

Library Council

Wednesday, September 9, 2026

9:00 AM, Milner Library 311G and Zoom

Library Council Present: Josh Altshuler, Rebecca Fitzsimmons, Carrie Forbes, Ellie Harman, Laura Killingsworth, Jayna Leipart Guttilla, Lindsey Skaggs, Angie Stegemann

Agenda

I. Call to Order

Chair Fitzsimmons called the meeting to order at 9:05am.

II. Approval of Minutes from 8/26/26 Library Council Meeting

Library Council approved the 8/26/26 meeting minutes.

III. Public Comments

Chair Fitzsimmons noted that no speakers had registered for public comment.

IV. Information Items

There were no information items on the agenda.

V. Discussion Items

A. Search committee formation and guiding documents

Chair Fitzsimmons introduced the topic: During the last meeting, we began a discussion about search committee formation and standardized documentation. There are several searches that will begin imminently. How can we move quickly to put guiding documents in place? We discussed the potential for a committee last meeting, but that could perhaps be more laborious and might require a call for volunteers, etc.

Skaggs clarified that the idea was to have a sub-committee of Council members work on the documentation to move it along. We would not need to call for volunteers outside of Council for this work, but if Council members don't think this is a good idea, we can go another route.

Dean Forbes mentioned that the DFSC guidelines specify that Library Council will form search committees for T/TT faculty searches, but they do not speak to searches for other employee classifications. Do we want to follow the same processes for all searches? Or have different procedures depending on the type of classification?

The CS caucus met to discuss and look at the documents Skaggs compiled for Council (Teams *L/B Milner Library > Shared Document Library > Important Documents > Search Committee Documents*). There is a document titled "Civil Service Search Committee Checklist" that has a lot of questions

that need to be reviewed. Leipart Guttilla agreed with Dean Forbes that we need to first determine if there will be different procedures for different search types.

Dean Forbes suggested that we feel these processes out while we run three searches this fall, since they are different classifications. The search for a T/TT Head of Archives and Special Collections will commence shortly. The CS Acquisitions Specialist position was just posted, and the NTT Discovery Services Librarian search will likely begin later this fall. Perhaps Council could figure out how to form the search committees and then the committees can take notes and identify questions as they run the search, which will inform the documentation we produce.

Leipart Guttilla thought this was reasonable. She mentioned that she had just hired an extra help position and had a lot of questions throughout the process since there wasn't extant documentation. If we use these searches as test cases, and create documentation as we go, we will have some assurance we're sharing the most relevant processes and not something outdated. Chair Fitzsimmons thought it would be best to take our time as we develop documentation. We shouldn't rush to create documentation for these searches. Perhaps it is best to follow previous practice so that we can identify areas for improvement.

Dean Forbes mentioned that the processes for CS searches are very different because of the HR screening that happens before the search committee sees the applicants. This is not unique to ISU but part of the CS hiring process generally at Illinois state institutions. She has been in contact with Brad Franke, Director of Public Affairs and Policy, to see if he can advocate for changes that would better serve universities and help us see the most qualified candidates in CS job pools.

Looking forward to the upcoming T/TT search, Dean Forbes noted that in the past the Dean would write a charge for the search and Council would call for volunteers. Is this what we'd like to do this fall? There was some discussion over the last year of Council's roll since we can't meet in closed session. Chair Fitzsimmons noted that Academic Senate meets in closed session. Can we truly not do so? Skaggs noted that Cilento had asked Long about this in Spring 2025. Her recollection was that we were advised that we could only go into closed session to discuss confidential personnel issues, which Council does not do.

Stegemann asked what was being said in the meetings that needed to be closed? Skaggs responded that it was mildly uncomfortable to discuss why someone was/wasn't suited to serve on a committee when others in the (Zoom) room cannot speak and didn't want anyone to be upset. Dean Forbes asked if we could share the volunteers with Council ahead of a meeting and have a vote. Killingsworth though she would still want to have a discussion because she might not have all the information to make informed choices about who should serve.

