

# Library Faculty Meeting Minutes

**Date:** June 21, 2011

**Present:** Camilla Reid, Camilla Baker, Jeff Heck, Kyle McCarrell, Ralph Herndon, John O'Shea, Yadira Payne, Rod Bustos, Fay Verburg, Cindy Britt, Mellie Kerins, and Ginny Loveless

**Leader:** Herndon

**Observer:** Kerins

**Recorder:** Loveless

**Next Meeting:** July 21, 2011

**Leader:** Kerins

**Observer:** McCarrell

**Recorder:** Loveless

**Last Meeting:** Minutes of the June 9, 2011 meeting were approved as distributed.

**Special Agenda Item:** (Camilla Reid): Library Master Planning: Flynn-Finderup and Harris Interiors spent Wednesday-Friday, June 15-17 in the library working with campus administrators, library faculty and staff and interested students on the details of the library interior renovation and space planning master plan. They also studied the eastside loading dock entrance shared by the library and the student activities center and the need for a more substantial library entrance on the west side of the library. Their plan takes in the soffit overhangs around the exterior of the building, would allow for the first floor to be shut off from the rest of the building, and would allow the JSAC and the Library to keep different hours as needed. Among other elements, there would be twice as much flexible seating in the building, many more group study rooms, a larger library instruction classroom, secure art display areas, and technology-rich computing areas. All current library service programs would remain in the building, lesser-used print collections would be moved offsite, and other affinity programs such as the Center for Teaching and Learning, the Center for Undergraduate Research, and the Center for Interdisciplinary Studies would have space in the building. The architects and designer did an outstanding job listening and responding to the stakeholders' input. They will come back in three to four weeks with the completed plan.

---

## Area Reports:

---

**Media Services:** (Ralph Herndon): Media Services Director, Rose Axton, will be on vacation until July 1.

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

**Reference:** (Fay Verburg): The email to faculty, staff, and retirees concerning the ASU Biographical Directory Project was sent out June 15. The following morning, fifteen responses had been received. Maryska Connelly-Brown, the project assistant, addressed some problems that a few faculty members encountered. The FAQ is available from the Reference computer's desktop.

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

**Special Collections:** (John O'Shea): The third Lyrasis mass digitization shipment went out June 21.

Several new finding aids for the archival collections have been posted on the Special Collections' web page. They include #11-01 Augusta State University Chapter #166 of the Honor Society of Phi Kappa Phi, #11-02 Salute to African-American Augustans, #10-16 a map of the Augusta Arsenal 1875, and #85-05, the Osborne Papers.

Maps transferred from Reference have been sorted into those that Special Collections will retain (included in the collection development focus) and those which will be offered to other collections. The Augusta Genealogical Society has been offered the list. Once they respond, the list will be offered to other Georgia libraries. The map numbering system is no longer sufficient to cover the collections now held and the Special Collections staff will begin to catalog maps under the direction of Technical Services.

A work station has been created for the Special Collections student assistant, Jessica Huey, so she can start transferring selected items from wrapper to four-flap enclosures.

**Acquisitions/Cataloging:** (Kyle McCarrell): Technical Services continued work on updating the bibliographic records in GIL for all of the DVDs in the catalog.

Camilla Baker, Fay Verburg, LouAnn Blocker, and Kyle met together to discuss the resource needs of the Education Department in implementing two proposed Ed.D. programs. They are scheduled to meet with members of the Education Department on June 21 to learn more about how the library can assist them in their planning.

**Automation:** (Rod Bustos): Rod and LouAnn Blocker will be meeting with Professor Cathy Slade in the Hull College of Business to discuss relevant information resources and to see if they can come up with a survey instrument that could be used to gauge how effectively resources are being used by students. In addition, Rod has developed two LibGuides to be used by students in two MBA courses being taught by Professor Slade in the fall.

Several iPads and Nooks will be purchased for use by library staff to test how they and library patrons might use them for finding resources and managing information. They will be distributed as follows: Four iPads – one shared for everyone working at the Reference Desk, one for Rod Bustos, one for LouAnn Blocker, and one for Automation to be trialed/shared by all departments until individuals have more work-related justification. Three Color Nooks - one shared by Kyle McCarrell and LouAnn Blocker, one shared at the Reference Desk, and one for Automation to be trialed/shared by all departments until individuals have more work-related justification.

**Outreach:** (Mellie Kerins): The library's article for the ASU Report is due at the end of the week. Let Mellie know if you have anything to submit.

**Electronic Resources/Serials:** (LouAnn Blocker): Our GALILEO cost-share renewal list has been returned to Merryll Penson at GALILEO. The only decisions left to be made are whether to upgrade America, History and Life and Historical Abstracts to full-text and whether or not to retain the full-text of EconLit. A decision will be made by next week.

Marsha Reese, Serials Assistant, is on Family Medical Leave following an injury at home. She may be out until September 8. Refer all Serials questions to LouAnn.

**Government Information:** (Yadira Payne): This year, the Government Information staff processed 9,410 new items, 5,915 old items, 10,815 new Marcive records, 6,412 retrospective Marcive records, and weeded 6,574 items that were typed for Needs and Offers.

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

**Associate Director /Circulation:** (Jeff Heck): LouAnn, Kyle and Rod provided information to Political Science for a Comprehensive Program Review.

Jeff will be working with Alumni Affairs, ITS, and library personnel to develop a more effective means of validating alumni users of the library and media services.

**Director:** (Camilla Reid): Camilla will be on leave June 23-24 and July 1. She will have the FY11 Unit Plan Final Report completed by July 1. She thanked everyone for their input. There will be All-library meetings on July 19 and 20 to discuss the FY12 Unit Plan.

**Committee Reports:** (Kerins): Inreach report: The next meeting is this afternoon. Let your representative know if you have input.

(Payne): Art Committee: Thanks to the artists of the Art Guild of Columbia County, the library gallery has nearly a full year of artists booked for FY2011-12.

(Heck): A pre-installation conference call was held among Echo 360 staff, ITS, Media Services and the library concerning the lecture capture system installation July 7-8.

(Reid): The Compensation Review Study will commence in the next few days. All library, media services and curriculum center benefitted employees will receive information about introductory sessions and will receive the job description review form by e-mail. Camilla urged everyone to participate.

The core team for planning the new academic building on Wrightsboro Road is still working. The initial program review and planning documents will be completed in a couple of weeks. There will be a Learning Center that will provide most of the same services that the Media Center now provides, plus a few group collaboration rooms, video production/editing space, storage and staff space shared by the media center and ITS, a large computer lab, collaborative learning space, and some space for print/media collections for the Hull College of Business and the Department of Nursing.

**Miscellaneous:** (Payne): CSRA Library Association: The end of year board meeting will be held June 23 at 6:00pm at O'Charley's in Augusta. Voting in of officers will be held at this meeting.

(Heck): A teleconference was organized by Dr. Ray Whiting which allowed an initial reaction to the ASU SACS reaccreditation effort. Changes will be handled before the report is distributed to the formal review team at SACS.

Jeff and Owen Angleton, Automation Assistant, met with Heather Hopkins, Public Relations and Publications, to determine the best path forward for merging the existing library site with the new ASU campus templates.

**Next Meeting:** August 3, 2:00 p.m. Media Services' Conference Room