MINUTES OF OCTOBER 16, 2008

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

Guest: Alma Chong

I. APPROVAL OF AUGUST 20 & SEPTEMBER 25, 2008 MINUTES:
Nina moved and David seconded the motion to approve the August 20 & September 25 minutes.

II. NEW LIBRARY ISSUES:

□ Procedures

□ Problems

The door at the main entrance has been a problem and will be serviced a week from Saturday.

Nina spoke with Dillon Johnson from Schacht-Aslani this morning and gave him an update on the library chair legs, they are extremely tall and there are a number of patrons that can’t get their thighs between the seat and the top of the chair. Matt Arnold is testing lower glides on the chairs, and glide less chairs to see if the chair to table height ratio is improved. Dillon will talk to us about this next Friday, we as a group should have a conversation about what represents good seat height, if you have any opinions let Nina know. We should also compare old library chairs to the new ones.

Heat, or lack of, has been an issue. David Wagener is our liaison and is still checking on it. David is in contact with the manufacture and mechanical engineer and per their advice making adjustments to the heating system.

The wiring from the floor tiles at the carrels is in the way of the chairs and it is difficult to push them in. If moving floor tiles for wiring isn’t as flexible as we hoped, we’ll need to bring this to the architects’ attention.

Nina spoke to David about the banks of carrels being unlit. They have not been plugged in to the floor boxes yet because the cords are too short. The construction crew’s solution is to use 3 ft. extensions and move the boxes so they work, or at David’s suggestions, rewire a longer 7ft. cord.
Some students are avoiding study rooms 5, 6 and 7 because of noise (sounds like there’s a motor running). Paula suggested we spend some time in those rooms.

☐ Other?

Sharon said a student commented that there isn’t a bike rack located outside of the main entrance of the library, and she noticed the student’s bike leaned up against the outside wall. We should suggest having a bike rack in a central location. This can be passed on to the ASC since it's a student issue, Nina will email Rick Ross.

We need instructions for printing single or duplex, especially when we have the print management system setup.

Holiday give away party…Paula proposed that for one day during the Christmas break we gather items that can be given away. We would operate in teams and each team will be in charge of one area and separate these items into a pile for review. College staff can come to our event to take what they want. Paula suggested we can have a party before or after. David (chair), Gail and Nina are the rules committee. As we sort we should consider items for the display cases. We also need to sort through our Christmas decorations and donate what we don’t want. Paula said she will work on a blueprint for this.

III. RECYCLING & SUSTAINABILITY ISSUES (Alma Chong):

☐ Campus Sustainability Week – October 27-29
☐ Climate Commitment Signing Ceremony – October 28

Recycling…we want to make this work for the institution, support services and ourselves and to ensure that our recycled items are truly being recycled. Alma suggested that we send her the volume we collect a week to gauge our weekly volume.

Paula noted that we also produce a lot of boxes we collect from items we order, if we can’t repurpose our boxes we’ll need to include them with the recycling.

One major problem is the lack of large recycling containers from Murray’s. Alma said she will ask for increased pick up and more containers. Alma has also applied for a grant to get $$ for this. If the college receives more containers, Alma suggested that they locate one outside the library by the shipping/ receiving door.

Alma asked Paula if she could send her an email of usage and expected volume of the recycled items from the library. Alma said she will send our estimated recycling volume and our perspective of what the expectations should be, in an email to Patty.
IV. REPORTS:

**Interlibrary Loans [Carolyn]:**
Carolyn noted that she’s catching up on her work. She said that she will start training Nancy, and she spent time training Janet this past summer. She is also critiquing the Worldcat procedure and will give to Nina.

**Reference and Instruction [Gail / David]:**
There have been 25 classes in the past month. David noted that the nursing students are having issues with selecting and printing, Paula suggested creating a note card with this info for nursing faculty to distribute.

David noted that a patron was complaining that people were loud by the computers and asked to work on a computer in a quiet place. In the future we can send students to the reading lab that are bothered by the noise pollution in the computer area.

**Media [Dennis]:**
The jacks for the carols have been installed and will be operating like our formal media carrels. The CD/cassette players have also been installed.

**Circulation [Sharon / Janet]:**
We haven’t decided whether to allow food and drink in the library. We’ve considered allowing lid capped drinks in the library, and no food or drink at the computer stations. Anything purchased in the Pub should stay in the Pub. Janet said every patron that comes in the morning has a container with a drink. This could become a monitoring problem and the staff involved in the enforcement need to way in heavily in this decision. We could have a sign at each station stating we would appreciate no food or drink at the computer stations. Gail commented that the patrons are being neat and tidy so far. It was suggested that we produce a policy and guidelines of intent to be posted in the library. It was decided that we’ll allow food and drink until there is a problem.

Carolyn said the tables need to be wiped down, and she will ask Rob if that’s part of his routine.

It was asked if a board to hold brochures could be installed on the wall between the main doors. They are on the table now, is that our best solution? It was noted that holders in the slot on the wall would be clunky. We could look at bulletin boards on stands to use in the area between the main doors and copy room. There are some brochures/ flyers that should be posted and some that work fine on a flat surface.

Discarded books could end up in this location as well. There is some old shelving being stored in the basement. We also have extra shelving but it would hide the window. Nina suggested using carts for the short term. We should pursue book shelving and a self standing bulletin board in that alcove.
It was suggested that there should be an area on the east end of the circulation counter where students can check for ILLs.

Unanswered incoming calls at the Circulation counter are being forwarded to David’s phone. David will need to speak with Jerry about this and request that the circ phone be set up so unanswered calls will not bounce to other phones. David noted that he would like his phone to ring in his office and have a visual clue (no ring) on his phone at his reference desk when there is an incoming call. Paula suggested a possible fix would be to attach a cordless phone to the same number.

We need a coat rack possibly located in the little nook outside of the staff restroom.

**Systems /Processing [Nina]:**
Update on the Voyager system…Shellie is sending notices that the servers are slow (memory allocation) and she’s working with Exlibris on this.

Nina noted that after the upgrade to Voyager 7 this past August, the file structure has been renamed and in order to make a change she must find the file first (can be time consuming).

We are planning to upload our records to OCLC. Nina has been in contact with Shellie, and it could happen within the next month. Nina noted that this will be a big batch load and she will send an email to us when it happens. Nina will have to set the parameters in our group and our holdings will be replaced in WorldCat.

David suggested we use scanners to inventory our collection. Nina commented that even though most don’t interface with Voyager we should look into this.

**Acquisitions [Amy]:**
We have received 101 books from our summer order and 50 books from our fall order.

An order has been submitted for the bookplates that will be used to identify foundation funded collections. Paula suggested that we have a drop down menu of foundation member donations and books donated in Voyager, Shellie will check on this since the post Voyager 7 upgrade.

**V. NEXT MEETING: Thursday, November 20**