

Library Faculty Meeting Minutes

Date: August 5, 2008

Present: Camilla Baker, Diane Black, Martha Bryant, Jeff Heck, Mellie Kerins, Bill Nelson, John O'Shea, Yadira Payne, Camilla Reid, Fay Verburg, Kris Wells

Next Meeting: August 19, 2008, 2:00 – 3:30 p.m.

Leader: Kerins

Leader: Nelson

Recorder: Nelson

Recorder: O'Shea

Observer: O'Shea

Observer: Payne

Last Meeting: Minutes of July 23, 2008 were approved.

Special Agenda Items: First Impressions of Reese Library.

In a discussion, Walt Alexanderson (ASU Customer Service Champion) had mentioned some "impressions" he got upon entering the Library. Walt's comments were discussed and it was decided that, as a part of improving the "messages" presented to first-time library users by Reese Library, we would make an effort to be sensitive to the first impressions we were conveying to users and endeavor to provide a deliberate and consistent message to users.

Area Reports:

Media Services: (Kris Wells): New cameras (with memory cards) have been ordered for student checkout. Two new video-editing stations have been added, for a total of six. New projectors are being installed in some campus classrooms.

Reference: (Fay Verburg): No report.

Library Instruction: (Camilla Baker): No report.

Special Collections: (John O'Shea): Some donated materials have been sent on to more appropriate libraries at Emory University and MCG.

The Cummings Family Letters, 1794-1954 Calendar (compiled by Mary Ann Cashin) has been converted to PDF as part of a project. The SC statistics for Saturday hours have been submitted; it has been decided that SC will continue to offer Saturday hours during the Fall semester.

Technical Services: (Diane Black): No report.

Automation: (Jeff Heck): The library public workstation software has been updated. Owen Angleton is developing a pdf with instructions for installing Outlook software on staff computers.

Outreach Librarian: (Mellie Kerins): The library is participating in the ASU new student orientations. On August 28th at 2:30 the library will sponsor the first "Meet the Author" program. Tony Kellman, ASU Professor of Communications and Professional Writing, will be discussing his book, "Limestone: An Epic Poem of Barbados."

Electronic Serials: (Martha Bryant): No report.

Government Documents: (Yadira Payne): The scheduled webinar for Government Documents was cancelled and has not yet been rescheduled. She is in the process of employing new students. Gov Docs is preparing for Constitution Day on September 16th. Old wooden shelving in the department is being removed.

Circulation/Associate Director: (Camilla Reid): The library "faculty flyer" is under revision. Don Rhodes, long-time journalist with the Augusta Chronicle, has discussed donation of numerous materials on Augusta that he has collected over the years; some primary resources are included in this material. Elige Hickman, of the Friends of the Columbia County Library, has discussed selling to the library a complete set of the "War of the Rebellion," in excellent condition. The Circulation pages on the Library webpage have been updated. New compact shelving for the Reserves area of Circulation is being installed today.

Director: (Bill Nelson): The Library is expecting budget reductions. ASU funds from the state will be reduced because of a decline in state sales revenues; how this will be accomplished is being discussed by the BOR and ASU administration. We have a new vendor rep from Serials Solutions, Mary Miller, who briefly visited the library. Mary will return to talk with Martha Bryant at a later date. We are planning for the New Faculty Library Orientation which will take place on Thursday, August 14th; it will begin immediately following the New Faculty Breakfast.

Committee Reports: No report.

Miscellaneous: No report.

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