

LIBRARY COMMITTEE

December 3, 2018

Meeting Minutes

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

Present:	Absent:
Eric Walsh	David Friestoffer-Grant Meeting
Mary Doucette	Chid Chidester-teaching
Scott Nielsen	Frank Sawyer-working
Kathi Griffis	Gregory Molyneux-teaching
Jacob Park	

- A. The meeting was called to order at 11:06 a.m.
- B. Budget was presented by Eric Walsh. Discussion was held on different data bases and their cost compared to the usage. It was recommended not to renew the Historic NY Times by ProQuest due to the limited usage to save money to implement other items needed and suggested by the consultant. This will be reviewed by the CIO when hired.
- C. Library faculty update. The library is considerably short staffed at this time. The CIO will be over the library operations when hired. These interviews are ongoing at this time. The Library Research Assistant was hired and there is a Library Assistant still open.
- D. The committee was to review the policy 3.10. The committee did not feel prepared to discuss the policy due to access. Eric will resend the policy and it will be voted on at the next meeting.
- E. At this time, the committee continued to review the Consultant Report after a brief follow-up of the tower plugs and break out rooms. The committee encouraged the purchase of the tower plugs, but the break out rooms would have to be on a long term plan due to expense.

The following was discussed:

- a. The hours of the library are 8 a.m. to 5 p.m., due to staffing. One of the discussions was the consistency of hours. Currently, there is the Reference Librarian, and 2 classified staff. In 2006, there were 8 staff in the library.
- b. The library online presence was discussed. The consultant discussed a focus group and the need to have a library presence in the distance education courses. The librarian was embedded in 13 online English 102 research courses last year, along with the librarian meeting with each student enrolled in a capstone course. Also, in INT100, each student is required to obtain a library card. In the Fall of 2018 391 new library cards were issued so far. The committee would like to see this work continue in the Spring.
- c. Discussion was held on staff development, especially in the area of managing the catalog of items. UNR had offered to train staff, however, due to the change over this has lagged behind.
- d. Leadership was the next item discussed in the consultant' report. Currently, the leadership is the VPAA. Once the CIO is hired, the library staff will report to this person. During the consultant's visit in the summer, the staff felt in limbo for leadership. Hopefully, this will be resolved with the new hire.

- e. Library as a presence on campus was reviewed next. The staff and their desire to do good things, such as, events was heard. However, missing a focus and leadership is a hindrance. With the new leadership, hopefully this will be more directed. Some areas the staff identified as future events would be: to continue with live tours and technology training, in-service for students on how to write research papers, and other programming areas of need.

Due to time limitations the committee will continue to review the consultant's report at the next meeting starting with Financial Resources (3).

F. At this meeting NWCCU accreditation requirements for the library 2.E.2. was reviewed.

"2.E.2. Planning for library and information resources is guided by data that include feedback from affected users and appropriate library and information resources faculty, staff, and administrators".

The committee discussed the data received by the library. Eric will distribute the results of the survey. This will be shared with the committee at the next meeting.

G. Discussion was held on the availability of members for the meetings. There was a request to have them on Fridays. The committee voted to have meetings on the first Friday of the month at 1:30 p.m.

H. The next meeting will be held February 1, 2018 at 1:30 p.m.

The meeting was adjourned at 12:05 p.m.

Respectfully submitted for the committee by Mary Doucette.