***Faculty Librarians Meeting***

**Meeting Minutes**

**Date:** 6/23/2015, 2:00 PM – 2:45 PM

**Location:** J-204

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Dr. Eileen DeLuca | x |  |  |
| William Shuluk | x |  |  |
| Peggy Phetterplace | x |  |  |
| Timothy Bishop | x |  |  |
| Arenthia Herren | x |  |  |
| Mary Ann Walton | x |  |  |
| Anthony P. Valenti | x |  |  |
| Cindy Campbell | x |  |  |
| Jane Charles | x |  |  |
| Maria Van Boekel | x |  |  |

Meeting was called to order at 2:00 PM

1. Discuss Ask-a-Librarian (AAL)
   1. Professor Walton asked if it was OK to send an email response to a student and close the question later.
      1. This was agreed as OK. On Wednesday questions that were answered via AAL can be closed if forgotten.
   2. Note to all, because of the new Reply All and Forward feature students are copied as well. Please think before emailing to everyone.
2. Student Workers in the Library
   1. A college directive has been issued to limit student employment across the college to only Federal Work Study students.
      1. Student assistant budget line item has been removed for all departments, and students not qualifying for Work Study will not be renewed.
         1. Work Study employment is sometimes not stable due to a variety of factors compared to student assistants paid out of the Libraries budget.
      2. This directive was short notice and not clearly communicated to those needing to be informed of the changes. Compliance is mandatory.
         1. Peggy Phetterplace has been working the past two weeks to ensure our current Work Study students will stay on by having them complete the proper formwork.
         2. There is an appeals process in place for a VP approval for an exception.
            1. Professor Shuluk would like to appeal for 1 Student Assistant under the Libraries Operating funds to be allowed.
            2. Appeal exception would be granted if services are substantially impacted.

Fall semester will give a good view of how services are impacted by this directive.

* + 1. The transition between July 1 when the student assistant budget line item is removed and September is unknown.
       1. It is possible the Libraries will have no student assistants during the transition.
  1. Professor Shuluk requests the Librarians help out at the Circulation desk as needed during the time of transition with our student assistants.

1. New Title List
   1. Professor Shuluk noted the Libraries blog was removed as per the meeting held on October 29, 2014.
   2. It was determined that providing a New Title List via the website has been requested by Faculty.
      1. The medium of delivery TDB.
         1. Could be LibGuide
         2. Static PDF report
         3. Blog
      2. Regardless of the selected medium of delivery Professor Shuluk does not want the Library Assistants to be responsible for site uploading or maintenance.
   3. Item tabled by Professor Shuluk
      1. More thought as to the medium must be determined
      2. Item will be discussed at the Division Librarians Meeting
2. Library Budget
   1. No approved college operating budget determined at time of meeting to provide insights.
      1. Pending BOT later today.
   2. 2014-2015 Library expenditures
      1. $37,000 Books, $40,000 eBooks, $2,200 DVD, $7,900 Swank
      2. Final total to be determined on Monday, June 29, 2015 before close of Fiscal year.
      3. Nearly all POs have been closed to date, some are pending.
   3. To give insight of the broad budget visit: <http://www.fsw.edu/assets/board_meetings/public/attach_vote_to_take_action_ba_1435005133HJIqxD_Item%207.%20BACKUP%20FY16%20Budget%20Book%20rev2%2006%2022%2015.pdf>
3. Discussion
   1. FLVC Meeting
      1. 60% Database financial impact for combined resources may cause the statewide subscription of ARTStor to be effected. Other subscriptions are not used by FSW Libraries.
      2. If the $5 Mil is given back to FLVC the impact may not be as severe. Also if the $5 Mil is returned work can begin with the ILS replacement.
   2. Replacement part-time Library Assistant
      1. 76 applicants to position
      2. Search committee: Professor Shuluk, Professor Bishop, & Peggy Phetterplace
   3. Collection Management Policy
      1. Policy cleared by General Counsel, will be uploaded to our website.
   4. ALA 2015, Jane Charles
      1. Professor Charles will be presenting on a panel in regards to Public Performance Rights (PPR) and film screening events.
      2. The college has a strategic initiative to promote internal talents through professional development.
         1. Our fantastic Librarians as well as other college faculty who present at conferences and publish may be recognized by the college in some way.

Meeting adjourned by Professor Bishop at 2:45 PM.