

# Library Faculty Meeting Minutes

**Date:** March 1, 2006

**Present:** Baker, Black, Bryant, Heck, O'Shea, Kerins, Reid, Verburg **Next Meeting:** March 15, 2006

**Leader:** Kerins

**Leader:** O'Shea

**Recorder:** O'Shea

**Recorder:** Reid

**Observer:** Reid

**Observer:** Schneider

**Last Meeting:** Minutes of Minutes of February 15, 2006 meeting were approved with minor corrections.

**Special Agenda Items:** Library Retention Committee. Leader: Reid (in Dr. Nelson's absence) Additional members of Retention Committee Present: Jamie Bassett, Beth O'Dell.

Jamie reported that he had asked two other students to join the Committee, but both declined. The "possible actions" recorded at the February 15th meeting were reviewed. No additional ideas were brought forward related to the other areas previously identified as relating to the ASU Mission and Strategic Plan.

\*There was a lengthy discussion of one of the original ideas for a "family room" in the Library. The "family room" would be reserved by students who must bring small children to the library. Using one of the current study rooms or another appropriate room in the Library was discussed. Space large enough to have a separate "children's" area and a study area with a computer would be ideal. The proposed room would be locked and reserved/monitored from the Circulation desk. It would have children's books, large-piece educational toy, puzzles, etc. and a networked computer workstation for the adult patron. Appropriate furniture would have to be acquired.

\* There was a suggestion to have a portable box of books and appropriate toys and a wireless laptop that could be checked out from the Circulation Desk and used in any of the study rooms by patrons who have children with them. That way the room would not be permanently tied up. There was also a question about the University's liability since the room would be outfitted specifically as a play area for children. Perhaps there could be an information sheet about room use and a waiver signed by the parent/adult accompanying the children.

\*There was unanimous approval by the Library Student Retention Committee of the idea a providing this service.

## **Area Reports:**

**Reference:** (Fay Verburg): No report.

**Library Instruction:** (Camilla Baker): Class requests have decreased in the last two weeks.

**Special Collections:** (John O'Shea): No report.

**Technical Services:** (Diane Black): Serials renewal letters have been sent out. The deadline to send them back to the Library is April 28<sup>th</sup>.

**Automation:** (Jeff Heck): The Georgia Law on CD upgrade is not working at the moment. An E Res upgrade is scheduled for next Monday. An EZ Proxy upgrade will be scheduled soon. Banner will be unavailable for approximately a week around March 9<sup>th</sup>. New IDs will be distributed on March 13<sup>th</sup> and 14<sup>th</sup>. New laptops for student use have arrived in the Library.

**Outreach Librarian:** (Mellie Kerins): In honor of GALILEO's 10th birthday the ASU faculty were served cake and sparkling cider at the conclusion of the general faculty meeting on February 28. The GALILEO Birthday event went well.

**Electronic Resources:** (Martha Bryant): No report.

**Government Documents:** (Joseph Schneider): 1900 more government document items have been moved from the 3<sup>rd</sup> Floor. Nearly all the documents that were needed were reselected in January. Michelle and Ginny are helping Joe and Deborah with SPSS.

**Media Services:** (Rose Axton): No report.

**Circulation/Associate Director:** (Camilla Reid): Camilla thanked everyone in Circulation and Interlibrary Loan for keeping things going while Circulation was temporarily short handed. She thanked others in the Library who helped with shelving. Interviews will be scheduled soon to fill the vacant position in Circulation.

\*The Phi Kappa Phi office will be moving to the Library. It is being displaced with several other offices from Allgood Hall after renovations are completed in Washington Hall. The Library is a central location for the Phi Kappa Phi which serves faculty from all over campus.

\* In an upcoming meeting the library faculty will discuss the serials subscriptions managed by the library. Campus departments have until April 28<sup>th</sup> to send back their journal changes and addition requests.

\* Faculty Role Models and Goals are due to Dr. Nelson by Monday, March 6, 2006.

**Director:** (Bill Nelson): Dr. Nelson is attending the Regents Academic Committee on Libraries meeting March 1<sup>st</sup> – 3<sup>rd</sup>.

**Committee Reports:** The Lyceum Committee presented *Story Song* on February 28<sup>th</sup>.

**Miscellaneous:** Joseph Schneider presented a paper at the Midwest Philosophy Conference last week.

\*Camilla Reid commented that the Media Services new *PowerPoint Tips* brochures are very effective.

\*Jeff Heck has assumed additional responsibilities for article submissions and submitting articles to layout for the Georgia Library Quarterly.

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