LIBRARY / MEDIA CENTER
STAFF MEETING

MINUTES OF NOVEMBER 14, 2007

In attendance: Gail Banwart, Sharon Baron, Paula Doherty, Janet Gouin, David Kent, Carolyn Kirsch, Amy McClain, Nina Pitts, Dennis Sanford

I. APPROVAL OF OCTOBER 2, 2007 MINUTES:
Under Reference and Instruction David suggested adding “that required installation of a special application” after file in the fourth sentence. Carolyn moved to accept the minutes as amended. The motion was seconded and passed.

II. CONSTRUCTION UPDATES:
JC brought two samples of table pieces to review. One had a big beveled edge and the other had a 45 degree beveled edge that went to a straight edge. Nina and Dennis thought the one that formed a 90 degree angle would be better and since the laminate went over the edge it would hold up better.
It was suggested that the top of the circulation desk should be a black laminate. Dillon said they were working with the dimensions we provided for the circulation desk.
Our concern with the cherry finish is that if scratched or dented the blond color will show through.

III. DONATED BOOKS:
COLLECTIONS: According to Dorothy Drain, Ruth Kirk an author, donated some of her books (subjects that consist of northwest history, anthropology about local Native Americans and hiking guides). We were told there are a couple of big boxes located in Jeff Mauger’s office, and they have been on campus for awhile. Tom had mentioned this was a donation to the Longhouse, and there was some conversation about it going to the library. Paula doesn’t know any specifics about it yet, but we can have a conversation about if and when the library receives them, and Paula will let us know if this is the case.

DONATED BOOK SHELF:
David proposed throwing away donated books after a maximum of three months, or come up some sort of time limit. They create clutter and some are smelly. Usually we wait until we don’t have room anymore for donated books and call support services to come pick them up. This can be added to a procedure.
To date we don’t have a place for discards in the new library. There could possibly be a place for a shelf near the copy room, Dennis said it’s hard to know right now. We could include materials collection in the weeding policy. Do we need to formalize it into a procedure? Donated books should be
discarded in June and December. It was decided not to formalize this into a procedure. We could use stickers for 1st, 2nd or 3rd month, use a permanent marker and color code it. Have Janet report back in 6 months.

IV. EMERGENCY PREPAREDNESS Redux:
We need to begin working on policies for a safe library. We should do ours and then post it. Stephanie is working on the college wide policy, and will want to integrate into ours, but we need to have our own first. http://www.alliancelibrarysystem.com/safeharbor/PDF%20Files/Chapter%20Six%20A-F.pdf

V. REPORTS:

- **Interlibrary Loans [Carolyn]:**
  Carolyn is doing research on copyright policies for non-student ILL services. She is also gathering data for the LMC strategic plan. Paula noted that she submitted a letter of intent to the Washington State Library for our library to participate in a download of the OCLC collection.

- **Reference and Instruction [Gail / David]:**
  David noted that he finished revising the LMC faculty handbook, and distributed the link to faculty. He has two orientations scheduled for tomorrow and journalism class next week. At the faculty senate meeting, there was a PowerPoint presentation and handout on physical and intellectual access and the library floor plan was reviewed.

- **Media [Dennis]:**
  Dennis noted it has quieted down now, and he’s been taking photos of various things (including the Japanese maple tree), and will send to Amy on a regular basis. Paula said that we want to be refresh photos on the website often. On Dennis’ recent trip to Olympia, he discovered that our (Peninsula’s) exhibit is holding up at State Board, he said the photo longevity is unknown, but it looks okay for now.

- **Circulation [Sharon / Janet]:**
  We have concerns regarding a community member that spends all day at a computer. Our policy states that computers are for academic use, but, we can’t enforce this policy on community patrons. It’s a problem right now because we’re down to four computers because of the storm. Dennis Hill came in yesterday to work on the computers and still couldn’t fix them. Nina has a call in to see what the prognosis is. Last night every computer that worked was being used. It’s always our prerogative to ask a community member to leave if all the computers are taken. Would work better if we had a system that requested an SID via login that could be set up for a student to use 2 hrs and have less time for a guest (and renew if space is available). For copies it was suggested that students and community members print at
different rates. We will need to do research on print management systems, and we will need to budget for it (Dennis noticed this is still listed on the equipment budget for the new library). Nina volunteered to research various applications.

- **Systems /Processing [Nina]:**
  Some of the BAS degree students requested that we upgrade our machines to Office 2007 and noted they need to use this version of MS Office and there is no overlap in time with the library and computer lab. Susan came over to install Office 2007 and our desktops don’t have enough memory for the installation. Paula will discuss this issue with Vicki; maybe the University Center should have a gathering place for students including computer use. David has had this problem during the day, and sends students to the computer lab.
  Annie Carver, contacted us to see if they can get access to the library databases on their computer stations at the Forks campus. Nina will test this with Annie first and if it is not working, contact database companies to make sure they have the correct IP addresses.
  We have a number of dental hygiene journals which have a number of breaks in the holdings. Our collection policy is that they are supposed to come to us perpetually. Paula suggested having them available to catalog on the fly and stack on top of each other on the bookshelf, and, David thought that they don’t need to be available through the catalog but make them available to students. We will need a bib record to check out, we can put in as cat on the fly bib so they can be searched by title. David suggested holding for 10 yrs. and Paula agreed. Everyone agreed that would work. They can be put on the bookshelf and be assigned to the dental hygiene location and the message “see other collection in periodical room” can be included.
  We received our headset covers and they are operable. We want the patrons to put them on.
  The labels on our books are fading; the UV resistant label covers have been ordered and should offer a quick solution to the problem.

- **Acquisitions [Amy]:**
  We have received14 books and we’re receiving MARC records from Midwest. Nina noted that she would like to look at the process for loading records. David has been sending titles to be added to the order list. We do have a list of titles that were ordered via BAS last year but we didn’t receive them before the end of the fiscal year from Midwest (maybe we could try and order them again). David noted that the Atlas holdings are out of date.

### VI. NEXT MEETING: DECEMBER 12TH OR 13TH?
Either day could work. Paula will check and schedule and noted that there is a Web Services meeting scheduled on the 13th.
Other: There has been recent discussion about hanging the Marvin Oliver carving on the south wall of the conference room in the new library (the surface is concrete). Paula said that NOLS has the mushroom collection. Paula owns the Native American basket collection; she doesn’t know if there will be room for them in the new library.