ECU Board of Trustees  
August 25, 2017  

MINUTES  

The Board of Trustees met in a special called board meeting in Conference Room 105 of the Spilman Building on the campus of East Carolina University. Chair Kieran Shanahan called the meeting to order and read the conflict of interest statement. No conflicts were identified.

Mr. Shanahan called on Megan Ayers to call the roll:

<table>
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<tr>
<th>Members Present</th>
<th>Members Absent</th>
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<tr>
<td>Vern Davenport</td>
<td>Edwin Clark</td>
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<td>Deborah Davis</td>
<td>Mark Copeland</td>
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<td>Leigh Fanning</td>
<td>Bob Plybon</td>
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<td>Max Joyner</td>
<td>Jason Poole</td>
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<td>Fielding Miller</td>
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<td>Kel Normann</td>
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<td>LaQuon Rogers</td>
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<td>Kieran Shanahan</td>
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<td>Vince Smith</td>
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CLOSED SESSION  

A motion was made for the board go into closed session to prevent the disclosure of confidential personnel information under N.C.G.S Statutes 126-22 and 126-30, to consider the qualifications, competence, performance, character, fitness or conditions of appointment of one or more prospective and/or current employees, and to consult with the attorney and to preserve the attorney-client privilege. The motion was seconded and passed unanimously.

RESUMPTION OF OPEN SESSION  

Upon resumption of open session, Mr. Normann moved that that the board approve the appointment of Ms. Elizabeth Ketterman as Director of the Laupus Health Sciences Library, effective September 1, 2017, at a twelve-month annual salary of $136,000 as presented in board materials (Attachment A). The motion seconded and approved unanimously.
Hearing no other business, Mr. Shanahan adjourned the meeting.

ADJOURN

Respectfully Submitted,
Megan Ayers
Office of the Assistant Secretary to the Board of Trustees
Summary of appointment of Elizabeth “Beth” Ketterman as Director of the Laupus Health Sciences Library

Start Date: September 1, 2017
Annual (12) month Salary Rate: $136,000
Annual Phone Allowance: $720
Annual Vacation Days: 26*
Annual Sick Leave Days: 12*

*Vacation will accrue at the rate of approximately two days, one hour, and 17 minutes per month and sick leave will accrue at the rate of one day per month. Vacation and Sick Leave are per UNC Policy for SAAOs, Tier I.

Salary Ranges for a Director of a Medical Library in North Carolina, in accordance with 2015-2016 Annual Statistics of Medical School Libraries in the United States and Canada, are as follows:

- Minimum: $73,561
- Maximum: $172,960
- Mean: $126,743
- Median: $130,000

The proposed salary for Ms. Ketterman is 78.63% of the 2015-2016 maximum salary rate. Ms. Ketterman’s current salary is $105,167 and includes a stipend for serving as Interim Director of $24,250 which will end upon initiation of her appointment as Director.

Ms. Ketterman is a tenured Associate Professor in the Laupus Health Sciences Library. She holds a Masters in Library Sciences which is the terminal degree in Library Sciences. Ms. Ketterman is currently serving as Interim Director of the Laupus Health Sciences Library a role she accepted November 15, 2015.

Three full external searches were conducted since the retirement of Dr. Dorothy Spencer in 2013 until now to secure a permanent Director of the Laupus Health Sciences Library.

Approved by: Phyllis N. Horns, PhD, RN, FAAN

Approved by: Kieran J. Shanahan, Chair, ECU Board of Trustees

Signature of the ECU Board of Trustees Chair indicates review and approval by the ECU Board of Trustees.
Education

North Carolina Central University – Durham, NC
Master of Library Science, May 2001
Concentration in Academic Libraries

College of William & Mary – Williamsburg, VA
Bachelor of Arts in English, May 1999

Additional graduate coursework in non-fiction writing, history, and architectural history
AAHSL/NLM Fellow, 2016-17 cycle

