**Library Committee Meeting Minutes**

**8/20/2009**

In attendance: Jane Charles, Peggy Phetterplace, Heidi Swanson, Rozalind Jester, Dale Hoover, Edith Pendleton, Parin Patel, Vincent Curry, Mark Herman, Doug Nay, Gary Lewis, Andrea Kopp

Introduction – Everyone introduced themselves

1. Mission/Vision of the Committee – To discuss general changes in the library, keep faculty and students informed of those changes, and to get feedback for Lee Campus.
2. New Website – Jane Charles spoke to the changes in the Library website. The changes highlighted were: resource additions, services and their relation to the library (e.g. tech support K-121), Research Guides and how to use them
3. Video Streaming – We have secured the rights and will be streaming our first film for Dr. Rooks’ Humanities Class.
4. Student area for News & Media – This area will be to the left of the main entrance of the Library, across from the circulation desk. We have ordered furniture for this area to house magazines that focus on art and culture, a DVD collection, and music CDs. There will also be a TV for viewing current events, e.g. CNN.
5. Third Floor Study Rooms – We emptied a storage room and changed it to a study room.
6. Education Curriculum Lab – This lab will be maintained for a few more semesters within the library but will then be changed into a computer lab or general study room. The idea is to open it up for general student use, e.g., student seminars and undergraduate research.
7. TLC – The Teaching & Learning Center has been moved out of the Library and into Building I, Room 123. This was done at the request of faculty members who saw the need for a more private room to congregate and have workshops in, etc.
8. Research Guides – There will be research guides for every subject offered at Edison State on our Library website. The Librarians are working diligently as this is a time-consuming process.
9. OCLC – information is being updated and amended. This is an ongoing process.
10. New Library Card – We have a new library card! It has the Edison State College emblem on it, and we saved a lot of money by using a vendor that specializes in printing.
11. Circulation Policies – We have amended the check-out policy for DVDs to 7 days with no renewals for faculty and 5 day with no renewals for students. Faculty can put DVDs on reserve. No more than 3 DVDs can be checked out at a time. We now email courtesy notices of due dates for checked-out material and late notices. Peggy solicited input on our policy for Reserves because students don’t return within the time frame they are allotted. It was agreed that the current policy is too lenient and that students should be charged the $42 late fee within 24 hours of the item going missing.
12. Security Gates – The 4 sets of security gates in the Lee campus Library cost us $4800 to maintain per year. We discussed the need to close some entrances as a way to save on this high cost. The closing of some entrances would also assist us with some security issues, e.g., materials being taken from the library without proper check-out.
13. Future of the Library – eBooks are being ordered and at this time we own more eBooks than print. Discussed the need to order eTexts and issues that may make it difficult to arrange for that. Moving pay-for-print machine and copiers. Space issues.