**Library and Technology Committee Meeting**

**November 26 2019**

**Attendees:**

Kim Glickman (f), Meredith Powers (f), Claudio Lindow (a), Larry Tung (f), Samuel Ghelli (f), Andie Silva (f), Nkoji Kinyatti (a)

The meeting was called to order at 11am and maintained quorum through its adjournment.

1. **Approval of minutes from October 2019**

The names of student members of the committee had not been correct and will be updated with the 2019-2020 membership. Nkoji Kinyatti also noted she should be marked as excused, as she has to attend another meeting at the same time as the Library Committee’s meeting.

Meredith Powers makes motion to approve with corrections. Claudio Lindow seconds. The committee votes unanimously to approve the minutes of October 24 after corrections.

1. **New Business**
2. **Report on the library budget**

The committee looked over the library’s budget once more to clarify what information should be presented to the senate. Powers called attention to the OTPS section of the budget, which is the money used for supplies. Last year the main budget  (which is used to order books) was updated to $92,799. This number has been decreasing significantly over the years. Other library funds are designed for specific expenses: for instance, the Tech Fee can be used for database subscriptions. Additional funds come from the Department Education (“High School”) and York College (“Matching Funds”). Glickman asked if there was an estimate of the shortfall for the budget, to which Powers said, ideally the budget would be about $200,000.

1. **New programs**

One concern is that the college continues to be approved for graduate programs which don’t take into consideration additional costs for the library; enrolment also continues to grow, and neither is reflected in the budget allocated to the library. Tung noted that the Curriculum Committee just approved the Occupational Therapy Clinical Doctoral program and there was no discussion of a budget for books purchases, or additional students using the library. The justification given in the proposal was that no money was going to be needed from college to fund the program. The committee agrees that we have to create the infrastructure to support student retention, which includes better library and technology resources.

Kinyatti and Powers explain that the library divides the budget by program according to book costs. Currently departments don’t contact the library to estimate budget for new programs; although proposals need to include a list of resources needed, there is no requirement for an estimated budget. While it’s hard to estimate individual book costs, we now have 5 new masters programs, plus new doctoral OT program, and no increase in the library budget to account for new books.

1. **Cost and budget evaluations**

Silva suggested pulling numbers from other libraries in CUNY for comparison to our budgets. Ghelli added that each program should be asked to evaluate costs, and that the library needs to be more involved in the preparation of new program proposals. Kinyatti said they spoke to the president recently and this was brought up. It was also pointed out that the subject liaisons should be included in conversations when departments are writing curriculum proposals to come up with a budget .Provost has recommended they talk to some programs to see about using student fees -- social arts for instance -- for library resources.

1. **Report to the senate**

Members of the committee discussed a plan to draft a resolution asking for the Provost and the VP of Budget to address the budget problem to present to the senate in the spring. Kinyatti also suggests that we request a permanent public safety officer to be assigned to the library’s entrance; they used to have one a permanent one but now they come sporadically and when there is an issue, by the time the officer arrives the person has left. Often when called Public Safety either don’t come or do not respond in a timely fashion. Kinyatti and Powers note that most colleges have dedicated security for libraries.

1. **Turnstyles**

Silva asked about whether there is still a plan to install turnstyles. Lindow explains that the project will start in summer 2020 at entrances to the Academic Core but this does not include the library.

1. **Adjournment**

Meeting was adjourned at 11:53am.