Professional Experience

Laupus Health Sciences Library – East Carolina University, Greenville, NC

Associate Professor/Interim Director
November 2015 – present

• Administer all aspects of library operations and services, including those of the Country Doctor Museum in Bailey, NC
• Manage the $3.6 million library budget and special funds accounts according to established state and university policies and guidelines
• Recruit, lead, and motivate all library employees; communicate performance measures and develop staff by fostering engagement and professional development
• Lead library strategic planning and monitor progress toward strategic goals in alignment with those of the University and ECU Libraries
• Maintain positive relationships and develop collaborations with Joyner Academic Library Services executive leadership and with senior leadership in the Division of Health Sciences
• Work with the Friends of the Laupus Library and development personnel to identify opportunities for external fundraising and support
• Develop continuous assessment strategies to monitor and improve resources and services; ensure statistical reporting is provided to internal university and appropriate external agencies
- Develop and maintain positive relationships with East Carolina University’s teaching hospital, Vidant Medical Center
- Maintain awareness of emerging technologies and service trends relevant to health science libraries and continue to innovate in areas of service and resources delivery
- Oversee the operations of the Eastern Area Health Education Center’s library programs
- Oversee the marketing and promotion of the library to the university and the eastern North Carolina community through traditional and emerging platforms

**Associate Professor/Assistant Director for Collections**  
**January 2012 – November 2015**
- Continued fulfilling all responsibilities of prior position as Collection Development & E-Resources Librarian
- Supervised staff of the Laupus Library History Collections and Collection Services departments. Provided vision for future direction of these departments.
- Supervised staff of the Country Doctor Museum located in Bailey, NC

**Research Assistant Professor/Collection Development & E-Resources Librarian**  
**July 2009 – December 2011**
- Managed a $1.4 million acquisitions budget, which collected for the Brody School of Medicine, College of Allied Health Sciences, College of Nursing, School of Dental Medicine, and other departments within ECU’s Division of Health Sciences
- Oversaw and finalized the selection of all collections purchases in all formats
- Collaborated with collection development and electronic resources librarians at ECU’s Joyner Academic Library Services to make purchasing decisions for a shared campus library budget line
- Negotiated and finalized license agreements and renewals with vendors and agents
- Troubleshot technical problems in electronic resources databases and online journal collections
- Chaired the Collection Development & E-Resources committee

**Research Assistant Professor/Assistant Director for Strategic Initiatives/Director, Eastern AHEC Library Services**  
**January 2005 – June 2009**
- Directed the Office of Outreach Services and served as the Eastern Area Health Education Center (AHEC) Librarian
- Administered, managed, promoted, and taught the AHEC Digital Library (ADL) which provides electronic resource access to eastern North Carolina’s healthcare workforce. Databases in the ADL included OVID, EBSCO, STAT!Ref, and various other web-based healthcare information resources. ADL users
included physicians, nurses, allied health personnel, public health department staff, hospital staff, health educators, and various other health professionals.

- Worked with hospital administrators and rural health centers to provide information consulting services as required. This included collection management guidance for hospital collections and instruction sessions on using the Laupus Library document delivery service, ILLiad.
- Worked with on-campus affiliate faculty coordinators to determine off-campus information access requirements for university preceptors
- Planned and managed the budget for the Outreach department
- Provided both reference and circulation assistance at library service desk

Lecturer/Reference Librarian - Information Services Department
June 2001 – December 2004

- Implemented program with and served as liaison to North Carolina Agromedicine Institute
- Implemented program with and served as liaison to Pitt County Memorial Hospital, specifically Cancer and Cardiovascular Centers and Departments of Pediatrics and Emergency Medicine
- Served as library liaison to School of Nursing
- Recommended collection development acquisitions appropriate for nursing, Agromedicine, and medicine
- Prepared and managed reference desk schedule for eleven librarians
- Initiated, implemented, and maintained an Ask-a-Librarian service with e-mail and chat capabilities
- Instructed library orientation classes and taught medical database searching skills and bibliographic management databases to undergraduates, graduates, and physicians
- Provided both reference and circulation assistance at service desk
- Organized library information for School of Nursing accreditation visit
- Publicized Laupus Library services and collections via editorship of the library newsletter, The News in Brief
- Served as convener of Laupus Library faculty meetings

Joyner Academic Library – East Carolina University, Greenville, NC
Graduate Assistant
January 2000 - May 2001

Reference Department

- Solo-staffed a nighttime reference desk serving the University community
- Organized a collection of free e-journals for library users
- Organized a collection of public domain images for library users
- Performed other duties as assigned by faculty reference librarians

