MINUTES OF FEBRUARY 20, 2008

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

I. APPROVAL OF JANUARY 15, 2008 MINUTES:
Under V. Media change stadium generals to studium generale.
Under V. Systems/Processing change second sentence to read “When Taylor and Francis titles were removed from our subscription they were replaced by 2,500 from other publishers, these are in the catalog and we continue to update ebrary titles monthly.
Sharon moved to approve the minutes as amended. The motion was seconded and passed.

II. CAMPUS UPDATE?
There is a second electric lunch scheduled for this Friday, Feb. 22.
David gave a presentation on the database “A to Z” at the last faculty senate meeting, he said it took less than 5 minutes and he plans to give a short presentation at every meeting due to the positive response.

III. EMERGENCY PREPAREDNESS (UPDATE?):
No updates to report on as a committee.
Nina noted that Deb Frazier spoke about emergency preparedness at the last college council meeting; which focused on the distinction between an emergency event that would be coordinated with other agencies and a departmental emergency. Deb is working on emergency definitions on the federal and state level. At the meeting Janet Lucas mentioned that there will be an emergency preparedness session on faculty professional development day and everyone on campus is invited.
Paula said that we should talk about what distinguishes emergencies and urgencies.

IV. TYPEWRITERS:
The IBM Selectric II typewriters are getting old and some are in need of maintenance (cost is over $100 ea. via POE). This was discussed at the most recent circulation meeting and it was decided that staff would make due with a few if they were well maintained and located in a central area. We have one that has stopped working and another that needs a good cleaning. Paula suggested that users should compare functionality of our current typewriters and new machines, if we don’t want to upgrade then we have to repair what we have, it’s up to the individuals. Nina will ask POE if there is a “fleet” discount for repairing more than one typewriter at one time. Maybe they could service all of the typewriters at
once depending on the discount.

V. Reports:

- **Interlibrary Loans [Carolyn]:**
  David presented an issue in Carolyn’s absence. She wants to know if we have a book or journal available as an electronic resource should we provide ILL services to get a physical copy. David volunteered to draft a policy to review at the next meeting.

- **Reference and Instruction [Gail / David]:**
  David researched FirstSearch, and said that the databases in the FirstSearch are not the same databases we’re currently subscribing to and therefore shouldn’t switch.
  On March 17, ebrary will switch over to the Java based reader, which will make it easier for students to access.
  David submitted a request to include the British Library Report (about Google generation) to be used for the book discussion on faculty professional development day.
  The library received a big donation of books on Ancient Greece and Rome. Jim Carr is planning to give a collection of books on the environment and climate that Dwight Barry will review.
  Gail noted that there are a few baccalaureate students that come in to study between work and classes in the evening. Gail and Paula plan to tour the remodeled P building (University Center).
  Gail mentioned that the library has been busy during the evenings on Monday holidays, everyone except this last Monday night (there was a home basketball game).

- **Media [Dennis]:**
  In Dennis’ absence, Mary O’Neil-Garrett asked Nina if an ITV session could be set up for Dan Underwood during the first hour of his economics class from 5:00-6:00 and if there wasn’t a room available maybe he could substitute his for another session already scheduled. Nina contacted Dona Smasal to review the ITV calendar under public folders and Nina suggested she contact Kathy Davies to set it up.

- **Circulation [Sharon / Janet]:**
  There’s been a newspaper thief (taking the PDN and PI) and we think we’ve figured out who it is. For now the PDN and PI are being stored on the circulation counter.

- **Systems /Processing [Nina]:**
  We’re getting more specific on furniture selections. Paula, Nina and Dennis have an appointment scheduled with the architects to meet at KI in Seattle on Feb. 29. Nina distributed a map detailing the furniture plan from the architects. They are proposing to add a table next to every chair for the NW facing window near the main entrance.
For the computer stations we need to make a decision whether we would prefer 42 x 30 flat tables or low carrels. The tables are less expensive and you get twice the size. It’s more sensible to have a flat surface for staff to monitor the computers, and we didn’t have carrels in the other library. With individual tables you can change them easily and you could angle them. Everyone agreed to purchase the tables for the computer stations.

Are we going to have an overhead LCD projector and screens in the conference room? Nina said we can look at the floor plans which are located in A-12 and we could also check with Dennis.

Do we want oxford chairs at the computer stations? What about wear and tear? We can use Teflon pieces under footings. We should ask for padding. David said he’s concerned about students rocking back and forth in the chairs. He also suggested having padded chairs in the classroom instead of chairs with wheels and adjustable seats.

We are proposing to purchase task chairs for our offices, they are similar to the chairs we are sitting in (M228). They come in a mid and high back. You can either have mesh or fabric, the LMC staff agreed on mesh.

- **Acquisitions [Amy]:**
  Out of time, defer to the next meeting.

**VI. OTHER**
Paula mentioned that a recommendation was made to the foundation to raise funds for a special collection that could include sustainability and/or north Olympic Peninsula Native American culture and history. Paula doesn’t know yet if the foundation has endorsed it.

**VII. WINTER QUARTER MEETINGS?**
March 18 (PUB Conference Rm)