**Library Faculty Department Meeting Minutes**

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| **Date:** | **October 13th, 2022** |
| **Time:** | **9:00am- 10:03am** |
| **Location:** | **Zoom** |

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| Members | Present | Absent | Excused |
| Timothy Bishop | X |  |  |
| Jane Charles | X |  |  |
| Arenthia Herren  | X |  |  |
| Richard Hodges  | X |  |  |
| Martin McClinton  |  |  | X |
| William Shuluk | X |  |  |
| Anthony Valenti | X |  |  |
| Victoria SanFilippo | X |  |  |

1. Librarian Updates - All
	1. Discussion of how everyone fared during Hurricane Ian
		1. Bill: Emphasized importance of access to mental health services for students during this time
2. Director Updates - Dr. Hodges
	1. Assessment of ProQuest Central usage
		1. Reached out to ProQuest Central representative to schedule a meeting to discuss cost (currently takes up 12% of the Library’s budget—not sustainable)
3. Rescheduled EBSCO meeting to compare Academic Search Ultimate with Business Source Ultimate
4. If we switch from ProQuest Central, it will not be until June when our contract is up for renewal
	1. Portable Hotspots (Arenthia)
		1. After submitting a ticket request, FSW will hold them for 24 hours for pickup
	2. Lee Campus access
		1. Library sustained minimal damage & book collection is in good condition
5. Assumes we will be able to return to campus in a few weeks rather than the end of the semester (will stand by for updates)
6. Will send out weekly one on one meetings with librarians as a check-in
	1. Interlibrary Loan
		1. No physical materials will be ordered, only virtual articles
7. Will attempt to get physical materials to faculty who placed requests before the college closure
8. Research Instruction - Arenthia
	1. Will continue in person on other campuses, but be delivered via zoom for Lee campus
	2. Victoria will be in contact with faculty about scheduling zoom-delivered Research Instructions
9. Microworkshops/Workshops - Arenthia

a. Continuing (important for Cornerstone participation credit)

1. Arenthia requests librarians to keep her apprised of how many attendees (or lack thereof) are in each Microworkshop/Workshop
2. Library Lessons 3 & 4 – Arenthia
3. Provided online platforms
	* + 1. Shared through Canvas, OER and to all librarians
			2. Google Jamboard
			3. Suggestion to librarians to record videos of themselves or a creation of an infographic for students on the research tools/process
4. Questions/Concerns? – All
5. Overall concern regarding availability for everyone meeting at same time for lessons
6. Tony: suggested drop-in for lessons
7. Arenthia: suggested for Tim to write up a short description for “What You Need to Know at FSW!” regarding public library availability for students

Minutes recorded by Krista Biasella