LIBRARY / MEDIA CENTER
STAFF MEETING

MINUTES OF JUNE 17, 2008

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

I. APPROVAL OF MAY 20, 2008 MINUTES:
Under II. Periodicals in WorldCat: Pro & Con add “to fill ILL requests” to the beginning of the first sentence and change the fourth sentence to “David suggested that we upload serials from Voyager Acquisitions twice a year, but Nina noted that subscriptions change so frequently that at any given time the records are not up to date.”
Carolyn moved and Nina seconded the motion to approve the May 20 minutes as amended.

II. AV COLLECTION DEVELOPMENT [DAVID]:
David distributed an edited copy of the AV collection development policy for feedback. Under 1. Video, in the third bulleted item it was suggested that Mini-DV be removed and replace with “such as VHS and DVD” and remove “the” in the first sentence. Under 3. Audio add “when equipment is available” at the end of the sentence. Nina said she is willing to amend this document, she’ll send it out for review before posting it.

III. LMC ASSESSMENT & PLANNING:
Paula proposed that we schedule this for two days and suggested July 31st and August 14th. We have formally met on Thursdays after 2:00, the 14th would be the last Thursday before the end of summer of quarter. Nina said that August 14th would be during the Voyager upgrade and we will reschedule for a different day that week.

IV. SUMMER SCHEDULES:
Sharon will be out from August 11th until the end of summer quarter, she’ll be back in October.
Gail will be in during the summer to clean up her office and she’s planning to come to staff meetings.
Paula is planning a few field trip meetings in July.
Carolyn will be gone on vacation beginning August 20th and will try to be fully moved into the new library before then. Furniture should arrive by July 14th (Nina noted this from architect).

V. REPORTS:
- **Interlibrary Loans** [Carolyn]:
  Carolyn noted that staff has had a total of 17 hrs of combined training in Wayfinder.
  She has been cleaning up for the move and is working on statistics.
  Clocks will need to be ordered for the new library. Rick said we’ll get the campus standard, the same clocks that are in the Science/Tech building.
  The floor plan will need to be reviewed for placement of clocks; we will need one in every office. Carolyn and Sharon will work with Nina to see where clocks should be. We could ask for another tour after the carpet is down.
  What kind of key system is going to be used in the new library? Paula will check on this and she will ask Deb who will have key access to the new library.

- **Reference and Instruction** [Gail / David]:
  David gave a presentation to faculty senate on library tutorials, faculty requested that this information be easy to find, and a link will be included on the online resources page.
  David’s adopting a new textbook for his online class titled “the hidden web.”
  Paula and David attended the EBSCO 2.0 webinar.
  David discovered that NOLS has the EBSCO literary reference center, and access was being blocked on campus. Dennis Hill spoke to an engineer at EBSCO and they found a URL that worked and is now posted on the CyberLINKS page under Language. We should change the heading to Language and Literature.
  Updating authority records…Shellie said it’s complicated and there’s a cost associated, it’s time consuming and it probably won’t happen soon.
  David would like to get a link resolver to link together our resources; cost could be $1,000 a year. It is different than serials solution (federated searching), David will look into it.

- **Media** [Dennis]:
  It’s been quiet. Dennis is working on preparing for graduation.
  He met with City U. people recently about setting up ITV services in the fall for classes in Forks.

- **Circulation** [Sharon / Janet]:
  On a positive note, patron’s are checking out quite a few books that haven’t been checked out before.
  Janet said that she was asked we’d like to have donated books on classic Soviet literature that have been translated in English. Paula said that we’d be interested in them.
  Carolyn asked if we are going to do e-reserves, Nina said not right now but it’s something we’d like to do in future; we need to solve the copyright issue first. We are not using Voyager e-reserves, but we may look into a new resource such as Angel.
Systems/Processing [Nina]:
We are going to have a new work-study student and she would like to work during the summer break. Also, Justine will back in the fall.
Paula said that she heard from Kristi that there are a few students that are interested in working for the library this summer to help with the move.
We will have to deal with extra book shelves that are stored in the tin building.
We’re not in the queue for the OCLC batchload, it’s a complicated task. We will have to specify locations, and Dale will work with Shellie on this.

Acquisitions [Amy]:
Amy has been working on finalizing the library equipment order and closing out field orders as part of the end of year purchasing process. We will need to work on an order list for the Native American and Constitutional Studies collections that are now fully funded from the Foundation.

VI. Summer Meetings:
We will plan for two fieldtrips in July, and two assessment meetings in August.

Furniture installation will begin on or around July 14, and Paula asked key library staff if they would have an opportunity to participate in the guidance for placement of these items.