

Meeting 7/28/11

Pre-meeting:

E-mail all staff with absences

Student workers: coverage – Vickie, Stacey and Elizabeth make a student worker need hour calendar, make sure evening hours are covered.

Raju will pull list of student workers

Get with Raju to pick some students we might know to interview

Hire Jolina

Food

C – the food policy isn't being enforced

R – bottle water ok

C – that's acceptable

S – not everyone has been participating in that

C- I do

R – can we agree that enclosed containers are ok

C – well sam, laura, Catherine, Stacey all eat at the desk

R – well, let's make the rule that drinking at the desk okay, and food that doesn't smell or make a mess is okay. So I'm thinking that things like carrot sticks or pretzels should be okay. Is that okay?

C- well if it's okay for everyone else then it's okay for me.

R – well is it okay?

C – I don't think it is, but my personal opinion isn't important right now. But I don't think Laura should have that bag of candy or soda cans at her desk and Sam shouldn't be chomping on things when he talks to people.

R – okay, so the rule is as long as it's not smelly, messy or loud, and you're not helping a student it's okay.

Purchasing

R- Vickie, is purchasing ready to go?

V - I'm ready.

R – is there an approval process in place? I feel like there's not a process in place for that. Like with books, I want to see the title, the cost, the author, vendor, program supported and rationale, and the date we put that in a spreadsheet for processing. Let's make 4 dates annually to review and purchase books.

S- all staff reviewing?

R- I'm going to reserve the right to not purchase stuff. Before we purchase anything, it should be put in a spreadsheet and everyone should review. The spreadsheet will be avail in Casper in the Library documents folder, so we'll all have access, then a few times year, we'll review and decide to put in a purchase order.

C- I don't think I have access to Casper

R – I'll create a folder in the system that we'll all have access to.

R – anyway, that’s just going to be the process for books, if there’s no title or rationale, I will not order a book.

C – what happens if professor request PBS films?

E – that would be part of ordering, if we get our DVD collection together.

R – we have to consider if profs will actually be checking them out, many are avail for free online. We can always put them on the list if an instructor requests and then review it later. Things that have interdisc. Value have more value for us.

EBSCO update/Website

R - Any updates to that, Stacey been doing a great job with that.

S – Well Elizabeth’s been doing it, too.

C – well, the Ebsco lady said that we should just list everything by subject

R – well I think we’re making good and steady progress on the website

C – but I was looking at Valley college and I think theirs is so good I was very impressed, I like how they have blahblahblah

R – I think I like our first page better

S – I just want to add that I never get any feedback,
Argument

R – Skip website, it’s in progress

Ordering Periodicals

R – who wants to order magazines?

C – I want to see your list, and then go through and find the journals that are most requested

E – I have a list I can e-mail out to everyone today . . .

R – if you add everything up and it’s under \$25K, then lets just order everything.

E-according to everything we subscribe to and the ones on this list, it’s just over \$20K

R - good, done!

E- I’m still trying to add some titles to fill in our weak areas like respiratory.

C – do we get JAMA?

Yes

C – I’d like to see something in Math

R – J. of undergrad mathematics is good,

E- only topics not covered, A&P, anthro, communications,

C – computers?

E We’re adding some computer journals.

R- add IEEE

E – we need World History

R – Can we get Wired? That’s a good general technology.

E – Music journals would be good, but what about language journals?

R- if we get any language journals, they need to be Spanish. Let’s look at Spanish newspapers, Spanish news magazines

E – something for sign language?

R – consult the ASL instructor, see what they say.

E – will e-mail these three lists so everyone can respond.

R – this is the other thing about feedback, I know you've sent out this list more than once, and we need people to respond when these e-mails go out.

C- have you consulted Rick about communications?

R – I did and he had some suggestions. Let's send out e-mails to instructors by subject area and say, hey, this is what we've got now, do you have any suggestions?

C – can we have a survey out by the periodicals saying, did you find what you need?

R – that's a great idea, but . .

E- what about a return basket—when you're finished reading this magazine, return it here, then I can count at the end of the day.

R- yes, let's do that. I also think we need to revisit general interest magazines, feel like we're still a little heavy on that.

R – Elizabeth, are you going to order the periodicals? We need to have PRs and Pos, do you know how to do that?

