May 22, 2014

Meeting commenced: 1:05pm

Location: Research Lab J-204

Attendees: William Shuluk, Dr. Eileen DeLuca, Frank Dowd, Cindy Campbell, Tim Bishop, Jane Bigelow, Arenthia Herren, Peggy Phetterplace, Chris Ludvigsen (to take meeting minutes)

1. (Bill) Overall restructuring update
	1. Although there is not much to update on this matter, Dr. DeLuca and Bill met with Esther from Finance to learn about positions and organizational chart. They also met with Dr. Wright about ironing out Bill’s oversight. Dr. Wright will have it ironed out by July 1st.
	2. Bill will keep things moving forward during the interim period.
	3. Possible changes at other campuses are in discussion, but there is no definitive word on the matter yet.
2. (Bill) Communication (general discussion)
	1. Morale and communication issues. Bill asks all librarians to reflect on any part they may have played in past communication and morale issues and resolve to help us move forward in the future. Things will go easier on all fronts if we resolve these issues now.
	2. The library got through the SACS reaccreditation “on all cylinders,” but the past year has seen some issues arise. However, he is confident we can get things together and resolved.
	3. He doesn’t think it’s good to just try to forget these issues, and he’s not quite sure how we’re going to fix them, but he is confident that we can. Personal reflection is key in this matter.
	4. Bill states that although these issues have not affected services we provide so far, it is important to address them now.
3. (Frank) LIS2004 update
	1. Frank is the state chair of the LIS2004 committee. There are 10 members overall, including Tim Bishop.
	2. Work continues on changes, proofreading, and testing links for the course.
	3. Work has been ongoing to condense the course and take out some of the verbiage.
	4. Frank has set himself a deadline to finish this task by mid-June.
	5. The master course is in Canvas- Frank has added some content to it.
4. (Tim) LibGuides/ LibGuides Administration
	1. Bill requests that this issue be addressed at the upcoming district meeting with Mary Ann and Tony, rather than at the current meeting.
	2. 6,000 hits on the Research Tutorial in less than a year.
5. (Bill) Budget
	1. Dr. DeLuca and Bill met with Esther in Finance to talk about the budget and how we spend money, etc. There were no surprises as far as they were concerned.
	2. As far as next year, we are waiting to know for sure, but Esther thinks that we will be fine with a “flat” budget.
	3. (Cindy) We are finished for this year.
	4. (Cindy) Cambridge told us no more single titles, so this doubled the estimated bill. We are holding off on buying this database and will roll the “bunny” money to next year. We need more time to think about it.
	5. (Cindy) WestLaw was picked up by Dr. Meyers.
	6. (Cindy) Films on Demand may be picked up by the consortium, but we can’t count on that yet.
	7. (Cindy) We may have $31,000 extra. We only spent $3,500 on DVDs this year. She notes that these are not “hard numbers” yet.
	8. Email Cindy if you would like the figures she is quoting.
	9. Mary from Edison Online has been going in with us on Films on Demand.
	10. Edison Online has been working with us more in general recently. This is a good thing.
	11. Frank suggests that we have library buttons embedded in all courses.
	12. Arenthia mentions that we need to build a library module for online classes.
6. Database trials
	1. (Cindy) Serials Solutions 360
		1. ProQuest product- Frank and Bill mention that we had it in the past and didn’t use it very much.
		2. Ingram & Kutz – 19% discount on hardcopy & eBooks. It’s a state contract, so they won’t charge some of the service fees.
		3. We need to sit down with a representative and have them show us the platform.
	2. (Arenthia) Associated Press Collection
		1. This is a collection of photographs and material from the Associated Press- a resource that students would likely be able to utilize well.
		2. It’s a great collection, and we should at least get a trial and play around with it.
		3. Cindy said the trial should be starting Tuesday.
	3. (Jane) Proquest Central
		1. Wonderful product, but pricey
		2. The trial will go live on Tuesday for two weeks
		3. $80,000 and negotiated down to $20,000
7. (Tim) Librarian scheduling @ reference
	1. Due to the schedule conflicts that have arisen in the past with a strict desk duty calendar, Tim suggests creating a rotational schedule based on everyone’s calendar, and he says that he is happy to coordinate this himself.
	2. The scheduling will be done in real-time on a weekly basis and will be ongoing.
	3. Frank mentions that it’s a pain to do it, but Tim has volunteered to do it on his own.
	4. Bill thinks it’s a more effective way to schedule.
	5. Tim would like to start during the summer to work out the kinks. It’s important that everyone put a note on the electronic calendar when they are taking a day off or going to be at a meeting, etc., so they will not be scheduled on the desk during that time.
8. (ALL) Pick a date to coordinate 2014/2015 Duty Day Calendars.
	1. (Bill) Hold your own calendars – they will be reviewed every month.
	2. All changes should be reflected on the online calendar.
9. (Bill/Jane) Truth-seeking workshops
	1. Bill and Jane present an overview of the Truth-seeking workshop they gave in the TLC.
	2. A “step-up academically”

 Represents the library as a whole

1. (Bill) Discovery Tool update
	1. Bill had a discussion with Dave Whisnet, and we are next in line to integrate the Mango discovery tool.
	2. FLVC is also looking for a new ILS system, and many of these new systems come with a Discovery Tool component, so even if we switch over to Mango now, we may have to switch again when the new ILS system is implemented.
	3. We will hold off on implementing Mango for now and see what happens with the new ILS system.
2. (Jane) Assessment of library instruction 2014-2015 (TABLED For Next Meeting)

Meeting adjourned: 2:10pm