LIBRARY / MEDIA CENTER
STAFF MEETING

MINUTES OF JANUARY 15, 2008

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

I. APPROVAL OF DECEMBER 12, 2007 MINUTES:
Under Ruth Kirk Donation, add “indicated he would deliver” in the first sentence.
Janet motioned to approve the minutes as amended. The motion was seconded and passed.

II. CAMPUS UPDATE?
David said that student advising and the use of an electronic surveillance (Azores) system on campus was discussed at the faculty senate meeting. David also noted that he will be on the hiring committee for the ESL faculty position.
Paula said that on January 25, the Title III group is hosting an electric lunch, it will be an opportunity for them to do a show and tell of their services which will be held in the Pub conference room.
Dennis said he hasn’t heard anything about the purchase of ITV equipment, Paula believes it is budgeted (via Title III), but, could speak to Mary and make sure it’s on their list.

III. NEW BUILDING TOUR...FEEDBACK:
David likes the new classroom space and the use of brick. Paula suggested reviewing the amount of comfortable chairs we have for the northeast side of the library since we have the big windows located there with the view. Nina said they have already reviewed this and planned to replace carrels with soft chairs.
It was suggested we name the conference rooms; maybe we can use book titles that include the word “room” (A Room with a View).
The final floor plan with the furniture hasn’t been determined.
We’re not clear where new and discarded books will be located (Paula suggested looking at catalogs for a unit to contain these books possibly located outside the copy room).
The book drop will be located outside, if it was located inside a large space would’ve been dedicated for that purpose due to fire codes.

IV. EMERGENCY PREPAREDNESS (UPDATE?):
Dennis said they will focus on the major areas that will lead to evacuation of the library, which would include: earthquake, fire, weapons, and possibly flooding. Dennis is pulling together language from other sites. This will
eventually get down to one sheet with nice graphics. We should discuss using maps in the new library showing exit routes. We need to be really clear about how we’re going to respond and move people out in the event of an emergency.

V. REPORTS:

- **Interlibrary Loans [Carolyn]:**
  The state and OCLC are negotiating to provide a statewide catalog. According to Will (Washington State Library), phase 1 is going to begin January 2008 for libraries that have subscribed to 3 OCLC services that includes ILL, cataloging and Worldcat. Phase 2 will begin July 2008, for libraries that have 3 services but missed out on Phase 1. Phase 3 could begin January or July 2009. Carolyn passed around a price sheet for Peninsula College, the cost for 1,606 FTE would be $1,829.88 (current OCLC services would be included) and would increase 5% every year for the next four years. There will be a batch upload of our entire collection without a charge.
  Paula emailed Will asking about the timeline and he said he doesn’t know but is willing to contact OCLC west to get this information; apparently there is a significant back log of batch loads. We don’t want to pay for these services if we’re not going to receive the product, Paula would like to be kept informed about this.
  Are we getting access to Firstsearch? With FirstSearch you can access a whole host of databases with one search, including access to fulltext, and powerful search capabilities and integration with ILL. Should we focus our resources to purchase Firstsearch? David would be happy to do the research.
  Carolyn said she received over 20 ILLs yesterday. She has placed 50 orders in the last few days. Carolyn will ask the maintenance department if they can deliver ILLs to A-12.
  There was discussion on creating an informal policy for accessing ebooks via ILL.

- **Reference and Instruction [Gail / David]:**
  David is going to have a couple of upcoming orientations, one for ECE and another with the market research class at the skills center for Jim Williams.
  David discovered a Canadian library that has a project called ANTS, which stands for animated tutorial sharing; they invited David to share his tutorial on Academic Search Premier.

- **Media [Dennis]:**
  Dennis noted that Channel 21 is broken because the timer failed, and at the moment we’re running graphics during our timeslot. Jim from Wave Broadband attempted to work around it, but didn’t work. We could have it repaired or buy a new one. Dennis and Vicki thought they should ask the students what they want and most of the students are purchasing the
videos. It’s a good time to get out of Channel 21. Dennis will be gone on vacation from February 12-20. There will be two stadium generals during that time and Kathy Davies has volunteered to cover them.

- **Circulation [Sharon / Janet]:**
  We’re hoping to get a work-study soon...Nina has submitted the paperwork for a new work-study and she received verbal confirmation from financial aid.

- **Systems /Processing [Nina]:**
  Nina has recently loaded some ebrary records. When Taylor and Francis pulled out there were over 200 books that replaced those and needed to be loaded. Those are in the catalog now and should match our current subscription.
  David noted that the ebrary reader has to be reinstalled daily because of Deepfreeze, Nina said she could ask Dennis Hill to install it in front of Deepfreeze so it doesn’t clear out every night. David thought maybe we should wait until the end of January because ebrary is planning to replace the reader with Java. He will look into this and let Nina know the result.

- **Acquisitions [Amy]:**
  Amy has finished updating the budget and will meet with Paula to review acquisitions for the remainder of the fiscal year. Amy is also working on a report for 2006-2007 database statistics.

VI. **WINTER QUARTER MEETINGS?**

February 20
March 13