**Faculty Librarians Meeting**

**Meeting Minutes**

**Date:** August 17, 2015

**Location:** Research Lab

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Jane Bigelow – Faculty Librarian | x |  |  |
| Timothy Bishop – Faculty Librarian | x |  |  |
| Cindy Campbell – Faculty Librarian | x |  |  |
| Frank Dowd –  Faculty Librarian | x |  |  |
| Arenthia Herren – Lee / Hendry-Glades Faculty Librarian | x |  |  |
| William Shuluk – Head Librarian | x |  |  |
| Anthony Valenti – Collier Faculty Librarian | x |  |  |
| Eileen Deluca – Asst VP Learning Resources |  |  | x |
| Mary Walton – Charlotte Faculty Librarian | x |  |  |
| Joyce VanDeusen  Staff Assistant | x |  |  |
|  |  |  |  |

Meeting was called to order at 10:00 a.m. by Tim Bishop.

**I.** **Adjuncts (Bill)**

1. Tim Bishop presented a hypothetical new work schedule for full time Librarians. This new schedule will incorporate the new part-time librarians and attempt to keep the reference desk manned at all times. He proposed pairing librarians to a new schedule and demonstrated how he planned to keep all Librarians with an equitable number of hours, allowing for committed hours elsewhere..
2. Bill Shuluk discussed the adjunct work schedule. Tim will work with Joyce on preparing a schedule. Adjuncts will work 5:00 - 9:00 pm during the week and 5 hours on Saturday, assisting in closing.
3. We are in the process of hiring one new adjunct, Catherine Carney, for Lee campus. Campus. Catherine will be working 6:00 pm - 9:00 pm, three days a week and alternate Saturdays.from 1:00 - 5:00 pm.
4. We are also in the process of hiring another adjunct for the Collier campus.
5. Maria Van Boekel has taken a full-time position with Ava Maria. She will be working alternate Saturdays from 1:00 - 5:00 pm

II. Student workers

1. Originally we received $36,000 district wide for student assistants. Good news we now are approved for $45,000 , which translates to 2 additional students.

III. Mission Statement for the Library Advisory Board.

1. Anthony Valenti will send out a draft copy of a the mission statement suggestion.
2. Bill Shuluk asked Steven Bianco to be on the committee.
3. Anthony will provide possible members from the Collier campus
4. Joyce VanDeusen will try to schedule meeting this Friday, August 27th before convocation. 11:00 a.m. meeting was suggested.

IV. Mapping Data Bases - Resources

1. Arenthia Herren created a form for collection management and report. Further details forthcoming.

V. Visiting Schools During Duty Days

1. Cindy Campbell will contact each department and e-mail an accurate department meeting schedule to all librarians.

VII. Other

1. Office Space - currently the plan is Tim Bishop and Bill Shuluk will move to the 3rd floor into 2 of the study rooms, which will be converted to offices. Arenthia Herren will move into Tim’s old office. JR in facilities is working up costs for the moves and Dr. Stewart will need to approve.
2. A non-profit company will take stacks no longer needed.
3. New study tables will be purchased for the upstairs where the stacks have been removed. We are hoping to use Foundation money for the furniture.

Meeting was adjourned by William Shuluk at 11:15 am