Library Council
Wednesday, September 23, 2026
9:00 AM, Milner Library 311G and Zoom

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

Agenda

I. Call to Order

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

II. Approval of Minutes from the 09/09/26 Library Council Meeting

Library Council approved the 09/09/26 meeting minutes.

III. Public Comments

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

IV. Information Items

A. Student Success Community of Practice (Tallman)
Tallman has been part of the SSCOP for the better part of two years. It is an ad hoc campus committee comprised of individuals from across campus, including Deans, student success professionals from University College, and representatives from the Office of International Engagement, athletics, and more. Tallman registered to speak to share updates from this committee:

The university is adopting Highpoint, which is a new degree planner and schedule builder. This will be a big change for students and advisors. Highpoint lives in the student information system; students access it from My.IllinoisState.Edu. It automates degree planning and helps reduce errors; advisors were doing this manually so this can help students think ahead instead of planning their courses semester-by-semester. Now students can map their whole degree ahead of time and can see what it would look like if they changed their major, added a minor, etc. Schedule builder will be used during registration and will show students what their semester schedule will look like on a calendar. It flags classes if students don't have the prerequisites, etc. Once they settle on the schedule, they can select the package rather than manually select every course. It will launch on October 1. If anyone wants training to see it, contact Tallman and she'll ask if you can have access. Dean Forbes noted that Registrar's Office will be tabling in the building to help students use it once it goes live.

Question from Altshuler: Amy Hurd met with Council on Teacher Education about Highpoint last year and spoke about messaging this change to students. At the time she thought other student success consultants may be called upon to help students with it, which could include librarians. He wanted to know if Tallman had heard anything about this. Tallman stated she wasn't aware of this in relation to Highpoint, but the SSCOP had discussed involving librarians more in student success

initiatives. For example, when students have sanctions from Student Conduct and Community Responsibilities for academic integrity violations, etc., librarians could potentially provide academic integrity training, etc. University College Associate Director of Academic Engagement Keenan Wimbley is interested in this.

Tallman also shared that Mary O'Mahoney, Executive Director for Well-Being and Recreation, reported that per the Mental Health Early Action on Campus Act, all RAs, advisors, and security are now required to complete training similar to the mental health first aid training. If the law is interpreted such that anyone who "advises" students must take the training, we may also have this requirement. It could be part of our required October training modules.

Tallman shared a new math tutoring handout: Fall 2026 MATH Tutoring Flyer.pdf. This consolidates tutoring offered across campus.

She also shared the EMERGE Initiative, which is a 6-week leadership training for transfer students and nontraditional students. It is a free program to help students foster connections. Applications are due on 9/25 and the application is available at https://forms.illinoisstate.edu/forms/emerge.

Tallman will report back with more information from the SSCOP in the future.

V. Discussion Items

A. Search Committee Formation

i. Civil service search committee chair discussion

Chair Fitzsimmons returned to the civil service search committee formation discussion that we began at the last meeting. After the meeting, Stegemann spoke with Head of Patron Services Jeff Ridinger, since he has run many civil service searches in the department. Ridinger did not see a benefit in changing the committee formation process to run through Library Council for the positions he oversees. These positions don't have many other stakeholders across the library, though that may not be the case for other positions. Ridinger advised that Library Council should proceed in whichever direction they thought was best.

Chair Fitzsimmons thought it would be best to have a consistent policy for determining the chair for civil service searches. Wesolek suggested the supervisor be asked first; if they cannot serve, they can identify an alternate. Dean Forbes added that generally these positions have very specific functions and the chair needs to be well informed about the job duties. There was general agreement the supervisor would serve as chair or select chair and the rest of the committee would be formed from volunteers solicited by Library Council.

Leipart Guttilla asked where we were documenting search practices. Skaggs advised there is a folder in the LIB Milner Teams site > Shared Documents > Important Documents > Search Committee Documents. Leipart Guttilla noted that Civil Service Caucus was going to discuss the checklist shared in that folder at their October 2nd meeting. Chair Fitzsimmons suggested that perhaps a subcommittee could be formed after we run this year's searches to formalize the procedures in those documents.

