

Library Faculty Meeting Minutes

Date: September 30, 2009, 2:00 p.m.

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

Leader: Baker

Recorder: Kerins

Observer: Nelson

Next Meeting: October 14, 2009

Leader: Kerins

Recorder: Heck

Observer: O'Shea

Last Meeting: September 16, 2009

Minutes approved with changes.

Special Agenda Items:

1. Symptoms of illness in patrons—policy: Fay will contact Public Safety to see if there is a campus policy for dealing with community users who exhibit symptoms of flu while using the library in light of what appears to be an especially virulent flu season.
2. Donations for annual Thanksgiving luncheon: Mellie asked if the eight librarians agree to donating \$25 each to provide the \$200 for the luncheon for all library employees on November 19. Affirmative. The money is due to Mellie by Nov. 16.
3. Immigration Outreach announcement: Yadira Payne and Fay Verburg agreed to make immigration information from the GPO available at the reference desk, including the possibility of scanning non-library material as requested by the form. Camilla R. suggested this could tie in with Life of the Mind, sponsored by Dr. Debra Van Tuyll, because this year's topic is Citizenship.

Area Reports:

Media Services: No report.

Reference: (Fay Verburg): Fay needs feedback on morning reference coverage during the weeks of October 12 and 19.

Library Instruction: (Camilla Baker): Camilla will send out the signup sheet for October classes today.

Special Collections: (John O'Shea): The program for Georgia Archives Month will be held October 21 at 2:30 p.m. Mr. Bill Baab will present information on his book *Augusta on Glass*, to highlight the Archives theme "Quench Your Thirst for History." New student assistant Christina Rodriguez began work September 16. All individual archival sessions/appointments in Special Collections have been completed for Dr. Debra Van Tuyll's History of Journalism class. There is a display on the third floor about local notable Ruby Pfadenhauer and her many achievements.

Technical Services: (vacant): Yadira Payne announced that the interviews of candidates for the Library Assistant IV in cataloging will be finished by Friday, October 2.

Automation: (Jeff Heck): No report.

Outreach: (Mellie Kerins): Matthew Whittington has created a display on challenged and banned books in the first floor display case.

Electronic Resources: (vacant--Heck/Verburg covering): Fay announced current and upcoming database trials.

Government Documents: (Yadira Payne): Andy Bruner is continuing the shifting project.

Circulation/Associate Director: (Camilla Reid): Camilla has worked on the procurement requisition for the packaging and storage of the Pilgrim Life Insurance collection. The deed of gift of this material has been received from Dee Crawford, who owns the building, which means the contents now belong to ASU. The University has agreed to contribute funds to pay for pack out and six months of storage. Carol Waggoner-Angleton, Dr. Lee Ann Caldwell and Camilla are working on preservation/rehousing grant applications.

The Reese Library Unit Plan for FY 2010 was submitted to Dr. Sullivan on September 25.

The library has received an inquiry from Continuing Education to use library space for the Sand Hills Conference on March 19, 2010, because they will be moving out of Galloway Hall.

Camilla B., Fay Verburg and Camilla R. attended the information session on furloughs sponsored by the ASU chapter of AAUP on September 29. Camilla R. has placed related handouts in library staff mailboxes.

Applicants for the Business Manager interview have been chosen. Interviews will begin on October 13.

The applicants for Library Assistant III in circulation have been identified and will be ready for interviewing when everyone on the committee is in town.

The roof of the library was used for an Introduction to Astronomy class taught by Dr. Harry Parker.

President Bloodworth has approved the search for a business manager assistant/electronic resources assistant position (30-32 hour).

A reporter from the *Bell Ringer* talked with Camilla R. this week to gather information for an article on the Nippon Foundation "100 Books" Award in the next issue. Search for "nippon foundation," as a phrase, keyword anywhere, in GIL to see the list of books received from the grant for this collection of 100 books on Japan.

Director: (Bill Nelson): Dr. Nelson plans to officially retire on February 1, 2010.

Committee Reports: The Library Committee will have its first meeting October 8, with Edgar Johnson as the convener. This year's goal is the implementation of the LibQUAL survey. Camilla B. suggested highlighting changes made in the library as a result of the previous survey, done in the spring of 2006.

Fay Verburg announced the Promotion and Tenure Committee of Reese Library met September 22. Librarians' applications for promotion and/or tenure are due to her by October 13 at 5 p.m.

Miscellaneous: None.