

Library Council  
Wednesday August 27, 2025  
9:00 AM, Zoom and 311G

Library Council Attendance: Chad Buckley, Colby Cilento, Carrie Forbes, Logan Janicki, Michelle Neuffer, Lindsey Skaggs, Chris Worland, Angela Yon, Chris Young

## **Agenda**

### **I. Call to Order**

Chair Buckley called the meeting to order at 9:00 AM.

### **II. Approve minutes 8/13/25**

Library Council approved the 8/13/25 minutes.

### **I. Election of Library Council Officers for 2025-2026**

Chair Buckley welcomed the new members of Library Council in attendance. The 2025-2026 Library Council would be comprised of:

- Continuing members: Chad Buckley, Colby Cilento, Chris Worland, Angela Yon
- Incoming members: Ellie Harman, Logan Janicki, Lindsey Skaggs

An election would need to be held to fill the remainder of the term vacated by Maddi Loiselle.

Buckley opened the floor for nominations for chair for the 2025-2026 council. He noted he did not need to continue in the role if someone else was interested in serving.

Lindsey Skaggs nominated herself to serve as chair; seconded by Colby Cilento. The motion passed unanimously, and Lindsey Skaggs was elected as chair.

Buckley opened the floor for nominations for vice chair. Chris Worland nominated himself to continue serving as vice chair; seconded by Cilento. The motion passed unanimously, and Chris Worland was elected as vice chair.

Buckley opened the floor for nominations for secretary. Colby Cilento nominated herself to continue serving as secretary; seconded by Buckley. The motion passed unanimously, and Colby Cilento was elected as secretary.

Buckley opened the floor for nominations for Elections Committee Officer. Angela Yon nominated herself, noting that she would be on sabbatical in Spring 2026 so someone would need to be chosen to fill her duties during that time. Worland seconded the motion. The motion passed unanimously, and Angela Yon was elected as Elections Committee Officer.

The final roster for officers is as follows:

- Chair:** Lindsey Skaggs
- Vice Chair:** Chris Worland

- C. **Secretary:** Colby Cilento
- D. **Elections Committee Officer:** Angela Yon

Buckley confirmed with Skaggs that he would continue to run this meeting as chair. Skaggs would take over chair duties after its conclusion.

## **II. Public Comments**

Chair Buckley noted no members of the public had registered to make comments. He explained that comments could be made on any topic, whether on the agenda presently or at future meetings or not. He stated it could be in person or virtual as long as rules governing comment were applied consistently.

Dean Carrie Forbes inquired about the meeting rules changes; whereby, Cilento explained that ISU General Counsel had met with the deans and told them that their councils were subject to Illinois Open Meetings Act (OMA) regulations since they reported to Academic Senate. As such, there were provisions they needed to be in compliance with, such as meeting notice, public comment registration, and others.

## **III. Information Items**

### **A. Academic Senate Update (Bonnell)**

Senate Chair Angela Bonnell provided the following updates on Academic Senate:

- The first Senate Executive Committee meeting was held on August 18. The agenda primarily dealt with priorities for the internal senate committees for the upcoming year, mostly reviewing policies. They also discussed the presentations that will occur throughout the year and the process of aligning senate documents with necessary changes.
  - One change is the renaming of some university positions, which need to be updated in senate documents such as the constitution.
  - Another change is reviewing approximately 24 senate policies for changes that need to be made to come into agreement with the United Faculty Illinois State University (UFISU) collective bargaining agreement. This doesn't even include the faculty Appointment, Salary, Promotion, and Tenure (ASPT) document.
  - Other changes come from newly enacted federal state laws and regulations.
- The first Academic Senate meeting of the year would be held that evening.
  - There will be a budget presentation from the Director of Intercollegiate Athletics, Dr. Jeri Beggs, and they will be reviewing changes to the Athletics Council Bylaws.

Buckley asked if the senate schedule was still the same, with committees meeting on alternating weeks with senate.

Bonnell explained that the schedule did change, due to Academic Senate needing to meet and make changes happen more quickly. Everyone now would meet every two weeks.

