

# Library Faculty Meeting Minutes

**Date:** April 14, 2010

**Present:** Camilla Reid, Dar Scarff, John O'Shea, Mellie Kerins, Fay Verburg, Ralph Herndon, Ginny Loveless, LouAnn Blocker, and Yadira Payne

**Leader:** Verburg

**Leader:** Baker

**Observer:** Baker

**Observer:** Blocker

**Recorder:** Loveless

**Recorder:** Loveless

**Last Meeting:** Minutes of the April 1, 2010 meeting were approved as distributed.

**Special Agenda Item:** The Library's serial list. Several items were tagged that will be moved from the library's list to the different academic departments' lists so that all will be aware of the resources available to them, even if the database could have general appeal: for example, PsycInfo. The moves are only for accounting purposes; all the funds are 'library funds' just allocated to the different departments for accounting purposes. Some subscriptions that are not utilities such as DocuTek and ILLIAD will be removed from the library departmental serials list. Of the library's titles that are available electronically, the faculty agreed on one change: we will pursue the site license plus print subscription to the Chronicle of Higher Education instead of just the print plus one-seat electronic access we have now. This access will be heavily advertised to ensure faculty and staff know about it, and LouAnn will inform Lynn Carmack in the Purchasing Office, so they can encourage faculty or departments who have been purchasing their own subscriptions to use the site license.

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## Area Reports:

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**Media Services:** (Ralph Herndon): Media Services continues as usual, with an upcoming (April 28) webinar demo of LectureCapture scheduled for Media Services staff.

**Curriculum Center:** (Cindy Britt): No report.

**Reference:** (Fay Verburg): The Evening Reference Assistant, Marshall Abuwi, will be working an additional four hours per week, to be applied to Sunday evenings.

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

**Special Collections:** (John O'Shea): John compiled a list of reports for the State Budget, primarily the University System, which the Library has in electronic or hard copy form. A final list will be made available to library personnel to assist anyone looking for the reports.

Carol Waggoner-Angleton attended the Georgia State Archives meeting April 13th

**Technical Services:** (LouAnn Blocker): Kate has completed the cataloging statistics and made a template for creating them, which can be viewed in the Bindery under All employees/cataloging statistics. Diane Black will visit Technical Services on April 23rd to answer questions we have, including preparing the Summary of Accounts.

**Automation:** (Jeff Heck): No report.

**Outreach:** (Mellie Kerins): For National Library Week, Reese Library will be hosting a Library Career Day Thursday, April 15<sup>th</sup> at 2:30pm in the JSAC Coffeehouse. This event is co-sponsored by the ASU Career Center.

A “Meet the Author” will be held Thursday, April 22<sup>nd</sup> at 2:30pm in the lobby of the second floor. Jurgen Brauer will present his book, “War and Nature: The Environmental Consequences of War in a Globalized World”.

For Faculty/Staff Appreciation Week, the library will be fielding two teams for the trivia contest on April 27<sup>th</sup> at 4:45pm. Also for that week, the library will participate in Progressive Snacking on April 28<sup>th</sup> from 1:00pm – 3:00pm, with a ‘Reese Library ♥’s New York’ theme.

**Electronic Resources:** (LouAnn Blocker): Marsha will look at all department lists to check on items that we need to follow up on for invoices, etc. to begin the end of year wrap-up process.

Julie Disney has resigned her position as student assistant, so everyone will need to remove her from distribution lists of students.

Ongoing trials: R2 Digital Library, Art Full-text and Cinema Image Gallery from H.W. Wilson, EBSCO Art and Architecture Complete, Sage Reference Online, Access World News.

**Government Documents:** (Yadira Payne): The microfiche weeding has been completed. The department is still in need of boxes to remove the weeded fiche and then the shifting can be done.

Beginning Monday, April 19<sup>th</sup> Jann Marie Chandler will be working 30 hours a week.

For the month of April, Government Documents has completed the following pathfinders/guides: ‘Earth Day’, ‘Autism Awareness’, ‘Child Abuse Prevention’, and ‘Health Observances and Healthcare Recognition’. They have also completed the following displays which highlight government documents in the following topics: ‘Our Planet and the Environment’ and ‘Living Healthy’.

**Circulation:** (Dar Scarff): No report.

**Business Services:** (Ginny Loveless): Ginny Loveless and Yadira Payne have begun attending the online Management track courses offered by Lyris. During Finals Frenzy! the library security monitors will keep count of the people in the library to use for statistics.

**Director:** (Camilla Reid): The preliminary list of possible renewals of GALILEO Cost Share Resources has been sent to all the RACL libraries by Merryll Penson. Library administration is working on yearend funding proposals for the Vice President for Academic Affairs. Directions and deadlines have also been sent to Media Services and the Curriculum Center. Camilla encouraged library faculty and staff under the Reese Library umbrella to take Dr. Sullivan up on his offer to meet with them just as he has met this spring with the faculty in the three Colleges (Business, Education and Arts and Sciences). The deadline for input on the Reese Library FY10 Unit Plan is due to Camilla by April 26; the final report is due to Dr. Sullivan on May 3rd.

**Committee Reports:** (Payne): Acquisitions and Cataloging Librarian position has been posted and applications are coming in. The closing date is set for Saturday, May 1<sup>st</sup> at 5:00pm and only electronic applications will be accepted.

(Kerins): The Inreach Committee has received permission to close the library Friday, August 6<sup>th</sup> for Staff Development Day.

Francine McCoy's retirement luncheon is scheduled for Friday, April 23<sup>rd</sup> at noon in Technical Services.

**Miscellaneous:** (Payne): Registration for the CSRA Library Association conference is now open. The form is available on the NING and will also be sent out via listserv.

(Payne): The Women's Studies honor society, Iota Iota Iota, will be holding its chapter inauguration and first induction ceremony in the 2<sup>nd</sup> floor of the library on Wednesday, April 28<sup>th</sup> at 6:00pm.

(Loveless): Ginny Loveless suggested that department representatives email their respective reports to her after the meetings, to ensure accuracy and timely distribution of the minutes for revision. The members of the Library Faculty Meeting agreed.

**Next Meeting:** May 6<sup>th</sup>, 10:00 a.m.