Norris shared 5 ILCS 120/2 par. 42 in the Zoom chat (<https://www.ilga.gov/Legislation/ILCS/Articles?ActID=84&ChapterID=2>) which states when meetings can be closed. Stegemann noted that the last time she was on Council the discussions were pretty bland, so the meetings likely did not need to be closed. Skaggs agreed that that is generally the case but last fall she didn't feel comfortable saying anything about the formation of the Associate Dean search committee, though she recognizes that situation was an outlier since there were heightened emotions related to that search. She also mentioned that Angie Bonnell shared in T/TT caucus that there was a situation years ago in which an individual wasn't seated on a search committee and opened an official grievance. The environment in Milner can sometimes feel hostile, making it hard to share your thoughts openly, but perhaps having more open

conversations is the antidote to that. Altshuler shared that he was in favor of keeping discussions as open as possible for transparency. When we have these discussions, we could start with a statement to share our intentions and set ground rules.

Dean Forbes reminded us that this only technically must be done when forming T/TT search committees and we can determine alternate procedures as we see fit. She asked how the search chair is generally determined. Chair Fitzsimmons said that in the past, Council would select a convener for the first meeting but then the search committee would decide who would chair. Skaggs thought we should change this practice since she remembered a search a few years ago in which a CS employee chaired a T/TT search. The employee felt that it was inappropriate for them to chair a search of that classification but no one else would agree to do it, and they have since left the institution.

It was suggested that volunteers be asked to indicate if they're willing to serve as chair when responding to the call for volunteers. Stegemann also noted that some respondents have shared in the past why they want to serve on the committee; perhaps we can ask for that? Sometimes people note that they are volunteering if an additional committee member is needed but don't feel strongly about serving, whereas others are much more interested. This can help guide conversations.

It was decided that Council would follow this process for the upcoming T/TT search. If we did this for the upcoming CS search, it would be a departure from past procedure. Leipart Guttilla noted that forming the committee for that search through Council could be more equitable. Dean Forbes asked if the chair of those searches has typically been the supervisor and Leipart Guttilla confirmed that is generally the case. Killingsworth asked if it needed to be the supervisor, since that isn't the case for faculty searches. Dean Forbes replied that faculty are evaluated by their peers through DFSC so peer-based evaluation during the search isn't out of the ordinary.

In the past, the Dean sometimes formed CS search committees outright. An alternative would be to have a hybrid approach where the supervisor is on the search committee by default and then Council could call for volunteers. Leipart Guttilla said she is open to doing that but would like clarity on how to proceed. Stegemann noted that Ridinger has likely hired the most CS employees in recent years and could provide suggestions about forming search committees and whether the supervisor should always be involved. Usually, Ridinger and a few folks from Patron Services serve on the committee. She suggested we talk with Ridinger before making any decisions.

Council decided to discuss further at our meeting on September 23rd after consulting with Ridinger and allowing the caucuses time to discuss. In the interim, Chair Fitzsimmons will put out a call for volunteers to serve on the Acquisitions Specialist search committee.

B. Soliciting volunteers for Library Council student volunteers

Chair Fitzsimmons stated that we need to call for student volunteers to serve on Council and IDEA Committee. Harman noted that we now have a student worker email list, so that could be used to communicate with students. Chair Fitzsimmons asked if we should reduce the requirement that students must have worked for two semesters at the library before serving on Council. Skaggs replied that they'd briefly discussed it last year and the consensus was that one semester was

sufficient. Harman agreed. Chair Fitzsimmons said she would put out a call and proceed with that requirement.

If a student volunteers for Council or IDEA, the chair will confirm with their supervisor that they can serve on the committee and that they will not be working above 28 hours per week to do so.

Harman shared that earlier this summer Council did not have enough volunteers to fill a vacancy on IDEA Committee for a one-year term. Caitlyn Zimmer has since volunteered. Council voted to approve Zimmer's seat on the idea committee.

VI. Celebratory Items

No celebratory items were shared.

VII. Announcements/Other

The research celebration will be this Friday, 9/11 at 4pm at Fiala Brothers. Everyone is welcome to join!

Dean Forbes shared that she will be having a meeting with the Strategic Planning Committee and Area Team Leads; after that, she will reach out to everyone who volunteers to serve on an Area Team.

Adjournment

The meeting was adjourned by Chair Fitzsimmons at 10:01am.

Submitted by L. Skaggs
10 September 2026