### **B. Milner Exhibits Update (Koopmans, Neuffer)**

Heather Koopmans, Co-Chair, Milner Exhibits Team, explained that the exhibits program was paused last semester and this was intended to continue through the end of the fall semester. They

anticipate reopening the full proposal process in the spring. The pause means that they are not presently accepting new exhibit proposals from external partners, however; they were still accepting proposals from Milner employees wanting to showcase Milner collections. It is important to continue to showcase our expertise and connections to campus through exhibits. The [exhibit request form](#) is still active for Milner employees.

Koopmans explained that the primary reason for the pause was because work had ramped up this year to make sure that exhibits policies and procedures reflect current campus and Milner priorities and resources. The core policies and procedures have not been updated in 10 years. Exhibits in general are time intensive so it wasn't feasible to do the updating work alongside full capacity exhibit work.

### **C. Dean's Items (Forbes)**

#### Budget Model

Dean Carrie Forbes stated that Grant Thornton, the RISE (Resilience, Innovation, Sustainability, and Excellence) Taskforce would be providing updated information in mid-September about their work on the new budget model for the university. So far, a lot of the information shared has not been relevant to the library as the budget model being considered is based on student credit hour generation and enrollment in the colleges. Interestingly, the Academic Impact Fund (AIF) List, where colleges make requests for tenure-track positions, may be going away or changing. What that means for the library is presently up in the air but there may be changes to hiring practices across campus. An algorithm will be produced as a draft estimate, so Dean Forbes will need talking points for the library about why they need a certain budget for our resources and services. Buckley already provided some information about inflationary costs for electronic resources.

#### Academic Affairs Convocation

The Academic Affairs Convocation will be held on September 5, at 1:00 p.m. The provost has asked that those in attendance wear red. Dean Forbes noted that she had a coffee chat with Milner employees scheduled for that day which might need to be altered.

#### Milner 50<sup>th</sup> Birthday

Dean Forbes shared that she would like to host a 50<sup>th</sup> birthday party for Milner Library in 2026. She was considering a celebratory event next fall, perhaps around homecoming.

#### Non-tenure track faculty hiring

Dean Forbes met with Janice Bonneville, Associate Vice President, Human Resources, about hiring needs. The library is now permitted to hire non-tenure track faculty (NTT) librarians. This is apparently due to an update to a policy, [3.3.4](#), that includes a provision for Milner NTT faculty. This is for new lines or existing lines that were vacant only.

Buckley noted this was good news; Forbes shared she had it in writing as long as the policy exists.

Bonnell shared that the relevant language in that policy now was the definition of Instructional Assistant Professor reading "faculty with a minimum of a master's degree whose primary responsibility is classroom instructional duties or librarianship."

Joe Blaney, Interim Associate Dean for Information Assets, asked if this permitted NTTs to be in the bargaining unit; whereby, Dean Forbes indicated that it did not.

#### MISO survey

Dean Forbes shared that the Information Technology (IT) unit reached out about running the Measuring Information Service Outcomes (MISO) Survey this year and including the library. She noted that she understood Milner was a part of it in years past but then moved to running their own satisfaction survey. She believed there had been some feedback about the data being wonky which led to that decision. She explained she had run the MISO survey at other institutions she worked at and felt it was valuable. As it was free, she would like to run it again; noting it was free because of an anniversary discount. She wanted to see if they could work with IT to resolve any potential data issues.

Lindsey Skaggs noted that she and Chad Kahl had run the satisfaction survey years ago before their department dissolved. She recalled that there was discussion about not participating in MISO because they were concerned about the number of participants, but she would have to review her old notes. She also recalled something coming up about what could be publicly shared or not. Kahl may remember more of why they arrived at the decision they made.

Paul Unsbee, Director of Library IT Services (LITS), shared he would be surprised if the results couldn't be publicly shared because IT did that for their portion on the ISU website.

Buckley noted he recalled something about wanting to specifically tailor the questions to Milner.

Sue Franzen, Associate Dean for Public Services and Organizational Development, shared that Kahl had indicated that some of the documents were not necessarily designed to be shared and that the concerns were more about their design and structure than containing sensitive information.

Dean Forbes shared that September 19 was the deadline to commit to the survey and asked those that have thoughts or questions to share their feedback with her.

