

Library Faculty Meeting Minutes

Date: April 25, 2007

Present: C. Baker, D. Black, M. Bryant, M. Kerins, B. Nelson, J. O'Shea, C. Reid, F. Verburg, J. Schneider

Leader: C. Baker

Recorder: D. Black

Observer: M. Bryant

Next Meeting: May 16, 2007

Leader: D. Black

Recorder: M. Bryant

Observer: J. Heck

Last Meeting: Minutes of the April 11, 2007 meeting approved with minor editorial revisions.

Special Agenda Items: Rearrangement of Reference area: C. Reid, Dr. Nelson, J. Heck and D. Scarff continued discussions about the rearrangement of the Reference area with David Kinley from Highsmith library suppliers, T. Rosier, S. Zimmerman and S. Duckworth. Replacing the current Reference Desk and removing the glass partition between the lobby and the Reference Room would increase the cost of the first floor rearrangement substantially. F. Verburg voiced her concerns about the possible relocation of the Reference Desk that would require staff to sit with their back to patrons while working at the computer. Due to the substantial cost of replacing the desk, it was decided to keep the current desk and move it forward toward the lobby. This location will require the removal of the glass partition, at least in part, so C. Reid will follow-up on the cost of removing all or part of the glass

Food and Drink Policy: The current policy will be amended to permit patrons to bring *any* beverage cup with a spill resistant top to Reese Library. The policy change is needed to allow patrons to bring beverages purchased in the food court into the library building.

Area Reports:

Reference: (Fay Verburg): The reference staff continues to assist patrons with last minute reference questions concerning papers, projects, and presentations.

Library Instruction: (Camilla Baker): No report.

Special Collections: (John O'Shea): Reese Library was selected for the Circuit Rider Archivist program and is preparing for a visit that will be conducted sometimes between July and December 2007. Dr. Cashin, John O'Shea, Carol Waggoner-Angleton and Dr. Nelson met with representatives of the Trustees of Richmond Academy to discuss possibilities for the collection.

Technical Services: (Diane Black): Cataloging continues with the project to add the collection of auction catalogs donated by Mr. & Mrs. Eugene Fleischer. The Serials Unit is working on departmental renewals and cancellations for FY2008. The Acquisitions Unit has completed all ordering for FY2007. The Acquisitions Unit continues to receive items from purchase orders placed before the April deadline.

Automation: (Jeff Heck): Automation has located several software alternatives for tracking time on public stations and will begin a review. The web page is under development. Cross-browser compatibility with drop-down menus is proving to be an obstacle to date.

Outreach: (Mellie Kerins): The Outreach Assistant position has been offered to one of the two interviewees. Feedback on National Library week activities has been very positive, but the committee would appreciate any additional suggestions and comments. A group from Darton College will coordinate activities for our August Staff Development seminar. Reese Library will provide "Reese's Sundaes on Monday" for the Faculty and Staff Appreciation event scheduled for Monday, April 30. Artist, Shelley Ford, will be contacted about creating a canvas for the large wall in the staff lounge.

Electronic Resources: (Martha Bryant): A project to correct ending coverage dates to electronic subscriptions available from EBSCO's EJS database is complete. Martha will check with H.W.

Wilson to see if access to the two new retrospective databases recently purchased can be made available through GALILEO'S A-Z Databases listing.

Government Documents: (Joe Schneider): J. Schneider is interviewing applicants for the Library Assistant II position recently vacated by D. Tritt. Government Documents will have a student assistant opening at the end of the spring semester because Mike Harmon is moving to Los Angeles.

Media Services: (Rose Axton): No report.

Circulation/Associate Director: (Camilla Reid): Camilla needs input on progress towards goals for the Unit Plan report due to Dr. Sullivan. M. DeLoach completed orders for supplies and additional library resources by the April 20 deadline. The request for salary equity adjustments for library staff has been submitted to Dr. Sullivan. A documentary, featuring Dr. Ed Cashin, will be filmed in the Reese Room. Michelle will conduct interviews to replace student assistants that will be leaving at the end of the spring semester.

Director: (Bill Nelson): Sandy Piver, Regional Sales Manager for Swets Information Services, will visit Reese Library on May 1. Important upcoming events include the 2007 Augusta State University Graduation on May 12 at 10:00 a.m. at the James Brown Arena and 2007 GIL Users Group Meeting (GUGM) in Fort Valley State University on May 17. The keynote speaker at GUGM will be Chancellor Erroll B. Davis, Jr.

Committee Reports: No report.

Miscellaneous: A review of Adobe forms is underway. It's possible the campus will have to wait until an upgrade to Acrobat 8 can occur to put routing of Acrobat forms into place. Four members of the staff will participate in the Faculty and Staff Appreciation Event, *Trivia in JSAC Coffeehouse*, on May 1. J. O'Shea and F. Verburg attended the CSRA Library Association meeting on Thursday, April 19 at the East Central Georgia Regional Library. Dr. Roscoe Williams, former dean of students at Augusta State, spoke about native Augustan and author, Frank Yerby. C. Reid reported that end of year funds will be used to purchase additional lap tops, a new scanner, map case, printer, furniture and lamps for the 2nd & 3rd floors and Social Sciences Full-Text and Education Full-Text, two new retrospective databases from H. W. Wilson.