

# Library Faculty Meeting Minutes

**Date:** September 22, 2010

**Present:** Camilla Reid, Mellie Kerins, Fay Verburg, Ginny Loveless, LouAnn Blocker, Jeff Heck, Kyle McCarrell and Camilla Baker

**Leader:** Baker

**Observer:** Blocker

**Recorder:** Loveless

**Next Meeting:** October 6, 2010

**Leader:** Blocker

**Observer:** Heck

**Recorder:** Loveless

**Last Meeting:** Minutes of the September 8, 2010 meeting were approved as distributed by e-mail.

**Special Agenda Item:** Possible Circulation Name Change

**Special Agenda Item:** At next meeting, the Library mission statement will be reaffirmed

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## Area Reports:

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**Media Services:** (Ralph Herndon): No report.

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

**Reference:** (Fay Verburg): Fay is updating the policies and procedures for the Reference Department.

**Library Instruction:** (Camilla Baker): Camilla reminded the library faculty to sign up to teach October library instruction classes.

**Special Collections:** (John O'Shea): The first shipment of ASU yearbooks to be digitized as part of the LYRASIS Mass Digitization Project was sent out.

**Acquisitions/Cataloging:** (Kyle McCarrell): Kyle attended a webinar by OCLC on maximizing Reese Library's subscriptions.

Kyle met with History Department about GOBI.

Kyle and Louann Blocker met with the English Department at their faculty meeting and they seemed very receptive to our announcements/demos.

The Acquisitions Specialist position received 36 applicants. Ginny Loveless, Louann Blocker, and Kyle looked at the resumés and narrowed the pool down to six for interviews.

New collection items have been flowing in at a regular clip. Kate has added 74 new items in September.

**Automation:** (Jeff Heck): See below.

**Outreach:** (Mellie Kerins): GALILEO's 15th birthday party was celebrated September 21 at the ASU Faculty Meeting. We served cake, sparkling grape juice and provided numerous handouts. Matthew, Jeff and LouAnn developed a power point highlighting GALILEO events and resources.

**Electronic Resources/Serials:** (LouAnn Blocker): There will be a new interface for Classical Music Library. One new feature—a 'what's new' and the browse and genre headings are on the left sidebar, instead of being a heading to click through to see the lists.

LouAnn visited the History Department September 10 and had a productive conversation about resources.

The trial of Faulkner FAITS and SMP databases ends October 11 and the trial of all Sage Journals ends October 15.

Several librarians and staff attended the Augusta Chronicle Archives Webinar from NewsBank/Readex on September 14. A handout/LibGuide will be developed based on what we learned.

Marsha Reese is working on correcting catalog records for cancelled journals and database changes.

**Government Information:** (Yadira Payne): Student assistant, Tristan Nall, began work on September 21.

**Business Services:** (Ginny Loveless): No report.

**Associate Director/Automation/Circulation:** (Jeff Heck): A new Circulation Desk has been installed and is both beautiful and fully functioning.

Jeff attended budget training for PeopleSoft and training for use of the Augusta Chronicle Archives.

**Director:** (Camilla Reid): Camilla set a September 24<sup>th</sup> deadline for input from library departments. The FY2010 Unit Plan is due to Dr. Sullivan on October 8.

Jeff Heck and Camilla completed a class conducted by the ASU Budget Office and Purchasing Office on September 14.

There is additional information needed for SACS 3.8.3. All of the library's initial documentation for the SACS self-study in the Xitrac system is due November 15.

The Department of Nursing has requested input from the library for a departmental self-study.

Paine College Library has converted its library management system to an open source product called "koha."

**Committee Reports:**

(Heck): The Information Technology Committee met this past week but lacked a quorum to elect a chair. A second meeting was scheduled for September 22.

The Automation Librarian Search Committee is conducting phone interviews this week. In-person interviews should be conducted mid-October, with a goal of a start date in early November.

The Faculty Policies Committee has been reviewing a proposed new Student Code of Conduct and Part-Time Personnel Guidelines.

(Reid): The Executive Committee of the Augusta State Chapter of Phi Kappa Phi had a breakfast meeting with the Executive Director and Chief Financial Officer of the national organization on September 17.

Camilla also attended the quarterly library advisory meeting at Augusta Technical College on September 21.

**Miscellaneous:** None.

**Next Meeting:** October 6, 10:00 a.m. Media Services' Conference Room