Library Council
Wednesday September 10, 2025
9:00 AM, Zoom and 311G

Library Council Attendance: Chad Buckley, Colby Cilento, Carrie Forbes, Ellie Harman, Logan Janicki, Lindsey Skaggs, Chris Worland, Angela Yon

Agenda

I. Call to Order

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

II. Approval of Minutes from 8/27/25 Library Council Meeting

Library Council approved the 8/27/25 minutes.

III. Public Comments

Chair Skaggs stated that no one had registered for public comment. She explained that those wishing to do so would need to register to speak beforehand and attend the meeting in-person; noting that this was a function of Open Meetings Act compliance and would be discussed further later in the meeting.

IV. Information Items

A. Academic Senate Update (Bonnell)

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

- The new Senate met two weeks prior, on August 27.
    - There was a presentation by Jeri Beggs, Director of Athletics, on the FY22-24 budget. This would have been held in early 2025 but was unable to be scheduled then.
        - Beggs spoke of collegiate athletics and the NCAA *House* settlement lawsuit which required back damages for student athletes.
        - Athletics is also participating in budget cuts, along with the rest of the university. Operating budgets need to be cut, which include financial aid for student-athletes. They are trying to raise revenue to offset the cuts.
    - At Festival ISU, there were 277 registered student organizations (RSOs), 64 departments, and 42 organizations represented at tables - including a table from Milner.
    - During Welcome Week, there were 3,046 unique event attendees and that represents all-time high engagement. Bonnell thanked Michelle Neuffer, Milner's Director of Marketing and Communications, and others at Milner, for their work contributing to this.
    - Vice President for Finance and Planning Glen Nelson presented the following:

        - The "guts" of the new financial model has been created, in conjunction with some members of the RISE (Resilience, Innovation, Sustainability, and Excellence) Taskforce, and the budget consultant, Grant Thornton.
        - There have been several jobs posted in the Finance and Planning area, these are new positions but not new budget lines as the funding for them came from reorganization within that division.
            - One such position is the Chief Data and Institutional Effectiveness Officer. Another will be an Associate Vice President of Finance and Planning Operations.
            - The new organizational structure will require some reassignment of several existing units.
- The Academic Senate meets again that evening. The internal committees will meet for the first time this semester.
    - The Planning and Finance Committee will have a presentation on Policy 9.2, Appropriate Use of Information Technology Resources and Systems, which will probably become "Acceptable Use…"
    - There is a new federal anti-hazing law which Policy 5.1.13, Anti-Hazing, will also need to be updated to reflect.

B. **Library Council AY25 Year in Review (Buckley)**

Chad Buckley, Former Library Council Chair, noted that Caitlin Stewart had created a year in review when she was outgoing chair, so he elected to do the same. The review was pulled together based on the minutes from the meetings held. It was a summary of how often the Library Council (LC) met and what topics were discussed, along with some basic statistics. It is available for future reference, if needed.

C. Community Team Events Guidelines (Janicki)

Logan Janicki, Chair of the Community Team, explained that the Community Team had received questions about how and when welcome and going away events were scheduled, or not, for new or outgoing employees. He shared the guidelines to clarify. He noted that any Community Team-organized welcome or going away events would not preclude supervisors, departments, or others from organizing similar events for their staff.

Janicki shared that all newly hired full-time employees would be provided with a card introducing the Community Team and its members. The Community Team would also strive to welcome those new employees at the first Community Team event they attended, with their consent. For retiring or voluntarily resigning staff, the Community Team would reach out to them to see if they were interested in having a going away event organized for them. Retirees would be provided with an online kudos board with messages from their coworkers, delivered by email on their last day in the office.

Buckley stated that in the past, Milner's administration had hosted welcome events for new employees that were not well attended so that practice was discontinued.

Sue Franzen, Associate Dean for Public Services and Organizational Development, noted that those events had also not been offered to everyone, so it had been an equity issue.

Janicki explained the Community Team hoped to address that by offering the same to everyone but reiterated that supervisors can also have their own events if they want.

