

International and Area Studies Implementation Team

Working Group on Staffing

Summary

October 19, 2009

Present: Terri Barnes, Nancy O' Brien (Convener and Note-taker), Marek Sroka, Helen Sullivan, Karen Wei

1. Discussion of key topics included the current staffing in the units as identified in Appendix 4 of the March 2009 Planning Team Report <<http://www.library.illinois.edu/nsm/intstudies/planningteam/03132009report.html#appendix4>> Based on the final recommendations of the Budget Group, staffing in the Modern Languages & Linguistics Library was not considered as part of this staffing model. Clarification was provided about individual positions and their responsibilities in the Asian and Slavic libraries.

In discussions of staffing needs for public and users services it quickly became apparent that information from the Services Working Group and the Collections/Space Working Group is needed to proceed. Different staffing models will be affected by the location of service points in the physical location for IAS. H. Sullivan pointed out that Title VIII funded staff in Slavic had specific contractual assignments related to providing Slavic reference service. Any changes in those assignments would have to be negotiated with the agency. In addition, H. Sullivan and J. Adamczyk's positions are identified as in-kind matching for the Title VIII funded positions, so changes in their assignment would also have to be taken into consideration. There was some discussion about whether all user services staff would be able to handle questions in a variety of languages and subject areas. It was suggested that the model commonly used elsewhere of referring more complex questions to the experts would generally address this issue.

The vacancy of the Latin American and Caribbean Librarian position was noted. Also noted was a recent call for position requests. It was recommended that a position request be submitted by the upcoming November 15 deadline in order to insure that this area was represented in the new IAS configuration.

Information about specific duties as currently undertaken by staff in each of the units is needed. A request for this information will be sent out for those units not currently represented on the Working Group. Also, this information should include sources of funding (e.g., Library funds, Title VI, Title VIII, support from another department, etc.)

Discussion of the role of technical services in IAS also occurred. The Budget Group's final directive is to have all IAS technical services operations (and staff) relocated to the relevant centralized unit (Acquisitions or CAM, Content Access Management). While there are some concerns about this model, the relocation of these services from the Slavic Library has worked reasonably well, with personnel moving between the public service locations to technical service locations as needed to provide services.

An additional concern was expressed as to whether the space identified for IAS in 325 and 321 Main Library would be adequate for all staff positions.

2. Group members requested the following information for future discussions:

- Results from the Library Staff Morale survey (linked under "Morale" on the Web page at < <http://www.library.illinois.edu/committee/staffcom/accomplish.html>>)
- Time lines for requesting positions
- Source of contracts and funding for positions (to include all permanent and temporary positions)
- Current position descriptions

Nancy will request this information from the appropriate offices.

3. Future meeting dates and times (11am-noon, 230B Main Library)

Monday, November 2, 2009

Monday, November 30, 2009

Monday, December 7, 2009

The meeting adjourned at noon.