
From: Marilyn Herlin
Sent: Tuesday, January 26, 2016 11:15 AM
To: William Shuluk
Subject: RE: Library Advisory Meeting 1/6/16 Minutes
Attachments: LibCorrections01062016.MH.pdf

Bill,
Attached are my suggested changes—mostly a few typos. However, I thought that you said that the Collier and Charlotte campus libraries still needed staff, so I think that is important to mention the status of the other campus libraries.
Marilyn Herlin 1/26/16

From: William Shuluk
Sent: Wednesday, January 20, 2016 1:25 PM
To: Anthony Valenti; Arenthia L. Herren; Brian Page; Caroline Seefchak; Cindy M. Campbell; Eileen DeLuca; Frank Dowd; Jane V. Charles; Kristina G. Collett; Marilyn Herlin; Mark Herman; Mary Walton; Matthew J. Hoffman; Rachel E. Cook; Rozalind Jester; Steven Bianco; Thomas Rath; Timothy Bishop; Whitney Rhyne; William Shuluk
Subject: FW: Library Advisory Meeting 1/6/16 Minutes

Please see attached minutes from our last meeting. Any corrections comments are most welcome.
Bill

From: William Shuluk
Sent: Wednesday, January 20, 2016 1:22 PM
To: Steven Bianco
Subject: RE: Library Advisory Meeting 1/6/16 Minutes

Stevo – I made some changes in the wording. Can you place in doc manager. Can you also place a copy of our mission statement and the roster of who we agreed would serve on the committee in the doc manager. If you need a copy of these doc. let me know. My plan is to place a link on the homepage with a link to the current serving members and minutes. Thank you.
Bill

From: Steven Bianco
Sent: Thursday, January 14, 2016 12:14 PM
To: William Shuluk; Joyce van Deusen
Subject: RE: Library Advisory Meeting 1/6/16 Minutes

Drafting complete.

Steven Kolberg Bianco
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From: Steven Bianco
Sent: Wednesday, January 13, 2016 10:31 AM
To: William Shuluk; Joyce van Deusen
Subject: Library Advisory Meeting 1/6/16 Minutes

Good Morning,

I am starting on the minutes for the meeting held 1/6/2016, the link to the minutes is: https://docs.google.com/document/d/1_iZ4NZVr82jBNSABkoBaJHxbD--rx1p1JIAbICQjzs4/edit please review and add any members, since we did have new faces. I wasn't expecting to take minutes so they may be rough.

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1/26/16 - suggested corrections from M. Herlin

**Library Advisory Committee Meeting
Meeting Minutes**

Date: 1/6/2016, 11:00 AM – 12:00 PM
Location: J-204



	Present	Absent	Excused
Dr. Eileen DeLuca	x		
William Shuluk	x		
Timothy Bishop	x		
Arenthia Herren	x		
Mary Ann Walton	x		
Anthony P. Valenti	x		
Cindy Campbell	x		
Jane Charles	x		
Frank Dowd	x		
Steven Kolberg Bianco	x		
Dr. Rozalind Jester	x		
Dr. Mark Herman	x		
Dr. Brian Page	x		
Dr. Thomas Rath	x		
Dr. Matthew Hoffman	x		
Rachel Lieberman	x		
Marilyn Herlin	x		
Dr. Caroline Seefchak	x		
Peggy Phetterplace			x
Kristina Collette	x		

Meeting was called to order at 11:05 AM

- I. Updates on Library projects and issues, including staffing
 - a. Bill provided an overview about the role of the Library Advisory Committee. It was implemented because it is an effective way to receive guidance to steer activities regarding Library Service and it is also a means of documenting progress and reviewing new initiatives. and supports the accreditation process.
 - i. The committee has a cross-disciplinary and multi-faceted membership composition containing faculty of many academic disciplines, program chairs, administration, staff and a student rep. from SGA.
 1. The intended purpose of the membership composition is to provide an accurate representation of the college and its' programs to provide direction and feedback to the Division of Libraries to better serve the college as a whole. Strengthening communication amongst faculty and Librarians. An example: Dr. Jester will be assisting the Librarians in a review of our Science database portfolio.