D. Dean's Items (Forbes)

Homecoming
Dean Carrie Forbes asked anyone interested in brainstorming homecoming events related to the library to please let her know as soon as possible. She is organizing a group soon to discuss this. Homecoming is the week of October 13, with the parade falling on October 18. Milner is supposed to have a table in the Hobart Field House during tailgating prior to the homecoming game. She has been in contact with the Exhibits Team and April Anderson-Zorn, University Archivist, about this.

Associate Dean (AD) for Information Assets Position
Dean Forbes thanked everyone who had provided input on the position for their feedback. She will be contacting the search committee by the end of the week or early next week, once she has been able to confirm an external committee member to serve. She noted she had received a lot of great ideas about organizational restructuring as it related to the position, but that some of that may not be reflected in the job description. She explained this was not because the feedback was not valuable, but because she wanted to hold off on making some of these changes until the successful candidate was in place as they would want to be a part of those discussions and decisions.

Discussion/Drop-In with the Dean
Dean Forbes would hold a Discussion or Drop-In with the Dean (name still pending) event for library staff on September 22, via Zoom. She has some plans for how that will be structured and will announce them ahead of time. She has received great suggestions about establishing community norms for these meetings.

V. Discussion Items

A. **Community Team Volunteers**

Chair Skaggs did not receive any new volunteers to serve on the Community Team, despite sending two calls for them.

Janicki noted that the Community Team had discussed whether going back up to ten members would even be productive; whereby, Ellie Harman noted there were six members at present.

Colby Cilento stated that when the charge was written, the cap for membership was made 10 because there had been 10 volunteers at that time.

Skaggs noted that another call could be put out for volunteers at any time if more members were needed.

B. **Changes to Library Council to Comply with Open Meetings Act**

Chair Skaggs noted that there had been discussion about the need to comply with the Open Meetings Act for LC meetings. Library Council also had recent dialogue with each other about some of the required changes. She would review the ways in which LC needed to comply and discuss with LC how to facilitate that.

Chair Skaggs noted that per LC bylaws, LC is required to meet once per month. With the new Discussion with the Dean meetings, and the more formal way LC meetings would need to be conducted, she asked if LC wanted to continue holding their second scheduled meeting or not. She noted it may be too early to determine that at this time. She explained another consideration was that the schedule of meetings would now have to be placed online. There were also guidelines for cancelling meetings and a required notice period; whereby, Cilento noted it was 48 hours.

Skaggs explained that LC would need to submit a ticket to Library Information Technology Services (LITS) in order to make updates to the website, and it could be inconvenient to have to do that frequently.

Cilento stated that her instinct initially was to only hold one meeting a month, as most of the other college councils do, but as Chris Worland had mentioned previously, she did not want to hold up any items because of this. She suggested that the first meeting of the month could be the "always" held one and they could determine at that meeting if there was anything pressing that warranted the second being held. The second meeting could always be added, but it may be better not to have it scheduled to begin with. It feels like it would be added back less than it would need to be cancelled. We would need to post an agenda for it and put it on the calendar at least 48 hours in advance if added.

Janicki agreed about posting when a second meeting was needed being the better approach, as opposed to having it scheduled initially. He noted that the civil service (CS) caucus had also expressed an interest in meeting more to help fill the space for discussion.

Skaggs noted the consensus was that it would make more sense to put out the schedule having the first meetings of the month, and then if needed, a second meeting could be added.

Dean Forbes suggested adding language to that schedule indicating that a second meeting could be held if warranted and that it would be on the fourth Wednesday, if so.

Skaggs explained that agendas and approved minutes would also need to be posted online, which was not the current practice. She noted that agendas could be posted on the shared governance website where the schedule for Library Council would be. She asked LITS Director, Paul Unsbee, to speak about what the turnaround and procedure for that would be like.

Paul Unsbee, LITS Director, noted that a page had already been created for hosting the agendas, like how the University Library Committee's agendas were currently being handled. The page is waiting to be published when LC is ready to start posting agendas.

Skaggs thanked Unsbee. She asked who would post the agendas online and asked if LITS wanted a ticket submitted to request this.

Unsbee confirmed that a ticket would be best, so multiple individuals had access and were able to facilitate it if someone was out. He requested that they receive the agenda at least three business days before it needed to be posted online.

Cilento clarified that the agendas had to be posted 48 hours in advance of the meeting. Was Unsbee asking for agendas to be submitted three business days prior to those 48 hours; whereby, Unsbee confirmed that he was. He also requested that they be submitted in PDF format.

