**Library Faculty Department Meeting Minutes**

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| **Date:** | **February 11, 2021** |
| **Time:** | **9:00am- 10:15am** |
| **Location:** | **Zoom** |

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| Members | Present | Absent | Excused |
| Timothy Bishop | X |  |  |
| Catherine Carney |  |  | X |
| Jane Charles | X |  |  |
| Jill De Valk | X |  |  |
| Frank Dowd | X |  |  |
| Gerald Franz | X |  |  |
| Arenthia Herren  | X |  |  |
| Richard Hodges | X |  |  |
| Karen Kalisz |  | X |  |
| William Shuluk | X |  |  |
| Anthony Valenti |  | X |  |

1. **Liaison Updates**
2. Jane
	1. Informed that Professor Monroe was invited to Communications/Foreign Language meeting being held tomorrow to discuss General Education pedagogy and assessment
	2. New Journalism/Communication Studies professor inquired about plagiarism support offered by the library🡪 Jane is working with Instructional Designer, Nancy Schumacher, on a new plagiarism tutorial which is commonly used as attendance verification in courses and increases library services visibility
3. Bill
	1. Stated Dr. Worch assumed a position as a Criminal Justice professor
	2. Crime Scene Technology program LibGuide completed
	3. Professor Van Glabek requested three LibGuides on accounting/taxes 🡪 Bill is working on them now. Current accounting LibGuide does not meet needs so improvements are being made
	4. Dean of Business and Technology school on home assignment
	5. Dr. Norman assumed position as Vice President of Workforce Programs
	6. A.S. degree in Crime Scene Technology changing pre-requisites
4. Arenthia
	1. Curriculum committees determining A.S. degree requirements to align with both state standards and FSW’s value of providing students with a rounded college experience background
	2. Jill has relocated to work in Provost Office
	3. New Nursing Program Dean job posted
	4. Philosophy department meeting discussed moving ethics courses to OER and mechanics of how that would be executed
	5. Gained more feedback from departments after attending various committee meetings and increasing exposure to library services assistance/collaboration
	6. Informed that Jerry has taken on Friday shifts for Ask A Librarian to allow for more opportunity for librarians to attend liaison meetings
5. Tim
	1. Forwards The Treasure Chest library newsletter to different areas
	2. Informed departments of the discontinuing of VisibleBody courseware
	3. Professors inquired about when reserve items will be available again
	4. Mathematics department🡪 not much is needed from library other than basic library questions and book requests
	5. Suspects Natural Sciences department not holding many formal meetings he could attend as he has not heard much feedback from them
6. Frank
	1. Continuing communication with School of Education 🡪 sends newsletters monthly to stay engaged
7. **Scanner Update**
	1. Dr. Hodges informed that the scanner has been delivered to the Lee campus library
	2. Peter Van Leeuwen is spearheading the controlled digital lending program
	3. Awaiting I.T. to determine appropriate document delivery system🡪Jason Dudley has a secure system in mind
	4. Circulation staff is organizing reserves while Peter works at the Lee Campus twice a week preparing scans 🡪 anticipate making content available to students within the next month
	5. Digitized reserve texts and scanner usage will remain available post-pandemic to allow for increased accessibility of materials for distance and online students
8. **Security Gates**
	1. Gates at Collier are inactive
	2. Question was asked concerning the keeping of gates physically as a deterrent even if not active versus removing gates completely
	3. Arenthia, Tim, and Bill approved of the removal as they do not see a concern of loss with collection becoming more digitized🡪 loss of assets is minimal according to a survey Karen conducted gathering information from various libraries as well as history of FSW trends
	4. Frank expressed that library staff needs to be prepared to address complaints concerning the replacing of monetary losses
	5. Jerry suggested the idea of having students leave an identification card at circulation desk as a security measure to hold accountability and incentivize the returning of reserve items in a timely manner. Solution idea was received well by group 🡪 idea will be further discussed
	6. Door counters will be installed on beams on either side of entranceways 🡪 contain an SD card so that data can be downloaded on computer
	7. Door counters have for Hendry/Glades and Collier libraries have been received. According to Dr. Hodges, Youri is testing them and plans to install them next week
9. **Shifting and Space of 3rd Floor of Rush Library**
	1. Collier library has already been measured for carpet
	2. Facilities preparing for carpeting and painting project
	3. Arenthia and Tony have been weeding out books from Rush Library’s third floor stacks to prepare for shifting of shelves to create more functional study space
	4. Collaborative, study-friendly, modernized furniture will be ordered 🡪 budget will dictate what furniture in particular can be purchased. All campuses will have redesigned spaces.
	5. Librarian suggestions for furniture need to be reported to Dr. Hodges by the end of February
	6. Jerry suggested the addition of a second screen installed in the Rush Library Research Instruction Lab to increase visibility of presented instruction content for students sitting in back of classroom
	7. Hendry/Glades shelves can be pushed up against walls to make room for more functional study space
	8. Goal to provide the best student experience in the library
10. **EBSCO Collection Manager Training/Demonstration**
	1. EBSCO Collection Manager Training is a platform for eBooks🡪Arenthia stated the process has been seamless
	2. Arenthia presented a demonstration on site navigation
	3. Librarians are to register as “selectors”, Arenthia will send out a registration link
	4. Arenthia asked permission from the group to record demonstration section of meeting in order to refer to it later
	5. Arenthia shared her screen and walked librarians through the collection manager login page, homepage, search bar, and advanced search options
	6. Subject sets and featured collections were constructed by EBSCO librarians
	7. Featured collections are broken down by topics
	8. Arenthia ordered electronic materials concerning social justice due to relevancy in current events
	9. Selectors can browse and select titles and prices for one user, three users, or unlimited users. Arenthia suggests to default to one user to start
	10. Previews of books are available. Common reviews for titles are not available
	11. Selectors can browse titles and prices through curated collections or searches. To select materials, click “add to list” 🡪 click “in-progress” lists to “add to cart”🡪 approvers will be notified to determine purchase approval
	12. Orders available in an hour or two after ordering through EBSCO database🡪orders take about a week to be reflected in MARC records for circulation availability via FALSC
11. **QEP Update**
	1. Jane reported that the committee met and provided overviews to subgroups: mental wellness, information literacy, pathway programs
	2. Dr. DeLuca was present in meeting to check in and present an award to an attendee
	3. Working on narrative 🡪 cochairs facilitating rough draft due on Monday
12. **Other Business**
	1. Dr. Hodges has been editing and reviewing narratives for library standards
	2. SACS report reflects great work of libraries over the years
	3. Tim expressed opportunity for face-to-face OBOC committee meetings to discuss book distribution methods. Librarian input preferred. Meetings are once a month for one hour and organized by Mary Schultz
	4. Library Assistant Tim Kircher has accepted an academic librarian position at another institution, his last day of work at FSW is today

Recorded by Victoria SanFilippo