

Library Faculty Meeting Minutes

Date: February 28, 2007 2:30 p.m. DRAFT

Present: Baker, Black, Heck, Kerins, Nelson, O'Shea, Reid, Schneider, Spivey, Verburg, **Next Meeting:** March 21, 2007 2:30 p.m.

Leader: Camilla Reid
Recorder: Joe Schneider
Observer: Fay Verburg

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Last Meeting: Minutes of February 14, 2007 were approved.

Special Agenda Items: No special agenda items.

Area Reports:

Reference: (Fay Verburg): Fay had wanted to know which reference computers had the Crossire-Bielstein software loaded on them. There was some discussion of whether to install copies on additional machines and remove the link to Bielstein in Galileo. The reference desk is now repositioned to provide better visual range for reference staff. We will begin using a revised reference statistics sheet on March 1, 2007.

Library Instruction: (Camilla Baker): 26 classes (510 students) were taught in January. 19 classes (393 students) were taught in February.

Special Collections: (John O'Shea): A joint application for the Georgia Archives circuit rider archival consultant program through the State Archives has been submitted by Reese Library Special Collections and the Augusta Richmond County Historical Society.

Technical Services: (Diane Black): There was continued discussion of the problem of some of the popular magazines that have recently been moved to the Browsing Area on the first floor being found by the custodians in the trash receptacles in the restrooms. Diane will check on pricing for duplicate subscriptions. In a recent meeting in the library, the music department faculty made several recommendations to improve access and preservation of our sheet music collection.

Automation: (Jeff Heck): Jeff is resolving a Java script snag on new kiosk workstations. The next Voyager upgrade will be March 1. The ILLIAD upgrade is complete. Jeff said that it will likely be some time before the University switches from Microsoft XP to Vista. There are some compatibility issues regarding Office 2007's new default document type, .docx, but there is a reader/converter that can be downloaded. A new subscription to Naxos E-Books, purchased by the College of Arts and Sciences will be listed in English department pages but not on GALILEO because it is to be used only English and Humanities students in selected classes.

Outreach: (Mellie Kerins): Yadira Payne will speak about her self-published book, *Out of the Rain* at the next "Meet the Author" program on the 2nd floor of the library, Tuesday, March 6, 2007 at 2:30 pm. The Valentine's Day tree will now become the St. Patrick's Day tree. Applications for the outreach assistant part-time position are being received. The Outreach committee is working on staff development activities for August 3. We will have the family room grand opening sooner than the fall semester.

Electronic Resources: (Martha Bryant): No report.

Government Documents: (Joe Schneider): No report.

Media Services: (Gordon Spivey): 31 Media Services orientation classes have been taught this semester. There are 4 new audio-visual installs. Bill Gray is seeking grant funding for new literacy center materials.

Circulation/Associate Director: (Camilla Reid): Adam Jackson and Harvey Bachelor are new student workers in the circulation department. Camilla R. will do a presentation at the annual

“Teaching Matters” conference at Gordon College on March 30. Mellie and Camilla R. met with the Night and Non-Traditional Students Committee and discussed various issues. They also gave the committee an orientation to the library’s Family Room. There have been leaks in ceiling about the F580’s section on the 3rd floor of Reese Library. Camilla R. reminded everyone to bring any leaks or other problems to the attention of administration.

Director: (Bill Nelson): Dr. Nelson will be out on the following dates: RACL meeting, March 14-16; SELA Leadership conference, March 22-23; ACRL National Conference, March 29-31. The Library committee meetings will be March 16 and April 10.

Committee Reports: **Library Web Committee** conducted focus groups with students and faculty. Results are being compiled and the committee will share the information shortly. The **ITC Committee** is working on a contract for Apple University podcast programs. Ralph Walker conducted a survey of students for the **Customer Service Improvement Plan Committee**. The findings were generally favorable toward the library.

Miscellaneous: None.