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

I. **APPROVAL OF NOVEMBER 20, 2008 MINUTES:**
Janet moved and Sharon seconded the motion to approve the November 20 minutes.

II. **CAMPUS NEWS:**
ALT disbanded yesterday, they are not going to meet as a formal group anymore. Tom proposed having a policy and procedure committee.

Paula encouraged the attendance of the monthly meetings with the president. We are welcome to attend any of the meetings depending on what works best with our schedule.

Paula noted that Governor Gregoire’s budget included a 6.5% cut for community colleges. It is believed that the cut will be increased; the next OFM budget forecast will be in March (after legislature’s session). Peninsula College’s planning number for a cut is 10%.

Dennis will be setting up for a live broadcast of the inauguration in the Little Theater.

Nikki has included conference rooms A and B on the public folders (in Outlook) for scheduling. Library staff has access to this. We would like to use the reservation system on the print management system, but IT is having difficulty with the installation of the server (Paula is asking for installation during spring break).

III. **DONATED ITEMS:**
Paula had a conversation with Mary Hunchberger about donations the library receives and that Mary would appreciate it if we receive a significant donation that we let her know so the foundation can send a thank you note.
Mary said that she will send a thank you note to Ruth Kirk for her donation.
Janet and Carolyn volunteered to create a policy and a form for this.
Paula requested that we do some back filling on thank you notes from past donations.

Paula, Nina and Amy will be working with Shellie to create a new tab to the online catalog for the major collections that have been funded by the foundation.
Information displayed will include the name of the collection, donor and if the donation is made of memory of someone.
Mary is working on a plaque to recognize the donors; Walter will be involved with the design of the plaque.

IV. REPORTS:

Interlibrary Loans [Carolyn]:
As of January 15, 2009, interlibrary loan training and updating of procedures is on schedule. Winter quarter training will include returning loans, responding to conditionals, and requesting renewals. At this time written new procedures are: WorldCat search and processing incoming books. During Fall quarter 2008 the unofficial count was 117 requests and one loan to another library. There were two home deliveries to Port Townsend. Carolyn attended the Title III electric lunch training on copyright.

Carolyn asked when our holdings will be downloaded in the OCLC database. Paula spoke to Shellie and Nina about this, and it sounds like they are ready. Edmonds will plan to do this first.

Reference and Instruction [Gail / David]:
The classroom is fixed, the overhead unit was removed. Dennis thinks they are using a different method for bringing air in. Maintenance staff have suggested that when we try to unlock the doors with a bar, to turn the key to 2:00 in order to take the key out. The classroom should remain locked when David is not in there.

The online Oxford Scholarship trial is starting tomorrow; David will email the link to library staff. This is the online collection we may purchase funded from a donation through the foundation. We would be given perpetual access to these ebooks and they would belong to us. David distributed handouts on selection criteria for cyberlinks and archival copies of videos. This will be included on the agenda for the next meeting.

There are 36 students in David’s online courses this quarter; he is also transitioning from Blackboard to Angel.

Media [Dennis]:
No party yet in Dennis’ area, he just started the weeding process.
It’s been busy, but starting to calm down.
ITV-- there are three units in Port Hadlock, two units in Forks and six for main campus, most of the time they are being used.
Dennis noted that he will be gone January 27th for a week.
He also noted that he is doing work for the Police Department, they wanted a video of an interview edited, they also recently brought in a video and audio recording for editing.

Circulation [Sharon / Janet]:
It’s been busy. Our computers are always full and the same community members sit there all day, hopefully, our new print management system will alleviate this issue.
Sharon said patrons ask if they can have food or drink in the library. Those who work circulation are left with the responsibility of enforcing what we decide, it’s a consensus issue. It was decided that we should have signs for no food or drinks at every computer workstation and this will need to be enforced.

Do we have an age limit for patrons? They should be of adult age, typically 16 is running start age. If they are not of adult age and not a running start student, they need to have an adult sign for them. We should revisit the form. We need to review our procedures on circulating resources to nonstudents.

Gail said the library is busier at night this year with community members and students.

**Systems / Processing [Nina]:**
No report, Nina’s out.

**Acquisitions [Amy]:**
A new book order was submitted for the environmental sustainability collection that was donated by the PUD through the foundation, a total of 128 books were ordered.
We have received a total of 276 books so far this fiscal year.

V. **DISPOSITION OF SURPLUS ITEMS:**
These items are on a green cart located at the end of the technical processing counter, the plan is to take them to St. Vincent DePaul.

The clean up during the holiday break in December was successful, and a thanks to Dennis for the installation of cabinets in the staff room.

VI. **NEXT MEETING:** Thursday, February 19

VII. **OTHER:**
It was suggested that a bookshelf for withdrawn books could be located against the wall by the front entrance, facing the copy center.

There is one study carrel that has a floor tile in the wrong place and cords are tight against it and the chair won’t go in all the way. Does Nina know about this and has she had a conversation with David about this?