**Library Faculty Department Meeting Minutes**

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| **Date:** | **November 18th, 2021** |
| **Time:** | **9:00am- 10:30am** |
| **Location:** | **Zoom** |

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| Members | Present | Absent | Excused |
| Anthony Valenti | X |  |  |
| Arenthia Herren | X |  |  |
| Jill DeValk |  |  | X |
| Frank Dowd | X |  |  |
| Gerald Franz  | X |  |  |
| Jane Charles | X |  |  |
| Karen Kalisz  | X |  |  |
| Martin McClinton | X |  |  |
| Richard Hodges | X |  |  |
| Timothy Bishop | X |  |  |
| William Shuluk  | X |  |  |

1. Updates- All
	1. Jane Charles
		1. Research and Analysis subgroup
			1. Expo- students presented
			2. Surveys, focus groups
		2. Information literacy workshops
	2. Arenthia Herren
		1. H5P software
			1. Tool to assist with infographic creation 🡪 knowledge checks, research sources, etc.
	3. William Shuluk
		1. Capstone Review Committee
		2. School of Business and Technology department chair presentations
		3. Criminal Justice program is down in enrollment 🡪 increasing outreach to local police/sheriff departments
		4. First generation student program panel discussion
		5. Requests for more study rooms/spaces have been made by Hendry/Glades students
		6. New A.S. degree in cybersecurity 🡪 curating eBook list
		7. Creating LibGuides for embedded librarianship program
	4. Timothy Bishop
		1. Librarian Search Committee
			1. Three librarian positions were offered and rejected
			2. LibStaffer and Outlook usages for librarian scheduling will be determined
	5. Anthony Valenti
		1. Ordered materials for dental hygiene program in preparation for its upcoming accreditation
		2. New records loaded on Alma and Primo
		3. SWFLN professional development subcommittee met
	6. Frank Dowd
		1. Preparing for retirement in December
	7. Dr. Richard Hodges
		1. New York Times
			1. Thirteen-month contract for first contract
			2. Project MUSE database
				1. Tool for IDS QEP course
				2. Subscription purchase in progress

$4,000 cost

Set to begin December 2021

* + - 1. EBSCO
				1. eBook purchasing has been halted until further notice
			2. People counters for library front doors are set to be implemented soon
				1. Gates will be removed after installation
			3. Laura Ferrell retiring in February 2022
			4. Emily Schaff is now overseeing library student work-study program
			5. Krista Biasella 🡪 redeveloping student worker training materials
			6. Librarian search
				1. committee selected candidates who rejected position
				2. Search process will be reassessed
1. Library Training Calendar- Arenthia Herren
	1. Universal design and access training seminar
		1. Register by November 30th
		2. Topic: accessible course content creation
	2. Professional Development Workshop
		1. January 7th
			1. Define what Embedded Librarianship is
			2. Avenues to build communication and student/librarian relationships
		2. February 25th
			1. QEP Professional Development
			2. Small group breakouts
			3. Prepare students to identify research topics/ understand research process
			4. Canvas usage tools/considerations when purchasing library resources
2. Collecting Reference Data- Jane Charles
	1. Springshare tools allow for data collection
		1. LibAnswers
			1. Record face-to-face transaction statistics
		2. LibInsight
			1. Track instructional data (virtual
			2. Cross-references access services (interlibrary loan, circulation, gate count, reserves, etc.)
		3. ACRL benchmark
			1. IPEDS statistics
			2. Tracking software
			3. Record reference data
		4. Remind staff of the importance of statistics tracking
		5. Consider revising language on library homepage for improved accessibility

Minutes recorded by Victoria SanFilippo