

Library Faculty Meeting Minutes

Date: May 19, 2010

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

Next Meeting: June 2nd, 2010

Leader: Blocker

Leader: Heck

Observer: Heck

Observer: Herndon

Recorder: Loveless

Recorder: Loveless

Last Meeting: Minutes of the May 6, 2010 meeting were approved as distributed.

Special Agenda Item: Discussion and revision of Associate Library Director job description

Area Reports:

Media Services: (Ralph Herndon): No report

Curriculum Center: (Cindy Britt): The Curriculum Center has received all purchases for this year and the materials have been cataloged.

Reference: (Fay Verburg): No report.

Library Instruction: (Camilla Baker): Spring 2010 (January through April) library instruction totals: 70 total classes with 1,562 students. The statistics for last year, 2009, were below this, 44 classes with 995 students. This 33% increase could be a result of ASU's increase in enrollment, the addition of new faculty to the campus, or simply from the difference in the number of classes taught in February 2010 as opposed to February 2009, when only two classes were requested.

Special Collections: (John O'Shea): An NEH preservation grant for smaller institutions to hire a consultant archivist for the Pilgrim Life Collection was submitted on Tuesday, May 18th.

Carol Waggoner-Angleton attended an SAA (Society of American Archivists) class entitled "More Product Less Process" on preservation and processing on Monday, May 17th as well as an SCAA (South Carolina Archivists Association) spring workshop on Tuesday, May 18th.

Acquisitions/Cataloging: (Blocker): Kate is making progress with the weeding project, spine labels and donations.

The library received several shelves worth of donated books from Mary Ann Cashin. Lee Ann Caldwell, Director of the Center for the Study Georgia History, will review these materials.

Automation: (Jeff Heck): A new thermal label printer has been bought as a trial for Technical Services.

Jeff offered two preview classes on Live@edu, the email system that is likely to replace Pipeline email.

Outreach: (Mellie Kerins): Tuesday, May 18th, the Library participated in "Walk Down Jaguar Lane", a new/transfer student orientation.

Electronic Resources/Serials: (LouAnn Blocker): The new Technical Services student assistant, Arielle White, starts work Monday, May 24th.

A new collection of ebooks was purchased, Sage Reference Online Handbook Collection. There are 18 titles in the social sciences and it is accessible through GALILEO.

LouAnn would like feedback from any who are interested in the Emerald Library and Information Sciences collection as to whether the library should pursue those collections, and/or any other Library/Information Science journals to purchase.

Matthew Whittington and LouAnn have discussed displaying posters on the wooden easel in the library lobby. A rotating display will begin fall semester. For summer, one poster will be displayed. It will present EBSCOhost Mobile Service.

Lawson Condell from Thomson-Reuters has set a meeting with HCOB faculty to discuss one of their tax products called RIA. They informed LouAnn of the meeting and it has been scheduled in room 304 on Thursday, May 27th 2:00-3:00 pm. All library employees are invited.

Government Documents: (Yadira Payne): Student assistants are typing up Needs & Offers lists for paper items weeded from the collection. Yadira is currently reviewing the microfiche that were weeded before Needs & Offers lists are typed up for them.

Beginning fiscal year 2010, the department will be renamed to "Government Information" in keeping with national federal trends and the fact that most of the items received are electronic and not necessarily physical items.

Circulation: (Dar Scarff): The library has gone live with Touchnet, enabling ebusiness to be conducted with users, who can now pay their fines/fee and lost item charges using credit/debit cards or webchecks. At a later date, other library services may be offered through Touchnet. All Circulation webpages have been updated to reflect the new payment and refund processes. Ginny Loveless and Matthew Whittington will work on incorporating thumbnail images.

Adopt-A-School program has been discontinued at ASU. Therefore, all references to it have been removed from the library webpage.

Business Services: (Ginny Loveless): Blinds were installed on all the windows on the 1st floor. This should help mitigate extreme temperature fluctuations as well as improve the décor.

Director: (Camilla Reid): The yearend funding allocations based on the requests submitted by campus units have not yet been released by the VP for Academic Affairs/VP for Business Operations. However, the library received a permanent \$13,852 increase in its FY2011 budget for increasing student assistant work hours in the library.

The Board of Regents has announced that there will be no merit increases for FY2011. ASU tuition will increase by \$200 per semester beginning Fall 2010. FY2011 will be the last year for federal stimulus stabilization funds.

Committee Reports: (Reid): Camilla Reid is on one of the four "ASU in Action for Excellence" Strategic Planning Subcommittees that are developing the 2009-2015 plan. She is participating on the subcommittee working with Strategic Goal 3: Enhance Student Matriculation and Academic

Success, which is looking specifically at online courses/program offerings and increasing the retention rate of students.

(Payne): The Acquisitions/Cataloging Librarian Search Committee invited a candidate to campus Tuesday, May 18th. The committee will meet today to discuss.

Miscellaneous: (Payne): Yadira Payne attended the Skillpath Women's Conference last week under its Professional Growth and Development Track. It was a good refresher course on leadership and managerial skills specifically geared towards women.

(Payne): The CSRA Library Association Conference was well attended last Friday and positive feedback has been received. Everyone in attendance has asked that the conference be an annual event. Plans for growth of the conference are already underway.

Next Meeting: June 2, 10:00 a.m.