Library Administration, special projects

- Created catalog of library-owned artwork
Collection Development Department
- Assigned subject headings for over 2,700 serial titles included in ECU’s e-journal locator database
- Processed invoices for monographs and serials with an acquisitions budget of over $2.8 million
- Created library webpage for Intellectual Freedom/Banned Books Week
- Performed other duties as assigned by Collection Development librarian

Selected Professional Milestones

AAHSL/NLM Fellow, 2016-17 cycle
Invited panelist, Society for Scholarly Publishing annual meeting, 2017
Conferral of permanent tenure awarded by East Carolina University, July 1, 2015
AAHSL Leadership Scholarship recipient, 2015
Daniel T. Richards Award winner, MLA Collection Development Section, 2013
American Chemical Society, Charleston Conference Scholarship recipient, 2009

Professional Memberships

MLA - Medical Library Association
MLA-CDS - Collection Development Section
MAC/MLA - Mid-Atlantic Chapter of the Medical Library Association
ANCHASL – Association of North Carolina Health and Science Libraries

Service

East Carolina University
Data Stewardship Committee, 2017-present
IT Accessibility Committee, 2016-present
University Communication Strategist search committee, 2016
Laupus Library’s elected Faculty Senate alternate, 2011-2013
Faculty Senate Chair’s representative to Natural Areas Committee, 2010-2012
Libraries Committee, 2009-present
Copyright Committee, 2009-2015
Laupus Library’s elected Faculty Senator, 2004-2006
Faculty Senate Chair’s representative to Animal Care and Use Committee, 2004-2010
Faculty Senate Chair’s representative to Family Weekend Committee, 2004-2005

East Carolina University’s Division of Health Sciences
Interprofessional Alliance for the Health Sciences, 2017-present
Medical and Health Sciences Foundation Board, 2016-present
Project Unify Education Committee, 2016-present
Division of Health Sciences Research Council, 2014-2016
School of Dental Medicine search committee, Assoc. Dean for Student Affairs, 2009
Community-Based Educational Advisory group (C-BEAG), 2005-2009

East Carolina University Libraries
Discovery Advisory Board, 2011-present
E-Resources Access and Discovery Librarian Search Committee, 2010-11
Electronic Resources Review Committee, 2009-2015
Scholarly Communications Committee, 2009-2014
Discovery Tool Implementation Team, 2009-2011

Laupus Health Sciences Library
Chair, Business Officer search committee, 2016
Chair, Human Resources Specialist search committee, 2016
Friends of Laupus Library, 2015-present
Administrative Council, 2012-present; chair since 2015
Chair, Collection Services and Metadata Librarian search committee, 2012-13
Personnel Committee, 2010-2016
Faculty Affairs Committee, 2010-2012, 2015-present
College of Allied Health Sciences Liaison search committee, 2010-11
Collection Development and Metadata Librarian search committee, 2010
Chair, Collection Development & E-Resources Committee, 2009-2015
Chair, Innovation Expo planning committee, 2008-2009
Social Media Committee, 2008-2015
Operations Council, 2005-present
Web Committee, 2005-2008
Faculty Assembly, 2001-present
Publications Committee, 2001-2009

East Carolina University College of Nursing
Undergraduate Curriculum Committee, 2001-2004
Resources Task Force – Accreditation Visit, 2001-2003

Medical Library Association
Annual Meeting research selection committee, 2017
Annual Meeting research selection committee, 2016
Janet Doe Lectureship Jury, 2012
Minority Scholarship Jury, 2011
Collection Development Section, 2009-present, Treasurer 2012-2014

Mid-Atlantic Chapter of the Medical Library Association
Treasurer, 2014-2016
Co-editor, MAC Messages, 2008-2009
Communications Committee, 2005-2009 (chair, 2007-2009)
Professional Development Committee, 2002-2005

ANCHASL
Nominating Committee, 2009

Other service
External reviewer, University of Maryland at Baltimore librarian promotion process, 2015
Journal of Visualized Experiments (JoVE) Librarian Advisory Board member, 2010-present

Research and Creative Activities


Ketterman E. (2008-09.) Technology/Electronic Health Information Awareness Award (Funded by National Networks of Libraries of Medicine, SE/A region, under Contract No. N01-LM-6-3502 with the University of Maryland Baltimore.) Funding for the Innovation Expo, held at the East Carolina Heart Institute, April 2, 2009.


