

# Library Faculty Meeting Minutes

**Date:** November 30, 2010

**Present:** Camilla Reid, Fay Verburg, LouAnn Blocker, Jeff Heck, Kyle McCarrell, Ralph Herndon, John O'Shea, Mellie Kerins, Camilla Baker, and Ginny Loveless

**Leader:** Kerins

**Observer:** McCarrell

**Recorder:** Loveless

**Next Meeting:** January 6, 2011

**Leader:** McCarrell

**Observer:** O'Shea

**Recorder:** Loveless

**Last Meeting:** Minutes of the November 16, 2010 meeting were approved as distributed.

**Special Agenda Item:** None.

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## Area Reports:

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**Media Services:** (Ralph Herndon): The Galloway Hall renovation is nearly complete. Almost all the A/V equipment has been retrieved and will be moved back into the building.

**Curriculum Center:** (Cindy Britt): New Curriculum Center brochures have been printed and are available for distribution.

**Reference:** (Fay Verburg): No report.

**Library Instruction:** (Camilla Baker): A few requests for bibliographic instruction in the Spring have been scheduled.

**Special Collections:** (John O'Shea): Carol Waggoner-Angleton and John will be attending a meeting with Wesley Chenault from the Auburn Avenue Research Library concerning his archival work with Atlanta Life Insurance.

The Phi Kappa Phi archives project is progressing well. John is waiting to hear from those who worked with the financial records to determine how many of the records need to be retained. Most of the collection has been processed and placed in archival containers and folders. After the financial information is received, the collection will be reviewed once more and a final inventory will be taken.

**Acquisitions/Cataloging:** (Kyle McCarrell): A reminder that December 15<sup>th</sup> is the deadline for departments to submit their book orders for the remainder of the fiscal year.

**Outreach:** (Mellie Kerins): Matthew Whittington and Owen Angleton are using Camtasia software to produce a library tutorial.

Mellie will be attending a webinar on using social software in the library, presented by the American Library Association.

**Electronic Resources/Serials:** (LouAnn Blocker): Some paper copies of *The Wall Street Journal* in the current display area on the second floor have had articles torn out and some were discarded in the recycle bins.

**Government Information:** (Yadira Payne): STAT USA is no longer in service, they are now called USA Trade Online.

Jann Marie Chandler, Yadira Payne, and Miriam Zecharias will be attending the annual depository meeting December 15 at Mercer University.

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

**Associate Director/Automation/Circulation:** (Jeff Heck): New workgroup printers for the 2<sup>nd</sup> and 3<sup>rd</sup> floor student printing stations are being installed today.

The presentation screens for the renovation of two study rooms have arrived. As soon as the computers arrive, the study rooms will also be available as presentation practice rooms for ASU faculty, staff, and student use.

**Director:** (Camilla Reid): On December 1, Camilla will be sending the updated Social Work library program review for the Social Work program's final accreditation review. She thanked the library faculty who were providing input.

**Committee Reports:** (Heck): University System of Georgia Faculty Council met Friday, November 19, 2010, at Ft. Valley State University. Among the topics discussed was the possible merger of two-year schools with technical colleges.

(Heck): The *Georgia Library Quarterly*, the official organ of the Georgia Library Association, is converting from paper publication to digital format. Issues this year will be published in both formats. Content from prior issues of the past few years is being produced as individual articles and will be available for search. The digital platform used is the Digital Commons product from the University of California, with GLA's license hosted at Kennesaw State University Library.

(Heck): The Benefits Committee officers have been selected and should meet soon. Jeff has been selected as secretary for the committee.

(Reid): Camilla reported that the Search Committee for the new Associate Vice-President for Academic Affairs (to replace Dr. Bill Dodd) had completed its work. VPAA Sullivan should be making a decision and announcement before the semester break.

**Miscellaneous:** (Heck): Jeff will be travelling to Atlanta December 2 to attend an ExLibris meeting.

(Kerins): The library Christmas party is scheduled for December 15. To support the campus' Child Enrichment efforts, the library will be placing a toy bin in the lobby.

(Reid): The first fall Honor Society of Phi Kappa Phi initiation is Friday evening, December 3. Eligible seniors and graduate students will be inducted.

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