****

**Division of Libraries**

**Meeting Minutes**

**October 31, 2013**

|  |  |  |  |
| --- | --- | --- | --- |
|   | Present | Absent | Excused |
| **Members** |   |   |   |
| Dr. Edith Pendleton, Dean | X |  |  |
| Professor William Shuluk | X |  |  |
| Professor Jane Bigelow | X |  |  |
| Professor Frank Dowd | X |  |  |
| Professor Arenthia Herren | X |   |   |
| Professor Cindy Campbell | X |   |   |
| Professor Tim Bishop | X |  |  |
| Charlotte Director Mary Ann Walton | X |  |  |
| Collier Director Anthony Valenti | X |  |  |
| Staff Assistant Heidi Swanson | X |  |  |
| Coordinator of Circulation, Peggy Phetterplace | X |  |  |

1. Legal Counsel for the College, Mark Lupe, addressed Board Policy on maintaining BOT meeting minutes within the Libraries as interpreted from item 6 in Board Agendas 6Hx6:1.04. Mr. Lupe stated that it is sufficient to refer to the online version of the BOT meeting minutes when requested by a patron and that the Library does not need to maintain printed copies of the material.
2. Equitable distribution of overloads was discussed by all faculty and Dr. Pendleton. Faculty Librarians have been directed to request overload assignments through the Dean prior to agreeing to accept such overloads.
3. Managing the 12-month Duty day calendar: during this trial year with the 208-duty day calendar, each faculty librarian shall have the option of presenting an annual duty day calendar for approval by the dean, or a semester by semester calendar.  In either case, the approved calendar will guide the scheduled duty days each faculty member pledges to work.  In instances where the duty day calendar is changed by the faculty member after approval, the faculty member must present a request to change the duty day calendar to the dean and, if approved, will submit a revised calendar with the changes marked and initialed, and accompanied by an email or other written note of explanation for the change.  In instances where the faculty member determines not to work 48 or fewer hours before a previously designated duty day, personal and/or sick days will be used.

There was added discussion on the use of adjuncts to supplement current teaching needs in the Libraries as well as an update of the ACRL conference topics by Cindy Campbell.