

Library Faculty Meeting Minutes

Date: September 1, 2009

Present: Baker, Heck, Kerins, Mims, Nelson, Payne, Reid, Verburg

Leader: Reid

Recorder: Verburg

Observer: Baker

Next Meeting: September 16, 2009
2:00-3:30 p.m.

Leader: Verburg

Recorder: Baker

Observer: Heck

Last Meeting: Minutes of August 18, 2009 were approved, with corrections.

Special Agenda Items: ADP monthly leave sheets were discussed.

Area Reports:

Media Services: (Nick Mims): Computers in the Media Services student area are being replaced. Additional classroom technology upgrades were completed in the Science Hall.

Reference: (Fay Verburg): Due to Marshall's unexpected absence, adjustments are necessary to the evening reference schedule.

Library Instruction: (Camilla Baker): Camilla is completing the library instruction schedule. The planning calendar will be available in Room 111 (the reference work room).

Special Collections: (Fay and CR for John O'Shea): Carol has coordinated History of Journalism appointments with Dr. Debbie Van Tuyl's students from September 4 through September 15 in Special Collections. The Pilgrim Life Insurance collection is still in the company's old building. The RFP process needs to be expedited so that the documents may be removed and safely stored as soon as possible.

Technical Services: Business as usual.

Automation: (Jeff Heck): Software for the textbook on reserve for the management business students is now loaded on library computers. We need to remind the teaching faculty that students use library computers as well as computers in the student computer labs.

Outreach: (Mellie Kerins): Yadira Payne's artwork has been installed in the gallery on the second floor of the library. There will be an opening reception for this exhibit on September 14 at 2:30 p.m.

Electronic Resources: (vacant): We have added a new database called Global Road Warrior that provides socio-cultural and business information about the countries of the world. The trials for CQ Researcher and CQ Weekly end on September 24.

Government Documents: (Yadira Payne): Government Documents has new displays commemorating Constitution Day (September 17) and Hispanic Heritage Month (September 15–October 15). Electricity outlets have been upgraded in the government documents workroom. Bill Nelson, Jeff Heck, and Yadira will be attending COMO in October. Yadira is in the process of writing papers for the three presentations she will be giving at COMO this year. She will also be presenting one academic paper. Constitution Day is September 17 and Yadira will be in costume again this year for the event.

Circulation/Associate Director: (Camilla Reid): The library has been awarded 100 books on contemporary Japan from the Nippon Foundation. The books selected for the grant “help non-Japanese readers better understand contemporary Japan.” The books, which are written in English or are English translations of Japanese texts, cover all areas of study including: history, political science, religion, business, literature, arts, and culture.

A note will be added to the cataloging records for materials donated by the College Hill Chapter of the DAR. This will facilitate creating a list of those specific items. The guest reader program has begun at Lamar Elementary School. Camilla is scheduled to read on September 2. The library’s unit plan is due on September 28. We are proceeding with book orders. Departments are requested to submit “must have” items for purchase consideration. No journal subscriptions or databases have been cut this year unless requested by the academic departments.

Director: (Bill Nelson): Dr. Nelson will be away for an offsite SACS accreditation visit on November 2–3. The Board of Regents Student Advisory Council will be at ASU on November 6–7. The following positions are open in the library: Electronic Resources/Reference Librarian, Business Manager, Cataloger/Search Associate, and Library Circulation Assistant. We are awaiting approval for an Assistant Business Manager position. Dr. Nelson made a presentation to the SGA Officers’ Retreat. ITS will again manage the Student Technology Fee (STF) process for this year; the library will manage the process next year.

Committee Reports: The search committee for the Electronic Resources position has narrowed its list to six candidates. Phone interviews will precede the in-person interview(s).

Miscellaneous:

Next Meeting: September 16, 2009 at 2:00 p.m.