Skaggs stated that the agendas and minutes should probably both be posted there; noting she mentioned ISU ReD before as an option for minutes. It would be more beneficial for users to have all the information in one location.

Cilento confirmed that as a requirement of OMA, the agenda had to be posted in the physical meeting location 48 hours in advance as well.

Buckley suggested posting it on the door or entrance to the 311-administration suite.

Dean Forbes confirmed that LC meetings would need to be open to the general public.

Cilento reiterated that LC was subject to OMA regulations as a body that reported to Academic Senate. She noted that general counsel had advised that just the agenda needed to be posted, the supplementary materials did not.

Skaggs explained that comments would have to be handled differently due to OMA. If not on LC, an individual could comment by registering for public comment, or by being on the agenda or recognized by a member of LC as an expert on an agenda item. To make a public comment, individuals would have to attend the meeting in person and sign up to speak beforehand. She noted that LC could determine how much time they wanted to allocate for public comment and whether there would be a time limit per individual. LC had discussed having a physical sign-up sheet. Commenters would need to sign up before the meeting starts. They also discussed having an electronic option in case commenters wanted to sign up without having to get into the room so early. She noted she allotted 10 minutes on the agenda for public comment.

Cilento shared that general counsel had suggested that having no more than 10 percent of the meeting time allotted for public comments was reasonable, so 10 minutes made sense for the one-hour LC meetings. She suggested that the time limit per person could be determined by the number of speakers, i.e., if there were five people registered to speak, each could have two minutes. She noted many government bodies and agencies have time limits per person and run timers, but she did not feel they would often have large numbers of speakers in these meetings.

Skaggs welcomed anyone who wanted to comment at these meetings but noted that the Discussion with the Dean events were also where they were envisioning more of the informal dialogue and discussion would be happening now.

Dean Forbes noted that anyone could still request items be added to the LC agenda if they had something substantial to discuss that they wanted LC feedback on.

Skaggs also noted that anyone could send comments to a member of LC for that council member to read or summarize at a meeting, if they could not attend to give comment or did not feel comfortable doing so. They could reach out to any council representative or the chair directly to do this.

Skaggs explained that some of the LC bylaws may need to be updated to make sure they follow OMA. This would take time because changes would need to be approved by the Academic Senate.

Cilento noted that OMA would supersede the bylaws, but there are some areas for clarification, such as the closed meeting provision of the bylaws, for example, which contradicts OMA.

Cilento also reiterated that LC members could recognize someone to speak as an expert on a topic, if needed, during a meeting - such as Skaggs did with Unsbee.

Skaggs shared that she would be calling for agenda items much earlier than she had been; whereby, Dean Forbes noted that was probably another good reason to meet once per month.

Dean Forbes asked about using Robert's Rules of Order to conduct meetings; whereby, Cilento explained it was not required but they were required to record attendance of LC members, motions, and votes. She noted she would stop recording attendance of non-LC members as it was not required. She suggested not strictly adhering to Robert's Rules of Order as it would make the meetings even more formal. For example, the chair would need to recognize anyone, including LC members, in order for them to speak.

VI. Celebratory Items

Publishing Recognition
Joe Blaney, Interim Associate Dean for Information Assets, asked that those who had articles or books published send him that information so they could be recognized and celebrated.

ISU ReD
Dean Forbes sent the provost a list of library accomplishments for her convocation, and she chose to highlight one from ISU ReD.

Emily Baldoni Book
Angela Yon recognized Emily Baldoni for the publication of the book, The Organization of Information, by Daniel Joudrey, with the assistance of Emily Baldoni.

VII. Announcements/Other

New LC Members
Skaggs shared that there was a ballot out for the open CS seat on LC council. The elected representative would serve the remainder of Maddi Loiselle's term, which was less than a year.

Buckley noted he had dropped the ball on securing a student member of LC for the prior year; whereby, Skaggs noted she would follow up about doing so and touch base with student supervisors.

Adjournment
Janicki moved to adjourn the meeting; seconded by Buckley. The motion passed unanimously. Meeting adjourned at 9:51 AM

Submitted by C. Cilento
17 September 2025