Library Staff Meeting Minutes

July 19, 2011-2:00pm

In attendance: Bill Shuluk, Peggy Phetterplace, Cindy Campbell, Jill Uhler, Heidi Swanson, Jane Bigelow, Diane Jackson, Tim Bishop, Frank Dowd, Chris Ludvigsen, Steven Kolberg

1. Congratulations to Peggy Phetterplace for her promotion to Coordinator of Circulation Services. Discussion followed led by Bill about our “organizational chart” and lines of authority at the Rush Library. Peggy provides oversights for all functions within circulation and ILL. Cindy Campbell, Librarian will provide oversight in the areas of acquisitions, cataloging, and serials.
2. Library budget – We have been given the same operating budget as last year, and monies will have to be shifted within line items to cover the increases in payments for electronic resources such as databases.
3. Bill discussed several ideas for in-service training sessions for the library staff. He will organize the dates for each of these sessions.
	1. QEP & First year experience session to be done by Cindy Campbell and Frank Dowd.
	2. Streaming of films session to be led by Cindy Campbell and Jane Bigelow.
	3. E-readers (Kindles) training session to be led by Frank Dowd.

Chris Ludvigsen agreed to write articles for the campus news blast on the newly available offerings/services for the Rush library. This will be part of an overall marketing campaign in the first weeks of the Fall semester directed at students and faculty. Kindles are available for faculty to try out the Kindles and give us feedback. Presently Dr. Hoover has a library owned Kindle. This is part of the initial program to offer students Reserve Materials in print or on a Kindle Reader.

1. Summer B has turned out to be a busier session than A. There are no strong indicators yet (patron downloads, etc.) regarding student enrollment for the Fall. We will prepare for a busy Fall consistent with the past three years.
2. We will be hiring new student assistants through the work study program. If you know of any students who qualify and would be a good fit for our library environment, refer them to Peggy.
3. Individuals working on the Library manual will meet to discuss their completed sections on Friday July 22nd. Assignments will be made to complete this process. Discussed “Freedom of Access” for internet usage. It was also decided to link the College Technology Services policy for computer and equipment “Acceptable use Procedures” to the Libraries policy on computer use. Although our mission is different, there are common purposes, and Library users should be aware of restrictions on College Technology Services.
4. Jane Bigelow rewrote a narrative for the SACS review for standard 3.8.1 that had been deemed noncompliant. Thanks Jane!
5. Changes to ILL, including new procedures. Chris briefed the group -A new online submission form has been created by Chris Ludvigsen and Diane Jackson to improve services within ILL. The request is sent electronically to an email account accessed by Chris or Diane. Articles will be sent as PDFs through email. All advised that text books will not be loaned through ILL. Labels will be printed and secured onto the book with a barcode that will be scanned. The workflow has been streamlined due to their efforts. Thank you, Chris and Diane!
6. Steven Kolberg is working with LYRASIS on the digitization of all of the published College catalogs.

Meeting ended at approximately 3:15pm.