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| **FSW Library Faculty Department Meeting Minutes**  **Date:** September 13,2024  **Time:** 10am-11am  **Attendees:** Timothy Bishop, Arenthia Herren, Victoria San Filippo, Anthony Valenti, Richard Hodges, Jane Charles, William Shuluk, Gayle Haring |

**Budget Update:**

-FLVC wrapping up contract period

-New contracts start in January

-No charge for many of the FLVC databases

-Still in negotiations with Mergent/5% increase from the state

-(Bill) Mergent makes assignments easier for the students

-Library is fine budget wise

-Spending large amount of the budget at beginning of fiscal year

-Walker from EBSCO visiting 9/17 at 1pm

**Capstone:**

-Dr. Hodges wants to discuss alleviating concerns, since they will be down a librarian for Spring semester.

-(Tim) envisions big growth with Capstone/wants to look at the long-term

-New adjuncts? Full-time faculty helping with reference and RI’s all while Capstone is growing

-(Arenthia) Discussed having full-time librarians at other campuses, as traveling is a barrier for library faculty

-Maybe have one campus fully staffed to lessen the load

-Travel is biggest issue related to Collier, full coverage there would be helpful

-(Anthony) Students need to know someone is available for RI’s at other campuses

-(Arenthia) wants to develop framework to build student awareness of programs and services early on.

-(Jane) Wants to build partnerships but not enough time

Provided Stats:

Libs taught the same total number of RI's – roughly 100 – in both AY23-24 and AY22-23.

Full-time libs taught 55% of all RI's. Adjuncts taught 45%.

Full-time Lee libs taught 70% of all RI’s at Lee. Adjuncts taught 30%.

Embedding in 5 capstone sections entails ca. 30 hours of work per week per librarian. 15 hours is spent in the classroom.

Driving round trip to Collier takes 3 hours. Driving roundtrip to Charlotte takes 2 to 3 hours.

capstone section increases by AY and semester:

AY 2021-2022: 3 sections

AY 2022-2023: 19 sections

AY 2023-2024: 63 sections

AY 2024-2025: 85 sections (Fa24: 29 + projected Sp25: 36 and projected Su25: 20 sections)

Projected sections vs. sections offered. We mainly discussed AY23-24, Fall 24, and going forward.

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| **Semester** | **Projected Sections** | **Sections Offered** |
| Fall 2023 | 12 | 14 |
| Spring 2024 | 20 | 31 |
| Summer 2024 | 9 | 18 |
| Fall 2024 | 25 | 29 |
| Spring 2025 | 35 | 36 - 40 |

-(Tim) making it known that a lot responsibilities are being placed on Becky, one of the library’s adjuncts. Concerned about burnout

-Sees the value of additional librarians at each campus

-There’s also a lot of off the clock work

-Wants to plan for long-term adequately in order to support students

-The load is making that more difficult

-(Jane) feels she is underserving her students in asynchronous Charlotte class

Dr. Hodges:

-Has done a reworking of tutoring

-Frank, previous librarian’s position still available

-If justifiable, may be able to fill it/will discuss with Dr. McClinton

-As far as Spring semester, need to see what sections are available.

-Krista can be trained for IDS course

-(Gayle) interested in being trained in IDS/willing to assist in helping Becky with her duties.

Dr. Hodges:

-Worked in a library with 19 adjuncts

-This model filled in the gaps

-Will focus on adding at least another full-time librarian

-No pushback on adjuncts/will pursue adjunct situation

-IDS concern is getting people trained

-(Arenthia) Training offered each semester

-(Victoria) doesn’t feel that many people desire to adjunct, maybe retirees

-(Tony) using adjuncts for RI’s, reference and assisting with IDS would be helpful

-Involve Krista more in the library reference chat

Dr. Hodges:

-Tutoring is also growing, need to hire more

-Providing specialized tutoring for athletes

-This is a good problem to have/justifies more hiring

-Asked Arenthia to speak with Matt and Katy about IDS training

-Have Gayle and Krista train in the Spring

-Is Carmyn being used on chat?

-Over half way through her degree, she can handle chat

-No new details about funding for ALA/FLA/ACRL

**Internet Archive Case:**

-eReserves are safe but a lot up in the air

-We have our catalogs from over the years

**ADA Title II:**

-affects vendors

-accessibility within the digital world

-please read up on it

**Disposal of Books:**

-there are statutes related to this

-FL 273.055 statute

-It’s broad but must be noted, we are in line with the statute

Meeting Adjourned