mike Meth, Emily Chan (guest), Christine Holmes, Adriana Poo, Priya Raman, Nicole Dubus, Anne Marie Engelsen, Carli Lowe, Gema Vinales, Luis Aquino (A.S. designee)

Absent: Dillon Gadoury, Jill Strykowski,

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|--------------------------------|--|---------------|----------------------|
| Welcome & Minutes last meeting | <ul style="list-style-type: none"> ● Maureen greeted everyone. ● Minutes from Sept 19, 2022 were approved. | Informational | |
| Library Updates | <ul style="list-style-type: none"> ● Mike shared the following updates: <ul style="list-style-type: none"> ○ Current posting for 2-year position funded by Adobe grant for Trainer and Instructional Designer ○ DHRI event Oct 11-12, in collaboration with San Diego state ○ Open Access event on October 27, 10-3pm - Several topics like AL\$, OA promotions and Copyright-licensing, screen OA films ○ Past event was a Banned Book reading on Sept 27 with the Department of African American Studies & AACNA Studies Center. Hosted 70 participants in Room 113 on the 1st floor. ○ Another past event was the Startup Incubator Launch on Sept 22 which had a great turnout of over 150 attendees. ○ Dia de Los Muertos / Day of the Dead / Art of Remembrance exhibit opens Oct 10 thru Nov 4. It in conjunction with the 25th anniversary SJ MAG (San Jose Multicultural Artists Guild) ○ Forthcoming is an exhibit celebrating Native American Heritage month with the Indian Health center of Santa Clara. | Informational | |
| Survey research project | <ul style="list-style-type: none"> ● Breakout groups were held to continue discussion of the survey outline to finalize the survey questions. ● When the large group reconvened, there was discussion to consider | | |

Kommentar [1]: Approve

Kommentar [2]: approve

Kommentar [3]: approve

Kommentar [4]: Approve

Kommentar [5]: Approve

Kommentar [6]: Approve

Kommentar [7]: approve

Kommentar [8]: Approve

Kommentar [9]: Approve
Emily's edits.

Kommentar [10]: Approve

Kommentar [11]: Approve

Kommentar [12]: Approve

| | | | |
|-------------------|---|--|--|
| | limiting the number of questions, limit the demographic items, and adding an interest box if willing to participate in a future focus group. | | |
| Announcements | <ul style="list-style-type: none"> • View all upcoming library events at https://library.sjsu.edu/events • View all current exhibits at https://library.sjsu.edu/exhibits • No additional announcements shared | | |
| Next Meeting | <ul style="list-style-type: none"> • Next meeting is Oct 17, 2022 at 2pm. | | |
| Meeting Adjourned | 3:55 PM | | |

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: September 19, 2022

Minutes

Present: Maureen Smith, Jihyun Lee, Deborah Hicks, Jill Strykowski, Indumathi Jeyachandran, Katharine Olson, Michael Aguilar, Emily Chan (dean's designee)
Christine Holmes, Adriana Poo, Priya Raman, Nicole Dubus, Luis Aquino (A.S. designee)

Absent: Anne Marie Engelsen, Carli Lowe, Gema Vinales, Mike Meth, Dillon Gadoury

Prepared by: Sylvia Ruiz

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|---------------------------|--|---------------|---|
| Welcome and Introductions | <ul style="list-style-type: none"> Maureen and Jihyun greeted everyone as the ULB co-chairs. Everyone introduced themselves by sharing their name, title, college/department. Per the committee assignment site, ULB is almost fully staffed with only 2 vacancies remaining. | Informational | |
| Library Updates | <ul style="list-style-type: none"> Emily presented library updates including impressive outreach numbers from June -Sept, 2022 with close to 3,000 attendees/interactions. Conversation on banned books led to the question – has SJPL received book challenges requests recently and, if so, what has been their frequency? | Informational | <ul style="list-style-type: none"> Emily & Jill will request banned book info from SJPL. |
| Survey research project | <ul style="list-style-type: none"> The survey outline created last year was discussed. The following items were suggested: swapping in-person reference to chat kiosk and revisiting the demographic items to capture user frequency, work status, or age group. Additional questions should address: <ul style="list-style-type: none"> How users feel about safety, and belonging or feeling welcomed in the library. Availability of booking spaces Food/beverage options Any barriers specific to BIPOC; do they need to be different Next steps include finalizing the survey, building a timeline for IRB submission and collaboration with IEA for distribution. | | <ul style="list-style-type: none"> If interest in specific user group, members should add their name and semester to document Maureen will take the lead on IRB submission Emily will send Maureen library background and research info to |

