

**Library Committee Meeting  
Minutes  
January 16, 2002**

Members present: Ric Topolski (Chair), Bill Nelson, Judy Fitch, and Dharma Thiruvaiyaru

The Committee was called to order at 3:15 p.m by the chair, Ric Topolski.

Minutes of the meeting on November 7, 2001 were approved.

The Committee reviewed the Reese Library's Faculty Satisfaction Survey again and made more changes in the questions. The latest version of the modified questions are as follows:

- Question # 9: The arrangement of bound journals alphabetically is satisfactory for my research needs.
- Question # 10: The arrangement of books and other materials according to their topic areas/discipline is satisfactory for my research needs.
- Question # 24: Library instruction in using on-line resources (GALILEO, GIL, etc..) has improved my research skills.
- Question # 25: Library instruction in using on-line resources (GALILEO, GIL, etc..) has improved my students' research skills.
- Question # 33: The microfilm and the microfiche reader/printers function satisfactorily for my research needs.
- Question # 34: The photocopiers function satisfactorily for my teaching/research needs.
- Question # 28: was dropped per Bill Nelson's suggestion.

On the second and third pages of the survey, Judy Fitch suggested that we rephrase the statement containing the instruction **'For each of the following, indicate your level of satisfaction by selecting one of the choices'** to include the phrase **'as your response'**.

With the above mentioned changes, we now have a total of 43 questions in the faculty survey.

Ric Topolski offered to revise the Faculty Satisfaction Survey and to come up with the departmental codes, and present them in the next meeting. Bill Nelson offered to revise the cover letter of the survey. The Committee is aiming to send the survey out to the faculty in March.

Bill Nelson announced that the 25th anniversary of Reese Library is on Jan 28, 2002 and invited the Committee to attend the function. He said that the invitation to the function will be sent out to faculty, staff, alumni, and everyone who is interested.

The next meeting was scheduled for February 6 at 3:15 p.m in the library conference room.

The meeting was adjourned at 4:15 p.m.