

Library Faculty Meeting Minutes

Date: June 30, 2009

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

Leader: Nelson

Recorder: O'Shea

Observer: Payne

Next Meeting: July 22, 2009

Leader: O'Shea

Recorder: Payne

Observer: Reid

Last Meeting: Minutes of the June 11th were approved as revised.

Special Agenda Items: None.

Area Reports:

Media Services (Ralph Herndon): Media Services is rebuilding the circulating laptop computers.

Reference (Fay Verburg): Approaches to providing reference coverage when a number of librarians attend conferences away from campus were discussed.

Library Instruction (Camilla Baker): Camilla reported that there were 6 classes taught in June. Two classes have been scheduled in July, thus far.

Special Collections (John O'Shea): Environmental monitoring reports have been run for May and June which show many items to be at a low level of risk. Changes in projections are expected as data from July and Augusta are added to the dataset.

Technical Services (Diane Black): June 30, 2009 report: Francine is proceeding with the shelf reading project and is working in the PN area. The end of the project is approaching. Staff has completed PM and R-Z. Francine and Diane set up the Rollover Rules for FY2009. Jeff requested that UGA run the programs so that once the budget information is received orders could be placed.

Marsha has received the EBSCO pro forma invoices for 2010. The projected cost of serial titles purchased from EBSCO is \$139,605.11

Carolyn will return part time tomorrow. Diane has worked out some of her problem carts so that the number of pending projects will not be overwhelming when she returns.

Automation (Jeff Heck):

Part-time faculty who are not teaching during summer but who teach during fall semester may gain library privileges by asking their department head to send a letter to Dr. Nelson requesting these privileges.

We now have two digitizing stations in the Microfilm/fiche Room.

New computers for the InfoSquare arrived and were installed last week.

Outreach Librarian (Mellie Kerins): Mellie discussed plans for training to use the Oak during

Staff Development Day.

Electronic Resources: Safari Ebooks were not renewed this past year due to low usage. Netlibrary 8 catalog records were received and added to the library catalog today. It was noted that ejournal aggregators seem to be moving to a user-accessible interface for updates and revisions to holdings, rather than having libraries send updates to the aggregator.

Government Documents (Yadira Payne): Government Documents has hired two new student assistants, Suhaila Thomas and Melissa Thompson. They will begin training the week of July 6th.

During the month of June, documents staff has processed 2,300 documents from the Temp 1 area. The majority of the documents are eligible for weeding and offering to the regional depository at the University of Georgia.

Circulation/Associate Director (Camilla Reid): Lyn Dennison, Director of Collins-Callaway Library at Paine College, and Camilla Reid have been reviewing the Paine College/Augusta State "Institutional Agreement for Library Service" agreement and have made minor changes; the agreement is now routing for administrative signatures. This agreement has been in effect since 1975. Camilla has made an application to the Nippon Foundation for a book grant for resources relating to the history, culture, politics and economy of Japan. Shirley Jezowski, director of the social work program, has asked for a library program review in preparation for the accreditation of the social work academic program. We have received a large donation of books from the collection of John and Elfriede McLean. It is currently being evaluated.

Director (Bill Nelson): Dr. Nelson mentioned that budget information for the new fiscal year was received. Following the latest cut in FY09 End of Year money, everything on the original approval list for the library was ordered except the scanner. Dr. Nelson also mentioned that, due to changes in federal accounting requirements, journal subscriptions are essentially treated as office supplies.

Dr. Nelson announced that a search is planned for the Electronic Resources Librarian position. Camilla Baker, Jeff Heck and Fay Verburg have been asked to serve on the committee, with Camilla Baker as chair.

Dr. Nelson reminded everyone to be attentive to work schedule hours for personnel who submit time sheets. This is especially important because of current regulations and the campus transition to ADP for time sheets and payroll.

Committee Reports: None.

Miscellaneous: There was a discussion of remodeling concerns with the restrooms.

Next meeting: The next meeting is scheduled on July 22nd from 2:00-3:30 p.m.