

# Library Faculty Meeting Minutes

**Date:** March 03, 2010

**Present:** Camilla Reid, Camilla Baker, LouAnn Blocker, Dar Scarff, **Next Meeting:** Mar. 18th, 2010  
Veronica Corradino, Jeff Heck, John O'Shea, Yadira Payne, Ralph Herndon, and Ginny Loveless

**Leader:** O'Shea

**Leader:** Payne

**Observer:** Payne

**Observer:** Reid

**Recorder:** Loveless

**Recorder:** Loveless

**Last Meeting:** Minutes of the February 18, 2010 meeting were approved as distributed.

**Special Agenda Item:** (Reid): Discussion of proposed budget reduction scenarios at Augusta State. The joint House and Senate Appropriations Subcommittees on Higher Education asked Chancellor Davis to show how the university system could absorb an additional \$300 million in reductions in addition to \$265 million already identified as reductions in next year's state appropriation. Institutions had only two days to project the reductions. For Augusta State, such reductions would amount to \$4.6 million in addition to \$3.5 million already expected in budget cuts. Substantial additional reductions would have a huge negative impact on our students, faculty, staff, and community.

(Verburg): Discussion of protocol for manning the Reference Desk in the absence of the morning and/or evening Reference Assistant. Fay will finalize the procedures and distribute to appropriate personnel.

(Reid): Add Circulation to the Area Reports with Dar Scarff reporting. In her absence, Veronica Corradino will report.

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## Area Reports:

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**Media Services:** (Ralph Herndon): Media Services staff is currently revising the Satisfaction Survey using new software that can database the results.

**Reference:** (Fay Verburg): Fay thanked everyone for their contributions during her medical leave.

She has taken part in numerous web-based training courses including one on text messaging for Reference.

Along with Rick Sulzycki, Fay will be reviewing the sign-in procedures for community users to ensure that we maintain safety and security while upholding their right to access the collection.

While Camilla Reid is the Acting Director, Fay has been assisting with Collection Development and Mending.

**Library Instruction:** (Camilla Baker): No report.

**Special Collections:** (John O'Shea): The Minutes for the Trustees for the Academy of Richmond County have been processed and inventoried.

**Technical Services and Electronic Resources:** (LouAnn Blocker): Marsha Reese is projecting encumbrances for next fiscal year and is assuming an 11% increases for all Serials acquisitions.

Due to the fact that we are unsure of what our budget will be next fiscal year, LouAnn is going through all of Reese Library's electronic holdings and searching for duplicates.

After this year, Proquest will no longer convert the Augusta Chronicle, and other newspapers, into microfilm. NewsBank will pick up the Augusta Chronicle and will become our vendor.

**Automation:** (Jeff Heck): On March 4, Jeff Heck and Owen Angleton will be attending a metadata class for digitizing Dr. Cashin's material.

Owen has placed the LibQUAL+™ banner on the Library's homepage.

**Outreach:** (Various): Matthew Whittington has placed LibQUAL+™ information on Janus, which will be displayed in the Student Activities Center.

Matthew also installed the hardware on, and mounted the art exhibit on the 2<sup>nd</sup> floor, paintings by Sam Singal.

**Electronic Resources:** (LouAnn Blocker): See above.

**Government Documents:** (Yadira Payne): For Women's History Month, Government Documents has set up two displays. The first is "Women in History" while the other is a display on "Women in the Military". Patrons can pick up the corresponding handouts/pathfinders of Reese Library Government Documents Resources on the topic.

To date, the number of government document items processed and shifted out of the Temp 1 area were: 23,623.

Hallie Pritchett, the Federal Regional Depository Librarian for the University of Georgia Libraries visited our depository February 23<sup>rd</sup>. She was very impressed with our Big Shift and was more so impressed that we moved and cataloged at the same time. To supplement microfiche that was burned during the 2003 fire at UGA, we gave her twenty drawers of microfiche.

**Circulation: (Scarff):** Discussion of our tutor/study room usage policy. Due to high demand of study rooms, and the limited number of them, the Library will now be enforcing its policy that states only current ASU faculty, staff, or students can reserve the rooms.

**Business Services: (Loveless):** Dina Conklin, Administrative Specialist, resigned from ASU on February 26<sup>th</sup>.

The Library has prepared for the EPA on-site visit March 3-4 by labeling all appropriate chemicals.

Portable radios were purchased and programmed for library use during emergency situations. A policy was developed and one-on-one training was given to appropriate personnel. The four portable radios are stationed at Circulation, with the security guard on duty, in Library Administration, and with the Building Manager.

The whiteboards in the study rooms are in poor condition. We are seeking funding to have them refurbished.

To ensure that Library personnel on duty during an emergency receive important information quickly, we have decided to sign up our generic library departmental email addresses (for example, [reference@aug.edu](mailto:reference@aug.edu)) and departmental phone numbers for the Jaguar Alert System.

**Acting Director:** (Camilla Reid): Camilla will be out March 5 for the Regents Academic Committee on Libraries (RACL) meeting. She will carpool with David King from MCG.

March 11<sup>th</sup>, Camilla Reid will be presenting her visions for Reese Library to the campus during her interview for the Library Director position.

Input for the Library's Unit Plan is due to Camilla by March 8<sup>th</sup>.

The LibQUAL survey will run from March 8<sup>th</sup> through April 2<sup>nd</sup>.

On February 23<sup>rd</sup>, Camilla Reid and Camilla Baker met with an accreditor for ASU's Social Work program.

A Valdosta State University student will be meeting with Camilla to discuss the Pilgrim Life project and will write a paper on the best methods to identify a collection, how to acquire it, etc.

The Bell Ringer will be interviewing Camilla for a story on the Family Room.

**Committee Reports:** Library Committee: (Reid): On February 17th, Jeff Heck, Owen Angleton, Matthew Whittington and Andy Bruner met with the Library Committee to discuss the library website. Next meeting of the Library Committee is March 3 at 2:30pm.

Inreach Committee: (Various): The Circulation Department's doughnut fundraiser for the Lamar-Milledge student scholarship to ASU Kids University raised \$68.84.

**Miscellaneous:** None.

**Next Meeting:** March 18th, 10:00 a.m.