Library Staff Meeting Minutes - 11/5/2009

Note: Library committee members are invited to attend all staff meetings.

Attendees: Barbara Griffith (Library committee member), Dale Hoover (Library committee member), Booker McCoy (Student/Library committee member), Bill Shuluk, Frank Dowd, Jane Charles, Peggy Phetterplace, Donna Malaschak, Diane Jackson, Heidi Swanson, Cindy Campbell, Jill Uhler

1. Discussed ongoing library projects. We are getting 30 new computers and stations during the Christmas holidays. We will be offering color printing next semester. The consensus is that the cost should be about $.25/page or enough to cover the cost of ink. The pay-for-print machines are now out on the floor (we have added an additional station). There is hope for scanning for students in the future. The furniture for the Cultural Media area across from the circulation desk and the staff area shelving will hopefully be added early next semester, however, this may have to come out of our budget since the cost of the computers and stations is costing facilities over $60,000.
2. Staffing issues. Low staffing is a continuing issue. We will be down 4 positions once Donna retires in April. We have administrative support for hiring sometime in the future. Bill is going to start writing proposals next week, with the hope of hiring next semester.
3. In planning for the next semester we should not count on any new positions, we need to get creative with staffing. Projections for student enrollment are increasing again for the spring semester. Scheduling of the research lab should follow an order of importance: 1. Research and library instruction 2. student overflow 3. Faculty use for other purposes. Any scheduling issues should be referred to Bill.
4. Student art will be exhibited in the library. There will be 2 exhibits and a reception in 2 weeks. Dana Roes is the new Art professor. Bill has been working with her and Prof. Cahill and they decided to put student art in the study rooms as well as the library and entrances. Refer any controversy to Bill.
5. Student workers need to be kept on task and we need to make sure they do all scheduled duties. They need to prioritize the needs for students at the desk before they go out to the floor to help with tech problems. We need to check with Tyla Bebon regarding the hours of operation for the Tech help center and refer students when appropriate. Make sure that you communicate with students who are waiting for assistance; acknowledge that they are waiting.
6. The library budget is on target for now. Book ordering has slowed with mostly faculty orders being completed. More ebooks will be ordered before the holidays.
7. Library film series is being organized by Jane. We will be getting professionally produced posters advertising the film series. Documentaries, foreign, and independent films will be shown once a month starting in the spring semester. Jane will be leading discussions after the viewing.
8. There is a new format for staff evaluations that Bill will be doing. Bill advised not to have anxiety regarding the evaluations as it is a learning tool. A blank copy of the evaluation tool was given to all staff members.
9. We will be getting some signage through JR for the Reserve area, Reference desk, Circulation desk, Research lab, and Media & Popular Culture area. Hopefully these will help the students locate areas more easily and improve our workflow.