Librarian Meeting – February 19, 2014

Present: Tim Bishop, Peggy Phetterplace, Cindy Campbell, Frank Dowd, Arenthia Herren, Jane Bigelow, Chris Ludvigsen

1. (All) LIS 2004 Summer/Fall 2014 – Who is teaching?
2. Frank requested Summer A and Cindy requests Summer B.
3. One class was cancelled in the Spring and Arenthia did not teach one.
4. A discussion ensues on how to coordinate a rotation so the same librarians aren’t getting their classes cancelled due to low enrollment numbers.
5. Tim mentions that on the course schedule, the sections are listed alphabetically by the librarian’s last name, so since Arenthia’s last name is alphabetically last amongst the librarians who teach LIS 2004, she consistently has her class dropped because the students are probably just picking the top section, regardless of which librarian is teaching it.
6. It’s up to the department to figure out how to coordinate this, and Dr. Pendleton has asked the librarians to figure it out amongst themselves.
7. Bill teaches an honors class every semester, and Jane does not usually teach LIS 2004, so they are excluded from the discussion of rotation.
8. Frank is in favor of seniority, but suggests that the long term strategy should be to market the class more and get better enrollment numbers, so all classes can have enough students to make.
9. Arenthia suggests that a rotation schedule be developed for her, Cindy, and Jane (should Jane ever desire to teach a section of LIS 2004). Arenthia mentions that she has been at Edison for two years, and she has not yet had a section of the class that has run.
10. Frank suggests: Ask Dr. Pendleton to wait until the last possible moment before closing the sections. There are a lot of fluctuations in the registration numbers for these classes up until the add/drop date.
11. Jane says that she will advertise for LIS 2004 on the News & Events section of the library’s website.
12. Cindy suggested that Arenthia seek out a section of LIS2004 for “A” session each semester to compliment her “B” section.
13. We should also ask Deb Kelly and Edison Online for the protocol on this type of situation.
14. (Bill) Culliton Donation/ Technology Table
	1. Bill has soured on using the money on a technology table after his talk with JR Sherman because the table is very big and very expensive. With the speed of new, developing technology, it may be out of date too quickly as well.
15. (All) Bunny Funds –
	1. $7500 in the fund now
	2. Cindy said we can use on technology and/or databases
	3. Although this money used to be set aside solely for the medical programs, it is now okay to use it for whatever we need it for.
	4. The funds will not expire- we can roll over the remaining balance to next year if we don’t use it all.
	5. Discussion on whether this fund will go on in perpetuity. No one is quite sure where the money comes from or how long we will be getting it from the Foundation, so there is some concern about whether we should use it for a recurring cost like a database.
	6. Cindy assures the group that we can use it for a database, and even if this fund won’t cover the cost of the database next year, the money will be there from somewhere. She said Dr. Pendleton has assured her that we should make decisions on what we need now and not worry if the money will still be there for the year after- we will get the money we need to cover everything.
16. (Bill) Update on the English/Comp I data collection process
	1. Jane: Bill has been collecting data and contacting professors. This is an ongoing process.
17. (All) Saturday hours/Staffing
	1. The main question is- should there be a FT librarian working on Saturdays?
	2. In Jane’s opinion, it could be an adjunct librarian 10-6, or an adjunct librarian for only 4 hours since it is usually quiet on Saturdays.
	3. The idea of a rotating schedule of FT librarians is mentioned by Jane. Jane says that although it is quiet on the reference desk on Saturdays, it enables the FT librarians to get a lot of off-desk work done that they may not have time for during the week. However, the college (students/fellow faculty/staff, etc.) would benefit far more if all 5 full time Lee Librarians generally worked Monday through Thursday, our busiest days in terms of student instruction, rather than one of the five full time librarians working on Saturdays, and being off Monday for working on Saturday.
	4. Jane plans on not working Saturdays starting in May per her conversation with Dr. Pendleton.
	5. Arenthia: We should make adjuncts a large part of our unit plan. The unit plan needs a long-term goal in regards to staffing. She has been informed that there will be no budget committee this year, no new staff positions, and no new staff hours.
	6. The group decides to inform Dr. Pendleton that this issue is intimately tied in with the need for adjunct librarians.
	7. Some time ago, Tim was researching common practices in regards to other, similar academic libraries around the country, but was told not to continue it because there were already plans in the works. Nothing has ever come of those plans however, so we should gather research on how many hours we would need, how much it would cost, etc.
	8. Frank: Suggest no FT librarians on Saturdays- hire an adjunct to work the Saturday shift.
18. (Bill) Emailing faculty regarding reference re-organization
	1. Tim will write up a blurb to send out via email.
19. (Tim) Dates/ Planning for Spring District Meeting
	1. Tim will organize a district meeting for April at the Collier Campus.
20. (Jane) Article Presentation

Meeting adjourned at 3:35pm