Ketterman E, Simpson S. *Determining New Directions for a Rural Academic Library/Outreach Services Program: What was learned from a 2006 needs assessment of healthcare providers*. Mid-Atlantic Chapter and Southern Chapter Joint Meeting of the Medical Library Association, October 15, 2006, Atlanta, GA. Paper presentation.


Ketterman E. *It Doesn’t Have to Cost a Dime to Ask-a-Librarian*. Mid-Atlantic Chapter of the Medical Library Association, October 14, 2004, Raleigh, NC. Poster session.


**Selected Continuing Education - credit**

Flexing Your Powerhouse Librarian Muscles: Considerations for Effective Project Management, MLA CE Course, Laupus Library via MLA webcast, Greenville, NC, January 31, 2017

Creating a campus-wide data services committee, MLA CE Course, Laupus Library via MLA webcast, Greenville, NC, December 6, 2016

Are All Systematic Reviews Created Equal?, MLA CE Course, Laupus Library via MLA webcast, Greenville, NC, August 10, 2016

Make Your Point: Good Design for Data Visualization, MLA CE Course, Laupus Library via MLA webcast, Greenville, NC, July 19, 2016

Information Roles in Disaster Management, MLA CE Course, ANCHASL Annual Meeting, Chapel Hill, NC, September 18, 2015

Beyond the Search II: Data Management for Systematic Reviews, MLA CE Course, Laupus Library via MLA webcast, Greenville, NC, December 3rd, 2014

Business Communications Library Style, MLA CE Course, MLA Annual Meeting, Boston, MA, May 4, 2013
Connecting E-Sciences and Team Science: The Changing Nature of Research, MLA CE Course, Laupus Library, Greenville, NC, November 18, 2011

Copyright for Health Sciences Librarians, MLA CE Course, MLA Conference, Minneapolis, May 14, 2011

e-Science Bootcamp, MLA CE Course, Charlottesville, VA, March 4, 2011

The Librarian as Professional, or How I Learned to Stop Worrying and Love Complexity, MLA CE Course, MAC/MLA Annual Meeting, Chapel Hill, NC, October 13, 2010

Now’s the Time: Understanding the Electronic Health Record Maze and Health Sciences Librarians’ Roles, MLA Teleconference, March 24, 2010

Leadership in a Health Sciences Library, MLA CE Course, MAC/MLA Annual Meeting, Morgantown, WV, October 20, 2008

Community Assessment, MLA CE Course, Outreach Workshop in Baltimore, MD, December 7, 2007

Survival of the Fittest: Strategies to Improve Your Library’s Value, MLA teleconference, March 7, 2007

Communicating with Physicians: For Librarians, MLA CE Course, MLA Conference, Washington, DC, May 26, 2004

Women in Medicine, AMA course, Greenville, NC, October 29, 2002

Selected other continuing education

Title IX Training, taught by East Carolina University Office of Equity and Diversity, May 6, 2017

The Escalation of Assumptions, Stereotypes, and Microaggressions, taught by East Carolina University Office of Equity and Diversity, February 3, 2017

SafeZone Training – To create a network of allies willing to talk to students about sexual identity, gender identity, and gender expression, taught by East Carolina University Office of Student Affairs, July 21, 2016

Women’s Negotiation Academy, Straus Institute for Dispute at Pepperdine University, Malibu, CA, May 2016
Managers Bootcamp, East Carolina University professional development workshop, taught by ECU Human Resources, January 21, 2016

Preventing Discrimination and Sexual Violence, East Carolina University policy workshop, January 14, 2015

Equal Employment Opportunity Institute, taught by East Carolina Office of Equity and Diversity, July 12-13, 2012

Publishing Ethics Workshop, sponsored by Elsevier and the NN/LM SEA Region, Baltimore, MD, October 18, 2011

New Expectations for 21st Century Libraries, Librarian’s Association at the University of North Carolina at Chapel Hill, March 17, 2003

The Writing Process: An Overview, East Carolina University, Brody School of Medicine, Greenville, NC, October 22, 2002

Writing for Publication, East Carolina University, Brody School of Medicine, Greenville, NC, September 17, 2002

Twelve Keys to Successful Grant Writing, East Carolina University Office of Sponsored Programs, Greenville, NC, November 27, 2001