

Library All-Staff Meeting Minutes

Date: July 7, 2006

Present: Alvarez, Baker, Bryant, Carter, Corkrin, DeLoach, Giessen, Heck, Kerins, McCoy, Nelson, O'Shea, Reese, Reid, Schneider, Turner, Verburg, Waggoner-Angleton, Wells, Zecharies

Next Meeting: July 19, 2006

Leader: Kerins

Leader: Nelson

Recorder: Nelson

Recorder: O'Shea

Observer: O'Shea

Observer: Reid

Last Meeting: Minutes of June 21, 2006 Library Faculty meeting were approved.

Special Agenda Items: All-staff discussion of the FY07 Library Unit Plan

The entire meeting was devoted to the discussion of the FY07 (2006 -2007) Library Unit Plan (Reid)

1. The library mission statement was basically unchanged from the previous year. In January 2006, wording to support "student retention" was added to the library plan, to support a special emphasis on the subject by the Board of Regents and ASU. The FY07 mission statement was slightly revised, and affirmed at the June 21 Library Faculty meeting.

2. A review of the completed items (which will not be included in the FY07 plan), includes the following:

- a. Government documents have been shifted.
- b. DocuTek ERes was put in place, ILLiad interface with WorldCat was implemented, and the "Circulation" pages on the Library's website have been updated.
- c. A Special Collections student has been added.
- d. A deed of gift has been created and approved for Special Collections.
- e. A government documents usage study has been completed (Political Science and Sociology).
- f. "Meet the Author" and Georgia Archives week display and events were conducted (a similar goal for the new year will be included).
- g. The goal of maintaining library access during Student Center construction was completed.
- h. The Cataloging outsourcing project is complete.
- i. New furniture and carpet have been purchased and installed.
- j. A new sprinkler system has been installed.
- k. the Rape Crisis Center fundraiser was conducted (a similar goal for the new year will be included).

3. There was a discussion of additions to the new unit plan. The following were mentioned:

- a. A proposal was made to better present "majors" information to students on the library's website. Currently this information is hidden; course-specific information is available.
- b. It was suggested that directional and reference statistics be logged for 2nd and 3rd floors.
- c. A review of library statistics was suggested.
- d. Submitting major grant applications was discussed.
- e. Revamping the circulation desk was recommended.
- f. A review of salary equity and job reclassification was suggested (see the UGA library reorganization as an example).
- g. A library staff workshop on job descriptions and included elements was suggested.

h. An e-resource collection development plan was recommended. It was suggested that we consolidate it and the government documents collection development plan into the Library collection development plan.)

i. Weeding of book stacks R-Z should be added.

j. Add the specific goal consolidating all circulating materials on the 3rd floor.

k. Add the specific goal consolidating all documents on the 2nd floor.

l. Incorporate LIBQUAL+ results and comments into the unit plan.

m. Add participation in Freshman Orientation and other campus outreach endeavors to the unit plan.