

JAN 12 2007

Library Committee Meeting minutes  
January 12, 2007  
Library Conference Room

**DRAFT**

Members present were : Carolyn Langston (Chair), Suzanne Wache, Philip Eichman, Ann Southall, Adrienne Lawrence, Francis Kuykendall.

Absent were : Donna Hendricks, Jay Winiecki.

Carolyn Langston called the meeting to order at 10:00am.

Minutes from the October meeting had been sent to the members and were approved.  
Minutes from the November meeting were provided, read and approved by the members.

Announcements were made by Francis Kuykendall, Library Director.

Student IDs are now being made in The Learning Center.

Library hours have been changed – Mon. – Thurs. 7:30 – 7:00, Fri. 7:30 – 5:00, Sun. 1:00 – 5:00 during Spring and Fall semesters.

The new server is in place.

Public computer is only one machine that can be used for 30 minutes only. This has resulted in one major complaint and a couple of minor ones, but most of the patrons are understanding.

The library staff has reconfigured the north end of the library (emergency exit door area) to a study area. More study carrels are needed if anyone knows of any available.

New business

Mrs. Kuykendall asked the committee about forming subcommittees from the Library committee to participate in particular projects. After discussion, Dr. Langston suggested that in the past the committee had not formed subcommittees, but had instead invited experts to meetings to talk to the committee about subjects of interest or projects.

Mrs. Kuykendall also told the committee that the library needed a strategic plan and asked for volunteers and suggestions. Several ideas included : see what other schools are doing ; Google ; get faculty input ; budget considerations ; strengths and weaknesses ; library survey.

Library services assessment plan was also discussed – this has not previously been promoted or pushed for the library. A discussion followed including using the tutorial on library instruction ; using Blackboard ;

Heather Smith, Library Resources Specialist, gave a presentation on marketing ideas for the library. She handed out a list of marketing ideas .

Mrs. Kuykendall announced that Julie Gresham, interior designer, will be here Tues., Jan 16 to visit the library and see where it needs to be updated to make it more attractive and

utilize the space. She has worked with interiors on several libraries. This will include the Gallery. She will make suggestions and then a budget will be formed to include the changes.

Security System – the security gate needs to be replaced as the 3-M model we have is about 18 – 20 years old and is not ADA compliant. The Library has received bids from 2 companies, with 3-M being the one that most fits our needs.

Collection analysis and development : Bowker RCL database analysis. This is an expense for only 1 ½ years to compare our collection and see what is lacking.

Video collection and upgrading to DVD : Not all the videos need to be replaced by DVDs, only the ones that are used ; allied health, psychology, ECE, and others. Mrs. Kuykendall also mentioned to the committee that copying from VHS to DVD is illegal yet some faculty would like the library to do it. She asked for the committee's support in spreading the word about copyright laws regarding using videos in online classes .

Thomas Johnson, Library Technical Services Specialist, gave a presentation about the availability of the Multi-Media Production Center in the library. Students and faculty can use Power Point, Macromedia Suite, Dreamweaver, Adobe Suite, Microsoft Office, Net meetings, scan and print color documents and photos.

MicroSoft Office will now be added to more library computers, depending on licenses.

PearsonVue Testing: propose that it be moved from the library to the Testing Center (TLC) so all testing can be in one location ; free up a room in the library ; it has never been used since it was placed in the library.

Budget. : See attached sheet.

Regarding the travel increase, Mrs. Kuykendall stated that she had not attended a library conference since 2001 , and wanted to attend the Texas Library Association meeting. She also wished to take the staff to the Arkansas Library Association meeting in Hot Springs for one day. The committee agreed that Mrs. Kuykendall needed to attend the meeting.

Regarding supplies : Ann Southall suggested Mrs. Kuykendall ask for an addition line item in the budget for maintenance for items relating to software and other fixed costs to separate it from operating expenses, as this has caused a problem in the past.

With no other business to discuss, Dr. Langston adjourned the meeting at 11:40 am.

Respectfully submitted,

Lauri Wilson

