

**Library/Historical/Archival Committee
End-of-Year Report
2019-2020**

The members of the committee this year were: Jason Bentley (Ex-Officio), Melinda Isler (Ex-Officio), Christina Hollenbeck (Chair), Joshua Pardon (Chair), John Conanti, Jana Pisani, Beth Schonlein, David Burns, Dan Pratt, and Stephen Wolfer.

**Joshua Pardon took over as committee chair from Christina Hollenbeck as of February 2020.*

- **Impact of COVID-19:** Due to the COVID-19 pandemic and the subsequent cessation of face-to-face instruction, mitigation strategies for FLITE operations are ongoing. Also due to pandemic-related difficulties, the committee did not meet in March nor in April. As a result, some of the committee's work (particularly that which concerned the Strategic Plan) was left unfinished.
- **Operations:** Efforts were undertaken to develop a collection strategy and add some subscriptions. Also under consideration are ways to improve the user experience both on the website and in library services, perhaps necessitating the creation of a new librarian position. Open access was also discussed as another possible strategy. FLITE also considered the removal of the West print subscriptions as much of this information is available through Michigan Advance and the Westlaw databases. A Communications Lab was opened in the FLITE building. It is meant for recording and viewing presentations, and equipment includes:
 - 55-inch wall mounted display for screen capture
 - 55-inch mobile cart mounted display
 - Camera with full zoom, tilt and pan options
 - Bar style voice tracker microphone
 - Lecture podium.
- **Strategic Plan:** FLITE worked on development of a five-year strategic plan this year. There have been conversations about the mission statement and subgroups have been identified: Enhancing Resources, Organizational Effectiveness, Student Success and Academic Program. The strategic plan has been modeled using the five points of the "Ferris Forward" plan as a model. A "reveal party" for the draft version of the FLITE Forward Strategic Plan, where committee members could give feedback, was planned for the last week in April but was moved to early May. This meeting was conducted remotely and was well attended.
- **Staffing:** Because of complications in rolling out the new human resources system, the Web Services/Systems Librarian and the First Year Experience librarian positions had not yet been posted although they were approved. Also, the Instruction Coordinator position held by Kristy Motz is now vacant due to her

retirement. The hope is to plan for visits on campus by early May. Like many faculty, the librarians are overwhelmed and concerned about how to maintain services. The website usability testing group (as well as a few other groups) have been suspended for the academic year.

- **Archives:** The Archives is using a new platform called Archivesspace. Ways to better manage the institutional repository are also being investigated: one initiative includes applying for grants to combine the document and photograph repository and combine them onto a cloud hosted services. It is anticipated that the Archives (currently housed in the Alumni Building) will be relocating within the building.

If you have any questions or comments regarding these notes, please email me at pardonj@ferris.edu.

Sincerely,

Joshua Pardon, Chair
Library/Historical/Archival Committee