I. **APPROVAL OF APRIL 16, 2009 MINUTES:**
Nina moved and Sharon seconded the motion to approve the April 16 minutes as amended.

II. **CAMPUS UPDATE:**
President Keegan sent an email to the campus community about an update on personnel changes.

Paula attended a social networking workshop yesterday (May 20). It was about social networking tools and how they can be utilized at Peninsula College, we may be hearing more about this in the future.

III. **REPORTS:**

**Interlibrary Loans [Carolyn]:**
Amy & Ray fixed the ILL forms, Ray said it was a database hiccup. There were 34 ILL orders during the month of April.
Nancy is going to work the 2nd and 3rd week in June while Carolyn is on vacation. Carolyn will teach Nancy how to email PDF files that she receives via ILL.
Carolyn suggested that we should periodically test the ILL request forms to make sure they are working.

**Reference and Instruction [Gail/David]:**
David attended the CLAMS conference this year and noted it was the best ever. One exciting topic was about Web 2.0, they discussed that it could be used for virtual reference, library guides, etc. Also, CLAMS has a Wiki now.

Recently, two students reported that another student was looking at guns and bombs on a library computer station. Marty removed this student from the library. Marty sent David an update via email letting him know that he interviewed the student asking the student if he owned a gun and asked if he brought it to school and the student said no. Marty will do some background research on this student and will follow up.

Two students reported to Sharon that a patron was viewing sexually explicit material on one the computer stations. It was noted that the acceptable use policy can be used as a reference when explaining to a student what they can & can’t use the public stations for. This may be less of an
issue when we have CMS installed. They (Paula & Nina) will work on a handout for this to distribute.

While at a social gathering, David received the following comments regarding our new library. The complaints were: noise level, conversations, headphones, and visiting. They were surprised that people could eat and sleep in the library. There aren’t enough visible clocks. The positive comments: the view, spaciousness, and wonderful library staff.

David let a student plug his/her memory key in the USB drive of his computer and it got infected with a virus that was in the memory key. That virus infected the server as well. In agreement, we should not allow students to use memory keys in our personal workstations anymore.

David noted that his book choice “Informed Learning” will be used for the book discussion during the fall faculty retreat.

**Media** [Dennis]:
Dennis has been busy setting up for graduation. He is also working on the presentation for the end of year celebration.

**Circulation** [Janet/Sharon]:
We have an example of a no food/drink sign to be placed on display at the public workstations. Nina spoke with Jay and Rick about the custodian’s work list that was reviewed and revised at the last LMC staff meeting and they agree with the changes, they viewed it as taking some of the work off of the custodian. Nina alerted Jay yesterday of some issues that need to be addressed, including the greasy spots on tables. Jay said this was addressed in the Science & Tech building by using a different cleaning product. Dust bunnies by the computers still need to be addressed. If these custodial issues are not being addressed, please feel free to send Jay an email and copy it to Rick. When it comes to food/drink use at the public workstations, Paula said patrons should be told to leave the library, but, does the student know this consequence?

**Systems / Processing** [Nina]:
David asked if we are uploading our records to OCLC soon since Dale (@Edmonds) did that this week and is “blazing the trail.” Nina noted that we want to see results from this first before sending all our records to OCLC. If there is a mistake, Nina will have to edit each record one at a time.

Most of the foundation gifts have moved through processing. The gift tab is ready to be added to the online catalog. There has been an issue with receiving the correct MARC records via our Oxford University Press ebook order.

During the summer, the Library will be open Monday-Thursday 9-2. Sharon will work Wednesday & Thursday, Janet Monday & Tuesday beginning June 22.
**Acquisitions [Amy]:**
A recent order has been placed for the following foundation funded ebook collections:
- Business & Economics;
- History & Political Science;
- Interdisciplinary & Area Studies;
- Law, Intl Relations & Public Policy.

Also, a recent order has been placed for five books donated by the English department.

**IV. Other:**
This is Gail’s last staff meeting ☹️

Gail’s position will be scheduled Tues, Wed and Thurs nights for the next AY. Since there are no classes on Monday (and the library is open on Monday), it wouldn’t seem necessary to have the library open Sunday night. Also, the Baccalaureate classes are Tues, Wed and Thurs nights. We had to take a big budget reduction of $27,000, so, this was a more reasonable thing to do. The position will be posted after July 1.

The stand for the Native American weaving is over in students services in the clock tower in case someone asks for it. Maria knows where it is located.

Carolyn distributed for comment the final draft of the donated gift processing procedure. The specific gifts involved are holdings materials (books/periodicals). Use “Donations to LMC collection” for the title. If a gift is sufficiently worthy to add to our collection we should honor the donor by using a bookplate, and Paula should be asked for the specific language to be used on the bookplate.

**V. Next Meeting: Thursday, June 18th**