**Library Faculty Department Meeting Minutes**

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| **Date:** | **May 13th, 2021** |
| **Time:** | **9:00am- 9:50am** |
| **Location:** | **Zoom** |

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| Members | Present | Absent | Excused |
| Timothy Bishop | 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 |  |  |
| Catherine Zimmerman | X |  |  |

1. **Liaison Updates**
	1. Frank: Books ordered for education department not available through FALSC
	2. Karen: Facing difficulty accessing eBook Central 🡪 follow up with Yuri to address issue
	3. Bill: Completed an accounting LibGuide
	4. Jane: Maintainingliaison relations
	5. Catherine: will be resigning from librarian position
	6. Dr. Hodges: Youri has developed a circulation chat feature to be displayed on library website homepage
2. **Academic Research Council Opening**
	1. Tim will assume position unless another librarian is interested (position previously held by Catherine)
3. **Director’s Report**
	1. **Hiring**
		1. Librarian position will be posted for 30 days. Dr. Hodges requested it be posted on American Library Association and Florida Library Association job lists
		2. Library Assistant position at the Collier Campus Library will be advertised for 5-10 days beginning on 5/14/21, according to Human Resources. Search will close within that time frame depending upon response volume, then selection process will commence
		3. Associate Access Services Coordinator position will need to be filled
	2. **Budget**
		1. The remainder of 2020-2021 budget has been spent wisely
		2. Digital delivery system moved through I.T. 🡪 DSLG: waiting for payment before implementation. Staff will then get trained on the system. Peter Van Leeuwen is organizer and point of contact for Controlled Digital Lending (CDL)
	3. **Capital Improvements Update**
		1. Walkaround of the Rush Library was conducted. Assessments were made to remove front door security gates, remove non-utilized service desks, and reduce number of shelves on third floor to create space for functional study furniture in response to student needs
		2. Request for a budget of $300,000 towards physical improvements of the library is awaiting approval
		3. Reserves Policy 🡪 SACS: updated/organized policy statements. Dr. Hodges drafted a policy to set foundation
			1. Tony suggested aligning with bookstore regarding textbook availability 🡪 if bookstore does not have a textbook in stock, instructor would provide a temporary book to library for checkout in interim 🡪 Dr. Hodges says there are factors to consider. Software upgrade will have feature which will allow for 250 pages to be scanned in under 15 minutes, for example. Frank: discussed potential problem of late arriving digitized reserve textbooks. Jane is in favor of digitizing while being mindful of circulation burden. Bill and Karen are in favor of digitization. Policy and process consistency across all 4 campuses will be maintained.
4. **QEP Update- Jane**
	1. Met with Rebecca Harris to discuss embedded librarianship as well as issues with sustainability
	2. 10 sections will be piloted with embedded librarianship, including Capstone transdisciplinary course, over next few years
	3. Narrative completed 🡪 librarians were not directly consulted. Direct librarian involvement is now needed in discussion
	4. Embedded librarianship will be implemented in stages
	5. Embedded librarianship will have both face-to-face and online involvement
	6. Dr. Hodges s point of contact for QEP subcommittee involvement 🡪 3-year commitment until QEP is fully implemented 🡪 librarian and student research will be conducted 🡪 contributions will shape embedded librarianship program
	7. Bill: asked about expectations of librarians and requested updates about future trajectory of QEP 🡪 advocated for embedded librarianship in local educational institutes
5. **Proposed changes to student and faculty surveys- Jane**
	1. Survey 🡪 periodically reviewed to ensure effectiveness/viability
	2. Research Instruction surveys were observations
	3. Online courses will continue to exist and increase post-pandemic
	4. Data will be inputted into Qualtrics and shared with librarians for feedback
	5. Planning to go live next academic year
6. **Portfolium Discussion- Tony**
	1. Student Opinion Survey (SOS) and student success data🡪 Course specific. Student opinions and evaluation feedback.
		1. Raises the question: “Where do librarians fit?”
		2. Jane: Embedded librarianship courses with pre-test and post-tests gauge intellectual/literacy growth; reference assistance statistics and tracking ‘Ask A Librarian’ chats will be used for additional data analysis
7. **Additional Comments**
	1. Bill: expressed value in courier services operating more than once a week, especially to better serve the Hendry/Glades Campus Library🡪 Dr. Hodges stated there are no current plans to expand courier service, but will be adding Hendry/Glades Library to visitation rotation and can assist with material transfers
	2. Karen shared citation of helpful literature:
		1. Ross, C. (2019). *Making Sense of Business Reference: A guide for librarians and research professionals.* (2nd ed.). ALA Editions.

Minutes recorded by Victoria SanFilippo