#### **IV. Discussion Items**

##### **A. Review Volunteers for Search Committee for Associate Dean for Information Assets**

Buckley shared that the following individuals had volunteered to serve on the search committee for the Associate Dean (AD) for Information Assets: April Anderson-Zorn, Maureen Brunsdale, Colby Cilento, Jayna Leipart Guttilla, and Ryan Peters.

Chris Worland noted that the NTTs had discussed whether one of them should serve and they were all on the same page that, while any of them would be willing to serve, they wanted to defer to representation from departments in Information Assets, as presently all NTTs are on the Public Services side. Should the Library Council or Dean Forbes desire an NTT representative, they could be contacted and reconsider.

Worland asked if there was a request made to an external person to serve on the committee; whereby, Dean Forbes noted she could reach out to someone.

Skaggs shared that during the search for Franzen's position, the committee was comprised of the other AD, two tenure-track faculty (TT), and NTT and CS representatives from Public Services, and an external representative. She asked if either AD would be on the committee this time.

Angela Yon noted previous discussion about an administration representative.

Dean Forbes stated that Ryan Peters could serve that role.

Jenny Hansen suggested Joe Blaney to serve, as he was both an internal and external representative, and an AD.

Logan Janicki moved, seconded by Buckley, to recommend all of the volunteers be appointed to the search committee. The motion passed unanimously. Dean Forbes would have ultimate approval of the composition of the committee.

## **B. Feedback on Job Description for Associate Dean for Information Assets**

Buckley noted that some feedback was provided at the last meeting.

Cilento shared that members of the civil service staff had contacted her to share comments, which she read as follows:

- Perhaps there could be a Scholarship Department with scholarly communication, copyright, and digital scholarship in it
- A department called Special Collections and Resource Management, as at some other institutions, which has special collections, preservation, digitization, and metadata within it
- Scholarly communication is sometimes with collection development or digital initiatives at other institutions
- Acquisitions and collection development could be together, possibly with scholarly communication
- Collection Development is often a part of Technical Services at other institutions, but Technical Services is already a large department here
- Electronic resources, discovery, and systems should be its own department; at some other places it is under their equivalent of LITS

Buckley noted that collection development had been under the Public Services unit for many years but was moved to Information Assets because of Rachel Scott's expertise and its ties to electronic resources.

Dean Forbes shared she had met with different individuals about this topic, mostly from Information Assets. She will finalize the job description and send it to the search committee. She promises if any changes are made, they will be discussed with those affected.

Skaggs noted some of the information in the job description had still not been updated since the last meeting.

Dean Forbes stated that she had subsequently found an updated version, which she could send out to Library Council members to double check that they did not miss anything.

Buckley noted some of the numbers mentioned in the document needed updating.

### **C. Call for Volunteers for Milner Community Team**

Buckley shared that the team had openings for two to three additional members, as Maddi Loiselle and Chloe Vicente left Milner and Colby Cilento was stepping down.

Skaggs will send out a call for volunteers to be discussed at the next meeting.

### **V. Celebratory Items**

#### ISU ReD

Skaggs shared the new refreshed ISU ReD website was now live at [ir.library.illinoisstate.edu](http://ir.library.illinoisstate.edu).

#### Publication celebration

Blaney reminded everyone that the Friday was the happy hour for Caitlin Stewart and Heather Koopmans' recent publication.

### **VI. Announcements/Other**

#### Coffee with Carrie

Dean Forbes reminded everyone to sign up for a coffee with Carrie slot. They could also get tea or something else if they were not into coffee.

#### Consultation Services Working Group

Franzen shared that the new consultation services webpage was live. She thanked the working group, comprised of herself, Grace Allbaugh, Colby Cilento, Chris Worland, and Kate Tallman, for their work for the past two years. Their work will be wrapping up this semester. She thanked Michelle Neuffer for her promoting ideas and Elias Wrightam for building the website.

Cilento noted how well the site looked, including on mobile, which would be beneficial for students.

Franzen explained it was linked to the Contact Us page on the library homepage and replaced the former subject librarian page.

Meeting adjourned at 9:38 AM

Submitted by C. Cilento  
3 September 2025