**Faculty Librarians Meeting**

**Meeting Minutes**

**Date:** November 16, 2015

**Location:** Research Lab

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Jane Charles – 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 |  |  |

Meeting was called to order at 2:10 p.m. by Timothy Bishop.

**I. Library Advisory Committee Agenda items - All**

1. A few agenda ideas to discuss at the upcoming Library Advisory Committee meeting were:
   1. Banned Book Week
   2. Budget
   3. Review this year’s goals and progress.
   4. Unusual assignments
2. Tim Bishop will maintain the agenda. Please e-mail Tim with any additional ideas to add to the agenda.
3. Joyce VanDeusen will be scheduling the next Library Advisory Committee meeting.

**II. Scheduling Research Instruction (RI) Automatically - All**

1. Jane Charles described her idea of automating the class scheduling process by providing a Link on the Library web-site to allow faculty to schedule their own classes.
2. She will explore the possibility of software.

**III. Summer Library Hours**

1. William Shuluk asked for discussion regarding the possibility of closing the Lee Library on Saturdays during the summer semesters.
2. Currently the Collier and Charlotte Libraries are not open on Saturday and Sunday during the Summer semesters.
3. Prof Shuluk mentioned maybe the Edison (Lee) campus should keep Saturday hours, but possibly reduce hours somewhat. Past years hours of operation for Saturday has been from 10:00 a.m.-6:00 p.m.
4. We will not have adjunct librarians during the summer. The Saturday hours would have to be staffed by full time Librarians.
5. Professor Shuluk will review all aspects and make a decision on whether to adjust hours.

**IV. LibGuides version 2.0 - Arenthia**

1. Arenthia Herren discussed the new LibGuide version 2.0 program and showed some of the new features this program would provide.
2. The version 2.0 will be available early spring and migration to the new version will be a summer project.
3. The 2 administrators for the program will be Arenthia Herren and Jane Charles.

**V. Collection Mapping - Arenthia**

1. Arenthia Herren discussed December 17th as the deadline for everyone to complete weeding and updating and Collection mapping. All information will be condensed to one document. The outcomes will serve as a guide and help identify further development of the print collections.
2. We will also review the ILL requests for additional input for ordering.

**VI. Citations / Citation Style adaptation - Mary Ann**

1. Mary Ann Walton inquired if anyone else had professors assigning citations styles that are a mixture of different citation styles.
2. All librarians have had similar problems.
3. It was suggested as a possible discussion for the Advisory Committee.
4. We could add this as a topic for a meeting with the different schools meetings.

**VIII. Extending Hours for Fall Exams - Tony**

1. William Shuluk indicated each campus can make their own schedule for exam week. In the past the Lee campus extended hours for exam week, the traffic was very low.
2. Arenthia Herren discussed possibly making a change at the Lee campus now that we have residential life for Fall 2016 term.
3. Frank Dowd opposed the additional hours for exam week.
4. William Shuluk agreed to again try the additional hours for exam week for Fall 2016.

**IX. New Projector (Rush Library) - Bill**

1. Professor Shuluk talked about a new projector for the Library classroom. The Epson Bright Light has many wonderful features.
2. Screen size is 82.1x41.4 inches.
3. The costs would be about $3,800.00. IT department will contribute $800.00 toward this projector.
4. Bill will work with IT on the timeline for refitting the Instructional Lab

**X. Other**

1. Professor Shuluk mentioned 3 librarians could attend ALA conference if scheduling permits. Please let him know if you are interested.
2. Professor Shuluk asked if anyone has additional comments regarding the Data base list sent via e-mail. He will make the changes.

Meeting adjourned at 3:05 p.m.