

Library Faculty Meeting Minutes

Date: March 21, 2007

Present: Baker, Black, Bryant, Heck, Kerins, Lamotte, Nelson, O'Shea, Reid, Schneider, Verburg

Leader: Schneider

Recorder: Verburg

Observer: Baker

Next Meeting: April 11, 2007
2:30-4:00 p.m.

Leader: Verburg

Recorder: Baker

Observer: Black

Last Meeting: Minutes of February 28, 2007 were approved.

Special Agenda Items: Voicemail on library telephones (Camilla B. & Camilla R.) Those present were asked if there is an interest in looking at the costs of voicemail service for individual offices. Discussion ensued. Consensus is to check into the possibility of purchasing answering machines for those interested individuals.

Area Reports:

Reference: (Fay Verburg): Fay questioned the feasibility of moving the reference help desk to the front of the lobby area. Several concerns were voiced. It may be possible to remove the glass wall in order to make the reference area more accessible. Feasibility and estimated costs for this project will be pursued. Mellie will contact students working at the JSAC help desk and provide them with library information in case they get questions concerning the library.

Library Instruction: (Camilla Baker): Business as usual.

Special Collections: (John O'Shea): It is beneficial to Dr. Cashin and to Special Collections that his office is in the library. The Cullum files, administrative documents related to the development of the Cullum Visiting Scholars Program and the Cullum Lecture Series through 1968, have been reviewed and organized.

Technical Services: (Diane Black): Marsha Reese is working on the 2008 encumbrances for departments.

Automation: (Jeff Heck): Problems with the Family Room computers have been resolved. ITS reports that instructor stations in classrooms are not on the same lock down process as student computers. Therefore any files left on these workstations may be unintentionally viewed by others.

Outreach: (Mellie Kerins): The Banned Books display on the third floor outside the elevator has been updated. The National Women's History Month display in the lobby is finished. A "quote of the day" is posted by Andy on the library bulletin board in the JSAC. These are library/reading/learning oriented quotes obtained from various reference books. Mellie is looking at ways to hang pictures for art displays on the second floor without putting holes in the walls. The Gallery System is probably the way to go. It involves a track at the ceiling which holds cables and security hooks so pictures can be displayed at any level. The Inreach Committee is planning events for National Library Week, April 15-21. They are also working on the program, activities, and food for the Staff Development workshop on August 3.

Electronic Resources: (Martha Bryant): The library has several ongoing database trials. Check the "trials" page to access these. We are trying to get a trial for BHA. New databases purchased by ASU have been added to the GALILEO page including: *Humanities International Complete*, *SportDiscus*, and *Armed Conflict Database*.

Government Documents: (Joe Schneider): Deborah Tritt has accepted a position as Reference Librarian at Nova University in Florida. April 2 will be her last day working here. Joe is reviewing the procedures for the job responsibilities of the Government Documents Assistant. He will also review the job description for said position.

Media Services: (Edgar LaMotte for Rose Axton): Media Services has received the items bought with student technology fee monies. These include several Kodak digital cameras and Sony video

cameras. The computers in Media Services have been updated with the latest version of Adobe Photoshop. Adobe After Effects was added to the editing stations.

Circulation/Associate Director: (Camilla Reid): The Anthropology Club has agreed to let the library examine the books remaining from their book sale to see if any would be suitable to add to the library collection. Camilla sent an email to Charlotte Price and Jean Balough in the Nursing Department concerning the article in AJN about evidence based practice and RNs' research/literacy skills. Camilla asked if anyone had suggestions for additional databases we may add if end of the year money becomes available. Camilla suggested that it may be valuable for library faculty to share their Faculty Role Model goals at future meetings.

Director: (Bill Nelson): Dr. Nelson will be out on the following dates: SELA Leadership conference, March 22-23; ACRL National Conference, March 29-April 1. Dr. Sullivan is trying to regularize the budget. Resources like *ArtStor* and similar most needed items which are funded on an ad hoc basis should be put into the regular budget. This is especially true for items which recur every year. A report addressing this was prepared by Dr. Nelson, Camilla Reid, and Michelle Deloach and forwarded to Dr. Sullivan.

Committee Reports:

Miscellaneous: Camilla R. stated that it would be a valuable aid to collection development to document any needed resources as noticed during reference transactions.