Library Committee
Minutes
Sept. 16, 2008
In attendance: Baker, Murthy, Raineri, Rinaldo, Romance, Sacolic, Selecky, Stachacz, Sullivan,

1. The minutes of the previous meeting were approved.

2. Introductions – everyone introduced themselves. Naomi reported that a My Wilkes portal group site has been created for the Library Committee and that all members should use this as the main communication channel for the committee’s work.

3. Policy changes and service upgrades. John reported to the committee the following changes that have occurred over the summer:
   • Check out procedures are now fully automated
   • Procedures have been set up with IT so that all new students are entered into Banner thereby reducing need to add each student manually.
   • Self renewal of checked out materials utilizing WIN # and password of Farley.
   • No more limitations on checkouts for faculty
   • Changes to library web site to heighten ability of faculty to find the following links under the hot link Info for faculty:
     1. Book Order Form
     2. Instruction Request Form
     3. Interlibrary Loan article
     4. Interlibrary Loan Book
   • Shelf reading and shift of collection
   • More communications with Pharmacy Information Center which has helped balance workload and reduce ILL costs between the two libraries.
   • The Library is lobbying the Web Design group in adding the hot link to the Library on the front page.
   • A reclassification of the open staff positions in the library so that new hires better fit the evolving needs of the library.

   Naomi brought up the idea that the library investigate adding LibriVox, a free website for public domain audio books, to the library web page. The library will investigate.

4. Collections and access to resources
   • John reported that since arriving he has been looking to greater efficiencies in current budget however the staff has already trimmed all the fat out of the budget. The Library is starting to formulate a strategic plan on rebuilding the collections and a first phase plan to add the core electronic resources of the JSTOR’s Arts and Humanities collection 1-4 and
compliment, the online journal collection of Project Muse and the unmediated book borrowing software of E-ZBorrow has already been sent to the administration. This request includes a one-time only request of $52,500 and an annual supplement of $32,626 (plus inflation.) The Provost has agreed that this is a good start will endeavor to find the funding. John will post the filed report onto the Group site. Naomi will report on this request at the next Faculty meeting.

- The Allocation Formula was discussed and it was decided that the ordering current practices were working fine. The library will continue the experiment in not using an allocation formula.

5. Information Literacy
   - John and Brian wanted to stress the importance of Information Literacy as more resources and technology is added to the Library.

6. Library facility – John discussed the library facilities needs. To help with the strategic plan a building use survey is currently being conducted. Another survey is being created to better understand student needs. Maria indicated that this survey can be distributed to all students via the Student Government. A plan is being formulated to initiate Phase one of renovation by creating a Learning Commons on the lower level of the library. This could be accomplished through funds via an Alden Foundation grant. The plan is in the early stages and John will report back on its progress.

7. Assessment. John reported that the library is already working on assessment via the Pre and Post test done in introductory writing classes. The library plans to use the Associated College and Research Libraries LibQual survey in the spring of 2009. This is a web based survey that many academic libraries have used to assess patron satisfaction with library services, collections and library as a place. The data derived from this survey will be instrumental in helping develop a new strategic plan.

8. Faculty Feedback and Ideas.
   - John mentioned that the library was hoping to request that a librarian be added, ex-officio to either the Curriculum or Core Committee meeting. He asked the library committee for suggestions as to which would be better to monitor changes in the curriculum that would affect library collection development. All agreed that the Curriculum committee was the appropriate one.

9. Fred moved that the meeting be adjourned. The committee unanimously agreed. Adjourned at 12:16 p.m.