Library Faculty Department Meeting Minutes

Date:	May 22, 2019
Time:	2:00pm – 3:30pm
Location:	**Rush Library Instruction Lab (Thomas Edison Campus)**

Members	Present	Absent	Excused
Timothy Bishop	X		
Cindy Campbell	X		
Catherine Carney	X		
Jane Charles	X		
Eileen DeLuca			X
Frank Dowd	X		
Arenthia Herren	X		
Peggy Phetterplace			X
William Shuluk	X		
Anthony Valenti	X		

I) **Approval of Minutes / Impromptu Discussion of 2019 In-Service Day (2:05-2:10)**
   a. The meeting began at 2:05p.m.
   b. Frank Dowd motioned to approve the April 12th, 2019 minutes and Catherine Carney seconded the motion. All were in favor.
   c. An impromptu discussion regarding the 2019 In-Service day yielded the following action items:
      i. **ACTION ITEM:** Send Bill Shuluk any items you would like included in the agenda ASAP
      ii. **ACTION ITEM:** Last year's post-event survey feedback indicated the desire for more get-to-know you / group events. We will plan more of this for this year's event.

II) **Campus Updates (Arenthia, Tony, & Catherine) (2:10-2:13)**
   a. Bill Shuluk and Arenthia Herren let faculty know that Arenthia will be full time at the Lee campus by the end of summer and that Bill will begin covering one day per week at the Hendry Glades Center. That day of the week is TBD but will probably float for maximum coverage at the Rush Library.
   b. Catherine reported that the Charlotte library is looking forward to receiving new PC's at all service desks.
   c. Tony Valenti reported that the new Collier p/t employee is going through training now, and is doing well. Also, the Proctorio kiosk is live on the Collier campus.

III) **July Database Renewals: Quick Update (Cindy) (2:13-2:21)**
   a. Cindy Campbell reminded faculty that it's time to renew several products for the 19/20 AY/FY.
   b. Statistical Abstracts has very low usage and might be a candidate to cut.
   c. Proquest Central has expanded to include an environmental science breakout; if this expansion is equivalent to or better than the EBSCO product we currently subscribe to, we may look at cancelling the EBSCO product at a cost savings of about $5,000/yr.
      i. **ACTION ITEM**: Cindy asked that all librarians take a look at the new Proquest environmental science breakout and offer feedback about the product and how it compares to the EBSCO resource.

IV) **ACRL & FLA High Points (Arenthia & Tim) (2:21-2:35)**
   a. Agenda items IV & V effectively merged into one discussion of Arenthia Herren's recent travel to the ACRL annual conference and Tim Bishop's travel to the FLA annual conference.
   b. Arenthia talked to the group about the concept of Active Reading, OER items, and the idea that LibGuides seems to be on its way out.
   c. Tim spoke about staff empowerment and that in AY 2019/20 we might look at ways to empower our library assistants and student assistants.

V) **Assessment: Library Student Satisfaction Survey Report 18/19 (Jane) (2:35-2:53)**
   a. Jane Charles reports that the general response rate to this year's student survey is up.
   b. Jane plans to distribute all of the free response comments to the faculty after she and Joe Van Gaalen correct some confusion about what campus each comment references.
   c. New this year: there seems to be consistent feedback regarding being able to reserve study rooms in advance.
   d. The other themes tend to center on our consistent issues: lack of space, including study rooms, the desire for different hours, etc.

VI) **Standardize Reference Instruction (Jane) (2:53-3:23)**
   a. Jane brought up the need to definitively follow up on last summer's discussion of statistics gathering in all four locations and draft a policy.
   b. Discussion ensued.
   c. Bill suggested that we have an in-service day exercise on this issue.
   d. Jane suggested that we seek feedback from frontline staff at the in-service day.
      i. **ACTION ITEM:** After we seek feedback, and do some additional training at the July 9th in-service day, we can definitively decide our statistics policy effective at each location.

VII) **Librarian Contracts: Follow Up (Arenthia) (3:23-3:27)**
   a. Arenthia led a brief discussion summarizing where we stand after the union sit down.
      i. **ACTION ITEM:** If any librarians are interested in continuing to pursue the idea of a revised contract, they can organize an effort between fellow faculty, and let Ellie Bunting know by August Duty Days. Otherwise she will sign off on the contracts as they are.

VIII) 2019/2020 Duty Days (Tim) (3:27-3:32)
  a. Tim presented the idea that the Rush Librarians should get together and discuss issues surrounding day to day and Duty Day / Off Duty Day scheduling that came to light during the discussion of changing our contracts.
  b. In the interest of time, discussion was short.
      i. **ACTION ITEM:** Tim will schedule a follow-up for the Rush Librarians ASAP to discuss ways to modify schedules to make our lives easier and to better serve students.

IX) Merged Items X-XII (Tim) (3:32-3:38)
  a. In the interest of time, Tim condensed the final three formal agenda items.
      i. **(Art Gallery)** Tim gave a quick update that he, Bill, and Arenthia are in the process of working with Dana Roes to transform the "living room" area of the library into a permanent student/faculty art gallery.
          1. The hope is to have the project up and running for Fall 2019.
      ii. **(VERITAS Report)** Tim shared with faculty that, after several librarians had expressed interest, he had sought a copy of the VERITAS security report that was recently referenced at Faculty Senate.
          1. No copy is available at this time, but Gina Doeble is aware that we would eventually like to see at least the library related report, and will do her best to furnish that section to the Head Librarian.
      iii. **(Item Replacement Cost Revision)** Catherine worked on and sent out a draft of wording to update our $42 dollar replacement cost to a market value approach.
          1. Tim and Bill have verified with Eileen that no BOT presentation is necessary to make the change but BOT approval is necessary.
              a. **ACTION ITEM:** Tim will send out Catherine's wording for final feedback and then work with Sherolyn Crawford to get the revised version on a BOT agenda.

X) New Business (All) (3:38-3:40)
  a. Arenthia shared with faculty that she has been accepted to present at the SACS/COC conference in December 2019.

Recorded by Tim Bishop