

**TRLN COMMITTEE ON HUMAN RESOURCES
ANNUAL REPORT
JULY 2002-JUNE 2003**

The membership on the Committee on Human Resources remained stable this year. Continuing members were Mari Marsh (UNC) chair of the committee, Cynthia Ruffin (NCCU Law Library), Wendy Scott (NCSU) and Sharon Sullivan (Duke). Mona Coutts continued to serve as program officer. There was no representative from the main library at NCCU.

The committee received workshop suggestions from the Committee on Library Public Services. One was a proposal to bring Jerilyn Veldof from Minnesota to present a workshop on Instructional Design Process. This workshop was offered on November 4, 2002, and thirty staff attended. Another expression of interest was in customer service training options. The CHR offered some suggestions to CLPS but deferred to them to organize the training event. Following that successful training in customer service, the CHR identified a need for training in the area of managing student employees. Michael and Jane Kathman, authors of publications on that subject, conducted two sessions of a one-day workshop covering the supervision, training, evaluation and orientation of student employees. Sixty-one staff from the four TRLN institutions attended these sessions on July 21 and 22, 2003.

Recognizing the ongoing need for management training, the committee coordinated the local offering of the Association of Research Libraries Library Management Skills Institute II. Thirty-one librarians attended this four-day training event, May 19-22, 2003.

The committee continued to consult the responses to their needs assessment surveys to identify other training needs. Training opportunities were identified in technical areas, including designing web sites, electronic publishing of data sets, cataloging internet resources, advanced XML, and metadata. The committee considered bringing back the SOLINET writing workshops, and discussed a workshop on creating a new workplace for the digital world.

The committee continued to participate in the search process for the TRLN Executive Director. The search process was suspended when the top candidate withdrew from consideration. After many discussions the Executive Committee decided to postpone the search for at least a year.

Committee members met with a group of visiting Japanese librarians to discuss human resource activities in the consortial environment of TRLN. David Ferriero hosted the visitors who also met with other TRLN groups.

The committee began work on several new initiatives during the year. The TRLN Program Officers will conduct regular orientation sessions for new staff from the four institutions to inform them of the activities of the consortium and to provide an

opportunity to meet each other. The committee members agreed to work with the TRLN staff to provide the names of the new hires in their campus libraries and to publicize the sessions.

The committee took under consideration the suggestion of a brochure that the TRLN institutions can use to recruit undergraduate level college students to the profession, and to publicize library careers that do not require a degree from a library school. Agreeing that this was a worthwhile project, the committee began looking at other recruitment brochures that could be adapted for TRLN purposes. The committee will create a draft brochure.

Committee members worked with the UNC School of Information and Library Science to submit a grant proposal to the Institute of Museum and Library Services (IMLS). The proposed grant would offer five incoming PhD students assistantship opportunities in the university research libraries which comprise TRLN. The outcome would be that these students carry on research and teaching in the area of academic librarianship. The proposal was endorsed by the Association of Research Libraries and the Medical Library Association.

The grant awards will be announced in October, 2003.

The committee began investigating the area of succession planning as it relates to recruitment. The committee has discussed possible approaches to this topic with a local management consultant, and will work with senior administrators to determine needs. This will be a continuing area of study and discussion for the committee in the coming year.

The committee continued regular discussions of operational issues of interest to all in order to share information and best practices. Topics discussed this year included recruitment issues, the state budget situation, tours for a Fulbright Scholar, and the 3rd Congress on Professional Education.

MEMBERSHIP

Mari Marsh, University of North Carolina (Chair)

Cynthia Ruffin, North Carolina Central University Law Library

Wendy Scott, North Carolina State University

Sharon Sullivan, Duke University

Mona Coutts, TRLN staff