

LIBRARY COMMITTEE
September 10, 2018
Meeting Minutes

The meeting was called to order at 10:03 a.m.

Present:

Gary Chidchester
David Friestoffer
Frank Sawyer
Mike Elbert
Gregory Molyneux
Mary Doucette
Eric Walsh
Tim Beasley

Absent:

Kathi Griffis
Scott Nielsen

1. Discussion was held regarding meeting times. The committee will meet monthly. The next meeting will be October 8th at 11:00 a.m..
2. There was a review of the responsibility of the Library Committee according to the Faculty Senate By-Laws.

The following was discussed:

- A. Review Library budget requests.
 - a. Eric will provide a spreadsheet at the next meeting to discuss budget requirements.
- B. Recommendations for acquisitions.
 - a. At this time, the Library will not be submitting any items to the equipment requests due October 1.
- C. Receive reports from Library faculty
 - a. Eric Walsh (Ex-officio Library Member), reported on the budget and presented the Library Review performed by a consultant over the summer.
 - b. The committee will review the report over the next month and this will be reviewed at the next meeting. A timeline/plan of needs will be discussed at that time.
- D. Seeks input from library clientele to assess and improve library resources and services as required for accreditation.
 - a. Discussion was held regarding information that was solicited previously. Eric will bring this data.
 - b. This will also be reviewed in the consultant's report at the next meeting.
 - c. Mary will review the requirements of accreditation and bring this to the next meeting.
- E. The coordinator/director or a designee of the library shall be an ex-officio member of this committee.
 - a. Eric Walsh will serve as the ex-officio member of the Library Committee.

3. Discussion was held regarding a policy that was developed last year, but has never been approved. At this time, Eric will provide the committee with the latest revision for the committee to review.
 - A. This brought about a discussion of all policies, and the committee decided to review all policies. The concern is that some of the policies are outdated and do not reflect the current processes of the Library. Eric will bring a few policies to each meeting for review.
4. Gary Chidchester brought items from last year for review.
 - A. Last year there was a discussion regarding a Skills Quiz for student orientation.
 - a. Eric reported there is a tutorial in WebCanvas for all students and at the live orientation all students were given a tutorial along with applications for a library card. There will be no changes to this system at this time.
 - B. Discussion was held on the California Trail Center Collection.
 - a. Eric stated the California Trail Center Collection is moving forward with signatures of agreement from the different parties involved. At this time, there is not a confirmed date for display of this collection.

The meeting was adjourned at 10:40 a.m..

Respectfully submitted for the committee by Mary Doucette.