- b. Staffing has been a primary concern within the Library as it transitioned from being able to have student workers paid out of the budget to having students employed in the Libraries who qualify for the work study program.
 - i. The issues with the student workers policy decision have been addressed over the past few months. Other staffing changes have occurred to address needs:
 - 1. 3 adjunct faculty librarians have been hired to provide reference services up to closing and on weekends.
 - 2. Funding was located within the current Library budget to hire a 15 hour part-time staff position on the Thomas Edison (Lee) Campus.
 - a. a new schedule for Circulation staff at the Rush Library is being implemented to ensure more consistent delivery of services. Professor Timothy Bishop was very helpful in developing a new staffing schedule. The new schedule will be monitored over the Spring semester.
 - 3. Recent retirements and turnover additionally have resulted in hiring activities.
 - 4. Scheduling and reallocation of funds will be an on-going activity to
 - 5. improve the efficiency of Library operations to stakeholders.
- c. Strategic planning cycles typically go out for 5 years, in the Library environment 2 years would be more appropriate due to the fast changing nature of electronic access and delivery of resources.
 - i. Recent developments within the planning of the Thomas Edison (Lee) Campus Library have include the removal of the physical reference collection area, a ready reference collection in the Research lab to provide more study space to students. E-reference collections have been developed to ensure equal access for all students. Small print reference materials remain at Charlotte and Collier
 - 1. This move has been 7 years in the works as reference resources have evolved and developed. Remaining print items were either placed out for students to take, moved into the circulating collection, or placed inside the Research Lab as ready reference.
 - a. The law books were the bulk of the physical reference collection. They have been placed upstairs within the circulating collection but remain marked as reference and non-circulating.
 - ii. Professor Shuluk sends out periodic email updates to Library Faculty, Staff, and Advisory Committee updating everyone of current initiatives and projects stemming from the Library.
 - 1. Feedback is welcome.

1b. 5. Skill walking on staffing for Collier & Charlotte campuses



II. Budget

- a. The impact of budget cuts for the 2015-2016 Fiscal year has been reduced to about 8%.
 - i. Professor Campbell explained that the Library budget is fluid, where budget cuts do not tremendously impact operations because of support

from the College, the formats and the types of resources that we license or purchase have undergone change and continue to do so. Ebook purchases amount to more than print purchases is one example.

1. During times when cuts are present, eResources are more closely examined in terms of usage and the need or if a specific program can take over the budget for that resource.
2. The change from print to electronic journals, where electronic is preferred, has resulted in a \$20,000 cost saving and reducing overlap.

III. Survey

- a. The Faculty Survey of Library Services was collected for 1 month beginning in October 2015. This has been a feedback instrument for the Libraries since 2011 and ran on a biennial cycle every Fall Semester.
- b. A graphical report and analysis will be conducted by Megan Just.
- c. The results from the survey will also be reviewed by Dr. Joseph Van Gaalen and then the Librarians.
 - i. The administration of the survey tool has been moved to yearly cycle (Fall Semester).
 - ii. Committee members will receive the reports of the survey.

IV. Collection Management Updates

- a. Professor Arenthia Herren gave her presentation on the recent collection development activities the librarians have been conducting. She did this by representing her PowerPoint which was given to the Dean's meeting. Key points from the presentation were:
 - i. Collection Mapping
 1. Examining the college's current course and program offerings in detail and listing the amount of available print supporting materials within the collection, database offerings, journals, and other relevant materials.
- b. Dr. Thomas Rath brought up that library representation should be on the college's curriculum committee to ensure library resources are part of the curriculum planning process.
 - i. Professor William Shuluk is the Library representative on this committee.
 - ii. It was mentioned that library resources are part of the application process but are not a requirement.
 1. This area of the curriculum committee application has been changed to a required field when planning for new programs.
- c. The relationship between print and digital resources go hand-in-hand; as print holdings decline - digital holdings increase. The library has seen this through local statistics over the past 5-7 years.

V. Data Driven Acquisitions (DDA/PDA)

- a. Data Driven Acquisition (DDA) is an ordering model for digital book titles; Patron Driven Acquisition (PDA) is an ordering model for print book titles. In both, the acquisition of a title is based from what patrons are seeking to borrow within the Library's catalog.

- i. The librarians have had conversations and meetings about which ordering model to pursue and trial, while also allowing the technology and vendors to mature.
 1. The Data Driven Acquisitions (DDA) model was selected through the ProQuest eBrary Database. This vendor will load numerous ebook records into FSW's Library Catalog with links which will allow our patrons authenticated access to the title. Based upon the "triggers" or selection criteria to make a purchase decision a report will be supplied to Professor Campbell and the Librarians will review whether to purchase the title permanently.
 - a. This newer processes are very different than when the process was first made available to libraries. The libraries now have more control on purchases.

Meeting adjourned by Professor Shuluk at 11:51 AM.