Skaggs asked to clarify if we were speaking about all civil service searches. Historically, exempt positions have been run like NTT searches; for example, they usually include library-wide presentations. There was some discussion that the process being discussed only applied to non-exempt civil service positions. Exempt positions will follow the same processes as NTT searches except where it doesn't make sense to do so; for example, the Budget Manager does not give a library-wide presentation.

Janicki motioned to approve a new process wherein a supervisor will chair a non-exempt hourly search or designate an alternative, and then Library Council will form the rest of the committee from a volunteer pool. Harman seconded the motion. Motion passed.

ii. Developing a statement to read before discussions about search committee volunteers

During the last meeting, Altshuler suggested that we have a statement to read out in Council before open discussions about search committee formation. Chair Fitzsimmons asked what we wanted to include and advised it only needed to be a sentence or two.

Killingsworth suggested that the statement speak to mutual respect, understanding, and good intentions, and include something about evaluating volunteers based on their relation to the position and volunteer's applicable skills. Killingsworth volunteered to create a draft.

iii. Call for volunteers for Head of Special Collections and University Archives (TT) and Design and Discovery Librarian (NTT)

Dean Forbes shared that we have draft job descriptions for these two positions. She would like to call for volunteers so the search committees can proceed as soon as we get the green light from HR. The last time we discussed this there were some comments that TT search committees had various requirements in how they were formed. Is that the case?

Skaggs shared that she had been told several years ago that TT search committees were required to have an administrative representative and a mixture of committee members from across classifications but wasn't sure if that was policy or practice. Willey shared the Milner ASPT document in the chat: https://provost.illinoisstate.edu/downloads/resources/DFSC%20Criteria%20Beginning%20January%202026%20Final.pdf. Pages 10-11 have the relevant information. The criteria are being updated, so this can be adjusted, but they are essentially guidelines.

There was question as to whether an AD should serve on every TT faculty search. Skaggs noted there was a period in which Franzen and Scott were constantly serving on search committees. If we are conducting a TT search and a representative from administration is required, it should be an AD since it is not fair to others who are technically in administration but not administrators. Dean Forbes thought this requirement should be optional if it didn't conflict with university policy. Most policies are about administrative searches, not faculty searches. T/TT Caucus will likely need to discuss this to update the ASPT document.

Dean Forbes also asked if the search committee should weigh in on the job description. Chair Fitzsimmons advised that search committees have done that in some cases, but not all. Dean Forbes stated she was used to having the search committee review the position description but was wary of them overwriting something that stakeholders had already decided in prior

conversation. Chair Fitzsimmons stated that in the past, the position description was returned to the Dean after review from the committee. If the committee changed anything significant, they could discuss it with the Dean and other stakeholders. Generally, this review is only done for exempt positions since non-exempt positions have more strict descriptions.

Chair Fitzsimmons will call for volunteers for these search committees so that Library Council can form them at the next meeting on October 14.

iv. Acquisitions Specialist Search Committee

Jenny Hansen, Sara Caldwell, and Seth Peterson volunteered to serve on the Acquisitions Specialist search committee. Lepart Guttilla will serve as chair. Generally, these committees need 3-4 people. Leipart Guttilla asked if we should be concerned that all volunteers are civil service, but Councilmembers thought the search shouldn't be extended just for the sake of recruiting additional job classifications since those who volunteered made a strong committee.

Killingsworth motioned to seat all three on the search committee. Stegemann seconded. Motion passes.

v. Exhibits Team

Chair Fitzsimmons will be sending a call for volunteers for the Exhibits Team. Leipart Guttilla asked if Library Council seated the committee. Chair Fitzsimmons advised that Council does not; we will pass along volunteers to the Team.

vi. Celebratory Items

No celebratory items were shared in advance. Chair Fitzsimmons congratulated everyone who has recently published.

vii. Announcements/Other

Come to the library 50th anniversary event! It is on October 8th at 4pm. Please RSVP to the invitation Dean Forbes sent since we will be ordering food from Baxter's.

Adjournment

The meeting was adjourned by Chair Fitzsimmons at 10:00am.

Submitted by L. Skaggs
23 September 2026