E – We got trained, but we need to get with Vickie to learn how to do that. Oh, that's the other thing, can we get the color printer hooked up so we don't have overage charges every month.

E – We need a contract with the Consortium,

R – No open Pos though, we'll just order from the companies and give them a po number

V – but the problem is when you order from someone like baker and taylor, they quote you a price, but then they discount from the publisher, so our prices will change and that creates a problem.

R –E, can you get on the periodicals thing and just order them? Send out the list and just give people till like Wednesday to respond, and then just order.

Weeding

R – did we learn anything with Vickie

C – I only want to work with Vickie because she moves.

E – I'm not sure how much has been weeded, I only see four carts upstairs.

R – Who did the Ps?

V – Well I only pulled a couple hundred, but I thought I'd go back through.

R – If anyone wants to go through and pull mass market, let's all go up there and weed, PRs, PSs

E- what about childrens books?

R – Well let's check them for relevance, classics and try to be a little more selective. And let's encourage the new preschool to come and use them.

E – can we also catalog them differently, alphabetical by author's last name, that would make them so much easier to shelve?

Staffing

R – I already went through the list

E – you just need to send us the list of people who submitted, next week Stacey and I will go through them and get their paperwork done for the August board approval.

R- For FWS, just hire 5, they're free, interview if you want or don't, but just hire five.

Communication

R – we've had a lot of changes we need to communicate with people, Catherine, you'll to make some changes to your letter. And I'll probably be sending this e-mail out regularly.

C – Well I'd really prefer to keep doing it, it was my idea and I really enjoy doing it.

R- If you're going to send it out, then you need to include information about the LTAs and the work they do.

C-well give me a blurb and I'll put it in there.

R- I'll consider it, let's talk about this later.

R- we also need to start communicating with the campus about library service and what people want to see from their library.

E – is this something we can test run on our division? To find out if you're encouraging students to use the library? And if not, why?

R – yes, we'll try to find some focus groups and a couple people from each area to find out what they think, so that we're not just getting opinions from people who are either really upset or really happy.

E – Adjuncts, too, because they see other campuses and how they work.

R- we also need a library steering committee . . .

C – what does that mean?

R- you basically get a bunch of stakeholders in the library, student representative, etc. and once or twice a semester, and you meet with that group and talk about the direction the library is taking, and they provide some guidance and thoughts on the programs and direction. Here's our vision of the library and here's how we're meeting that, what do you think? Student, staff, faculty

E- A & R because they send students here all the time.

R – it's just a guidance committee for the library.

S – Web suggestions, no e-mails

E – we need our general e-mails set up.

R – We should shoot for Fall of 2012 to start talking about the library steering committee and getting some feedback on our services, the library philosophies and how we're supporting programs, inviting general, broad input.

Meetings

First and third Fridays of the month, 2 to 3

Stacey will send out meeting request for the semester

R – at some point everyone will take turns running the meetings, you organize the agenda and facilitate the discussion

Meet first day of September

R – yeah but until then, we all have to be better about responding to people by e-mail, even if it's just a yeah, this looks good.

Sam's out two weeks, Laura's out Monday, Vickie's out two weeks . . .

R- well, the periodicals list has been sent out multiple times and people have had opportunities to respond and haven't taken them, so we'll just proceed. Also, you'll notice with these meetings, if people are gone, we'll have meetings regardless and decisions will be made. No one person will hold progress back.

C – What should I plan for the grand opening of the databases? I was thinking of having a big to-do about the databases, with balloons.

R- isn't there a National Library Week?

S – It's in April

E- September is Banned Books Week

C – I always thought we should have a day when we dress up as banned books, wouldn't that be fun?

R – have we ever had a Banned books display?

E – not here.

R – You were gonna do some stuff for the website – a blurb about reference, the Forms page will be Faculty, change the form to say “instructor must stay with class”

S – I'll try to have the form e-mailed to everyone, not sure if the software can do they, but I'll see if I can add all three e-mails. (e-mail Kristy Simonson)

R – Ask Laura to make sure all instructors fill out orientation request form rather than just contact her directly.

R – Our goal is to have more tailored library instructions, first step – all instructors fill out form, instructors have to fill out that box, develop questions on the form, figure out what we can do with that form first and ask the right questions. Then meet with instructors on an as-needed basis rather than everyone every time.

S – Library staff blurbs?

Meeting adjourned 2:41 PM