

**Library Committee Meeting
Minutes
September 4, 2002**

Members present: Ric Topolski (chair), Judy Fitch, Lynn Cadle, Sam Richardson, and Nancy Sutherland

The committee was called to order at 3:10pm.

Dr. Topolski distributed copies of a brief agenda for the committee for the upcoming year. Four tentative meetings were listed. After a meeting of the committee in October to discuss the results of the faculty survey, Ric Topolski and Bill Nelson will need to review the budget to prepare the official report for the VP of Academic Affairs that is due in November. Dr. Topolski also mentioned that a meeting of the committee in November may require making changes to the student survey that is scheduled for distribution in the Spring. Problems encountered during the last administration would need to be corrected. Distribution, data analysis, and evaluation of the student survey results will be performed during the Spring semester.

Dr. Topolski also distributed an overview of the results of the faculty survey performed last Spring. Nancy Sutherland remarked that she would be concerned if the Special Collections section of the library was removed simply because the faculty rarely used it. She indicated that such a collection was valuable to the community and ultimately to the library. Dr. Topolski agreed and suggested that the wording could be more positive on the report.

Member schedules were consulted and it was agreed by all present that future meetings would be scheduled on Wednesdays at 1:00pm and held in the library conference room. The meeting was adjourned at 3:40pm. The next meeting will be scheduled for October.

Respectfully submitted,

Judy L. Fitch