

**Faculty Librarians Meeting
Meeting Minutes**

Date: October 19, 2015

Location: Research Lab

	Present	Absent	Excused	Guest
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			
Peggy Phetterplace - Coordinator Library Circulation	x			
Steven Bianco - Library Assistant				x

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

I. Shelf Reports / Collection Mapping - Steven

- a. Steven Bianco demonstrated how to run a shelf report (title lists) for Collection Mapping in Aleph. Everyone should have a staff login.
- b. Arenthia is working with Abby Wilcox provide the enrollment reports for each program area at the end of the semester..

II. Budget Update - Cindy

- a. Currently we have approximately \$25,000 left in our budget that is dedicated for the purchase books.

- b. Based on facilities pricing we are looking to spend approximately \$7,000 between tables and shelving removal for the third floor. Bill is working with JR to see if we can decrease the cost.

III. Photograph / Banner on Homepage - Bill.

- a. Professor Shuluk discussed changing out the photographs on the Library web-page to include photos from each campuses Library. Photos from Charlotte campus and Hendry-Glades already completed. Waiting for Edison (Lee) and Collier campuses to complete the project.

IV. Mapping Data Bases - Resources

- a. Arenthia Herren created a form for our collection management that applies to our databases resources. Further details forthcoming.

V. Visiting the “Schools” during Duty Days

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

VII. Other

- a. 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.
- b. A non-profit company may take the book shelves we are removing from circulation, this will save moving costs.
- c. 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