

**Attendees: Peter Van Leeuwen, Timothy Bishop, Victoria San Filippo, William Shuluk, Jane Charles, Anthony Valenti**

Dr. Hodges: Friday is the deadline for budget, no need to ask for an increase

-enrollment is solid

-will request ‘minor projects” under 50k

-redesigning the main or 2nd floor, remove computers and put in tables and chairs

-mobile furniture, will speak with JR once funding is approved

-Circulation cubicles are unoccupied, wants to discuss redesigning that area

Signage: Adam Davis has looked at Charlotte and Collier and have signage placed there

-none needed at H/G

-wants to keep with the original design of the signs, not a big cost

Collections: Baker & Taylor collection hq will be put into place

-shows age of collection, active movements of books, lots of data on the activity of the collection

-wants librarians to think on print vs electronic/don’t shy away from either

How was the Open House?

Tim: It was kind of abysmal, 200 attendees, students and their family. It was pretty quiet

Usually Wednesday open houses are busier

Dr. Hodges:

Dr. Bilsky meeting, discussed cohort of expanding our hours, may stay open later or open earlier

Tim: Any budget for additional library assistants or more staff since adjuncts are covering so much and gone at others

Hodges: Chat always has coverage, reluctant employing 2 adjuncts at same time

-Emily S may be an option to bring on board in summer since she had MLS

Tim: Stretched in capstone, using adjuncts for the one-shot sessions, increasing adjunct pool

-hire a 9-month full time faculty to help working RI, chat, reference etc

-pushing limits to keep things straight with already having 5-6 synchronous classes

Tim: They routinely fill in

Dr. Hodges: protocol, liaison library takes first sessions, if unavailable then adjuncts

-no issue with hiring additional adjuncts, doesn’t want on call adjuncts

-hiring faculty isn’t a simple position

-Krista will have MLS, could possibly become a non-faculty librarian/reference

-don’t want to start that type of trend

-Emily Schaff could be here on weekends

-Dr. McClinton has no problem with bringing on adjuncts as a tool

-Dr. Hodges, when positions stay vacant, money gets placed elsewhere

-Dr. Hodges, wants to avoid the faculty librarians doing RI’s

Tim: Victoria asks all librarians and adjuncts to take RI’s and waits to see who wants them

Dr. to make it more streamlined, pass on to whoever is on duty, don’t just throw it out there.

Victoria: her concern, do the adjuncts know that they are the first line and the expectation

Dr.Hodges: they do know, full timer has a choice, adjunct get assigned

Bill: Peggy mentioned that students want face to face, 99% of the time they can be accommodated, but sometimes not

Non-faculty librarians aren’t a good path to go on

Jane: If she were to retire, would her 10.5 contract turn into 9 month

Dr.Hodges: yes it would

-at previous college mix of 12- and 9-month employees, worked well

-adjuncts took off summers

Jane: students will just have to make appts if can’t do face to face

Hodges: front line folks forget, that he can assist students

-will send email to circ about his availability to help with reference

Tim:

-Peggy mentioned that no librarians have been available

-appears to be a disconnect with Circ and librarians schedule

-Tim: instant zoom access from the chat

Hodges: Victoria do you feel comfortable with the protocol of getting adjuncts to RI’s

Jane: who’s training students, staff and Peggy to answer research questions?

Dr.Hodges: who can do the training?

Jane: watch the training videos, gain knowledge on how to assist students

Victoria: what is the extent of circ helping, hesitates to do this, because they aren’t librarians

Bill: they don’t need intensive training at circ, just having

Victoria: marketing will update to the fsw website again, the front facing part of the site will be managed by marketing

Assisting in the design of it

Dr. Hodges: bunny funds for tech, collier requested tv’s, thoughts on tech funds and what to spend them on. Reach out to Victoria on this

-If it looks good, we can look into moving forward

-weekend courses will be happening on weekends

Tim: RSVP for graduation if not going, then don’t forget to request off

Tony: goals due in march?

Dr.Hodges: working on that

3 adjuncts possibly instead of 2

Adjourned