Kommentar [1]: approve

Kommentar [2]: approve

Kommentar [3]: approve

Kommentar [4]: Approve

Kommentar [5]: Approve

Kommentar [6]: approve

Kommentar [7]: Approve

Kommentar [8]: Approve

Kommentar [9]: Approve

Kommentar [10]: Approve

Kommentar [11]: Abstain

| | | | |
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| | <ul style="list-style-type: none"> ● It would be ideal to receive survey results early enough to inform the library program plan. ● Library's program plan is currently due on Sept 30, but an extension request has been submitted ● Board members can support the library's program plan by providing feedback on guiding questions for any future audience forums. Board members may also reach out to colleges/dept to encourage attendance and participation to any information-gathering events or avenues.. | | begin IRB application. It was suggested to also refer to the info on the WASC report |
| Announcements | <ul style="list-style-type: none"> ● Upcoming library events at https://library.sjsu.edu/events ● No additional announcements shared | | |
| Next Meeting | <ul style="list-style-type: none"> ● Next meeting is Oct 3, 2022 at 2pm. ● Calendar invites for ULB committee dates with zoom details have been sent. Let Sylvia know if it not showing up on your calendar | | |
| Meeting Adjourned | 3:28 PM | | |

UNIVERSITY LIBRARY BOARD
2022-2023

Regular Board Meeting – Zoom
2pm

Date: August 22, 2022

Minutes

Present: Mike Meth, Maureen Smith, Jihyun Lee, Deborah Hicks, Gema Vinuales, Jill Strykowski, Indumathi Jeyachandran, Katharine Olson, Michael Aguilar,
Emily Chan (guest), Christina Mune (guest)
Absent: Anne Marie Engelsen, Carli Lowe, Christine Holmes, Nina Chuang, Priya Raman

Prepared by: Sylvia Ruiz

- Kommentar [1]: approve
- Kommentar [2]: Approve
- Kommentar [3]: Approve
- Kommentar [4]: Approve
- Kommentar [5]: approve
- Kommentar [6]: Approve
- Kommentar [7]: approve
- Kommentar [8]: approve

| TOPIC | DISCUSSION | OUTCOME | FOLLOW UP (Who/When) |
|--|---|---------------|---|
| Welcome and Introductions | <ul style="list-style-type: none"> Maureen and Jihyun greeted everyone as the ULB co-chairs. Everyone introduced themselves by sharing their name, title, college/department and years of service. | Informational | |
| Survey research project | <ul style="list-style-type: none"> Jihyun provided an overview of the survey outline that the board worked on last year. Everyone should take a look at the 3 different user groups (i.e., employees, undergraduate students, and graduate students) to identify their area of interest. Members will continue working on the survey this year. Once the survey is complete, it will be handed off to the Office of Institutional Effectiveness and Strategic Analytics for distribution. The data results may be used to inform the library's program plan. | | |
| Announcements and other library projects | <ul style="list-style-type: none"> Learn of upcoming library events at https://library.sjsu.edu/events, including a student assistant job fair Aug 23rd Upcoming library Fall 2022 Weeks of Welcome (WOW) Events Associate Dean Emily Chan announced that the library is seeking feedback on the newly revised faculty & staff services page https://library.sjsu.edu/faculty-services. One suggestion was to add a link to the libguides to the research support Associate Dean Christina Mune and Outreach Librarian Michael Aguilar invited everyone to share opinions and thoughts on the library's website to help improve web usability and accessibility. The Library's Website Redesign Team is seeking faculty participants to be a part of the study. It will take ~15-20 minutes | | <ul style="list-style-type: none"> Send your suggestions, concerns and ideas for the faculty services page to emily.chan@sjsu.edu. Complete the interest form for website usability and accessibility study and the team will contact you. |

| | | | |
|-------------------|--|--|--|
| | <p>via Zoom.</p> <ul style="list-style-type: none"> • The library started a feedback group, composed of SJSU students, staff, and faculty. The goal is to solicit user input on the SJSU Library's website, collections, services, and facilities in order to improve the library's physical and digital user experience. This includes recruitment for usability testing, surveys, focus groups, and other user testing activities. More information is posted here: https://library.sjsu.edu/sjsu-library-feedback-group • Dean Mike Meth shared that at each library entrance there is a land acknowledgement flag for the Muwekma Ohlone Tribe. Future plans are in the works to expand the collaboration with the Muwekma Ohlone and other ancestral tribes in the Bay Area. | | |
| Next Meeting | <ul style="list-style-type: none"> • NOTE: Next meeting Aug 29, 2022 at 2pm is canceled. • Next meeting is Sept 19, 2022 at 2pm. | | |
| Meeting Adjourned | 2:44 PM | | |