

Library Faculty Meeting Minutes

Date: April 23, 2008

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

Next Meeting: May 7, 2008, 2:00-3:30 p.m.

Leader: Reid

Leader: Verburg

Recorder: Verburg

Recorder: Payne

Observer: Baker

Observer: Baker

Last Meeting: Minutes of April 2, 2008 were approved.

Special Agenda Item: none

Area Reports:

Media Services: (Ralph Herndon for Rose Axton)

No report.

Reference: (Fay Verburg)

Fay discussed the evening reference shifts for the two weeks when Marshall will be away. She proposed that current members of the ASU Alumni Association be allowed unlimited use of the community computers in reference. Everyone agreed and set the date of May 10 (graduation) as the start of the policy.

Library Instruction: (Camilla Baker)

Camilla discussed ILIT1500 and general education outcomes.

Special Collections: (John O'Shea)

The final NEH grant classes were conducted on April 9 and 10. Follow-up publicity has been sent to Mellie for submission. Carol is awaiting feedback from participants concerning the archival track classes and will compile the final report to NEH. The last photography link has been added to the ACCESS photograph database. Links will be repaired and revised as needed. Manuscript materials (except the letters) donated so far by Mr. Bailie have been processed and described. Saturday hours in Special Collections will continue through the end of June and will then be assessed.

Technical Services: (Diane Black)

Technical Services has received the Best Books shipment and Carolyn is processing them. Diane attended the Augusta Technical College community meeting and shared comments members made concerning textbook availability to students.

Automation: (Jeff Heck)

The upgrade to the Reese Library proxy server has been completed. Jeff is almost finished with the inventory of software that is loaded on library computers. He will post the final inventory to the library web page.

Outreach: (Mellie Kerins)

The last week in April is Faculty-Staff Appreciation Week. The library will take part in the progressive snacking event on Wednesday. The hula hoop contest during National Library Week was a success.

Electronic Resources: (Martha Bryant)

No report.

Government Documents: (Yadira Payne)

No report.

Circulation/Associate Director: (Camilla Reid)

The final unit plan report is due next Friday. Jan Alexander has left her position in Circulation and Stephanie McCollum left her position in Government Documents. These jobs will be posted shortly.

Director: (Bill Nelson)

The purchasing cutoff date is approaching. Dr. Nelson gave a presentation on the LibQual+ survey summary to the campus Library Committee. He has received input from the library faculty of sources of information for the COC compliance requirements. The next step is to work on narrative material for those sources. He delivered the Charles Beard Memorial Lecture at the University of West Georgia on April 16.

Committee Reports: April 15 was the last meeting of the year for the Library Committee.

Miscellaneous: Dr. Sullivan has approved closing the library on Friday, August 1, 2008 for the library staff development day. The events will take place in the Christenberry Fieldhouse.

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