

Library Faculty Meeting Minutes

Date: September 16, 2009

Present: Baker, Heck, Kerins, Nelson, O'Shea, Payne, Reid, Verburg **Next Meeting:** September 30, 2009

Leader: Verburg

Leader: Baker

Recorder: Baker

Recorder: Heck

Observer: Heck

Observer: Kerins

Last Meeting: Minutes of September 1, 2009 approved as submitted

Special Agenda Items:

1. Endorsement by the library faculty of notes from the All-Library Meetings on July 7 and July concerning the Library FY 10 Unit Plan. Notes were approved with editorial corrections. Publication of the unit plan document was discussed.
2. Update to "Policy Regarding Respect for the Rights of Library Users and Employees." A draft of a new document was distributed and accepted. Procedures for dealing with policy violations were discussed.
3. Review/reapprove the Family Room Policy. Policy was discussed and revisions were submitted and approved.
4. Room 112 usage. The BookEye scanner will remain in Room 112.

Media Services: (Ralph Herndon): no report

Reference: (Fay Verburg): Thanks were extended to J. Heck, J. O'Shea and L. Blocker for staffing Reference in M. Abuwi's absence due to bereavement. All staff working at Reference are encouraged to review security violations folder when coming on duty.

Library Instruction: (Camilla Baker): As of September 16, 20 library instruction classes have been taught by library faculty during the Fall 2009 semester. A list of requested classes for October will be forthcoming shortly. Library tours for large classes (i.e., more than 20 students) were discussed.

Special Collections: (John O'Shea): C. Reid is facilitating further plans for the pack out phase of the Pilgrim Insurance Company project. We anticipate an updated contract and requisition soon. The Constitution Day exhibit is currently on display. Dr. Debbie van Tuyll has extended the deadline for the newspaper archives project. C. Waggoner-Angleton has kept the scheduling on track and fielded numerous research questions. J. O'Shea's talk to the College Hill chapter of the Daughters of the American Revolution went well, and the sharing of ideas was a very beneficial experience.

Technical Services: (Diane Black): One hundred books from the Nippon Foundation have been received and are in process.

Automation: (Jeff Heck): no report

Outreach Librarian: (Mellie Kerins): no report

Electronic Serials: (Fay Verburg): Trials are currently ongoing for the following databases: *Access World News Research Collection*, *FAITS Database – Faulkner Advisory for IT Studies*, *SMP Database – Security Management Practices (SMP)*, and *CQ Weekly and CQ Researcher* (until September 24). There is a new link to database trials on the Reese Library home page.

Government Documents: (Yadira Payne): Shifting of government documents paper collection has begun; A. Bruner is assisting. Planning is ongoing for the Constitution Day celebration. Meet the Artist, featuring artwork by Y. Payne, was held on September 14, 2009.

Circulation/Associate Director: (Camilla Reid): Searches are underway for the following staff positions: Cataloging Search Associate, Circulation Library Assistant III, Business Manager. V. Loveless has been rehired on a part-time basis as Business Manager while the search for this position is ongoing. Additions to the new Unit Plan should be submitted to C. Reid by Friday, September 18, 2009.

Director: (Bill Nelson): Work is proceeding on unit reports.

Committee Reports: Telephone interviews for the Electronic Resources Librarian position will take place on Friday, September 18, 2009.

Miscellaneous: