Librarian’s Meeting
Minutes 7/11/07

Announcements:
- Melissa Clark is the new gov. docs assistant.
- Farooq will not retire until the end of August.
- Position for catalog librarian posted. All librarians, Linda Wood and Melissa Clark will serve on the committee.
- Teacher’s editions textbooks will be taken to Carolyn Thomas as soon as they are finished in cataloging. We will send one of our students to help unload and shelve them.
- Mike is coming to discuss the carpet situation at 10:00 on Monday July 16. At 11:00 we will meet to discuss the storage of everything on the third floor.
- Tina’s last day is July 20.
- Library retreat tentatively scheduled for Wednesday Aug. 8. Names of possible facilitators tossed around: Merri Anne Biles, Christine Pappas, Delma Hall, etc. Adrianna will make calls to find a facilitator.

Angie:
- Currently scanning many images for the inauguration. These will be played in the UC on the day of inauguration.
- Received football scrapbooks from Amy Ford.
- Brought data loggers. Will have them up and running by the end of the week.

Farooq:
- Many new books coming in.

Patrick:
- Network problems recently. Caused printing and email issues for some. Dave installed a hub instead of a switch.
- AV received a printing request from OSU. They wanted to use a procard for the purchase. We cannot do this. Therefore, AV will implement a separate invoice tracking system for purchases.
- Will look at alternate headphones for circulation.
- Will take over librarian’s meeting minutes beginning Thursday, July19.

Michele:
- Will move file cabinet from behind reference desk.

Dana:
- Linda Wood has made a request: no more overloaded book carts in cataloging.
- Departmental spreadsheets will be completed soon.
Librarian’s Meeting
Minutes 7/26/2007

Announcements:
- We decided on a temporary reference schedule for the Fall semester. Fridays will be arranged on an on-call cycle.
- We will create reference librarian flyers and distribute them at departmental meetings at the beginning of the Fall semester. Topics of the flyer will describe our services in the areas of collection development, instruction and research. These may include:
  - Copying articles as needed.
  - Assisting with basic reference services.
  - Events that compliment departmental curriculum and activities.
- Dana will put together a list of things that we may want on the flyer.
- Telephone interviews for Cataloging/Gov Docs Librarian position have been scheduled:
  - Monday @ 11 – Kumiko
  - Wednesday @ 8:30 – Charles
  - Wednesday @ 10 – Ashley
- We narrowed down a group of telephone questions which Dana will update and distribute.
- Carpet situation:
  - Sunday (August 5) the library staff will move everything that can be moved easily to the second floor.
  - Monday larger furniture will be moved to the north side of the library by maintenance.
  - Wednesday is our staff retreat.
  - Friday Furniture will be moved back into place and any computers that can be connected will be.
  - The following Monday we will set up anything that hasn’t been set up yet. We need to have reference computers (at least some) operational by opening Monday morning (August 13th).

Angie:
- Library closing signs are ready to distribute.

Farooq:

Patrick:
- Instruction tower has arrived. It will be installed after carpet installation. The instruction room is currently operational with the laptop.
- Working on Oklahoma entertainers posters for the Centennial Committee.
- Received JAWS activation code. UPDATE: JAWS IS ACTIVATED AND WORKING PROPERLY.
Michele:
• Textbooks have been moved back to Carolyn Thomas.
• Freshman Seminar modules are done.
• Will be attending COIL workshop on Friday.
• Centennial Committee is arranging an Oklahoma film fest for September 25th. The movies will be The Outsiders, Silkwood, and Twister.

Dana:
Announcements:
- Faculty and staff meetings are going to be Wednesday the 15th and the morning of Thursday the 16th. Linda Davis will be asked to stay to staff the library during that time.
- The faculty reference flyer is ready and will be distributed by the librarians at departmental meetings and by Adrianna at the new faculty orientation.
- 3rd Floor furniture moving will begin on Sunday, August 5th at 2:00 p.m.

Angie:
- Not present

Farooq:

Patrick:
- Melissa’s computer is set up.
- Jacob’s phone is not picking up the AV extension. The help desk has been called.
- Posters are done for this month’s Centennial display and for the carpet closing week.
- Will be out Thursday the 9th and Friday the 10th.

Michele:
- Attended COIL meeting last week and came back with some ideas.
- Will be out Thursday the 9th and Friday the 10th.

Dana:
- Distributed book budget reports.
Announcements:
- Grace Boeger has a glass case that she wants to donate to the library. We agree to accept it. Maintenance will pick it up.
- There is a preliminary merit document similar to the previous one.
- Adrianna will call Scott regarding the baseboards and fixing the carpet (holes).
- Leaking on the second floor is spreading. All we can do is continue to call Robert Castleberry.
- Librarian interviews are scheduled: Tom Steele is Monday, Ashley is Tuesday, and Charles is Friday (all next week).

Dana:
- Databases seem to be working for the most part. Ebsco does not work through links from the catalog, but works from the library home page. Remote access through proxy is not working, but is a known problem with Innovative.

Michele:
- Instruction Room cords need to be cleaned up.
- The instruction Room will be closed for construction from October 8-12. The screen will be moved to the west wall and the projector will be moved accordingly.
- Went to a Survey Monkey workshop. Basic membership is free but limited. We would have to pay for an upgrade.
- Freshman Seminar tours are going to be from Tuesday, September 25 - Friday, September 28.
  - We will have to work around other activities that week, such as Poster Development workshops on Wednesday and Thursday (26, 27).
  - We should meet as a group and decide what we want to say and do on the tours.
- We are changing the way we report BI’s. We need to add to the instruction folder on the k drive. We need to provide:
  - Course name
  - Course number
  - Professor’s name
  - Number of students
  - Copies of any handouts
  - Search terms and databases used in the instruction.
  - This information can be provided in a word file with the course number as the title.

Patrick:
- Instruction Room computer is operational. The projector lamp needs to be changed. **We need to find a vendor for purchasing another backup bulb.**

*Action Item*
• There is now a trackball for reference. It will be kept in the top drawer on the right-hand side of the reference desk. It will be available for use only on request (It can be set up on the spot).
• If a student has a problem loading the ALEKS plugin, the librarian at reference can log in as administrator temporarily to load the plugin and let the patron use ALEKS.
• If more than one student needs to use JAWS at one time, the Microsoft narrator utility can be used by going to Start, Programs, Accessories and Accessibility.
• Met with Sandra Dixon regarding some posters for the HIM department.

Angie:
• Was asked by Trish Yarbrough about designing graphics for the Honors convocation.
• Looking for a quotation for Kurt Jackson for the President’s Investiture.
• Will be doing an instruction for FCS this next week.
• Proposed student ghost story telling to get students more involved. Will ask Communications and English if there are students interested.
• Will seek faculty and student opinions on banned books for banned books week (the last week of September). There will be a call in the next newsletter.
• Proposed book signing (in conjunction with the Ada Public Library) for Linda Schaeffer’s book on Mother Theresa. Dana will contact parties involved.
Announcements:
- Reference Assessment Update:
  - Peer evaluation forms are ready and will be located in the document drawer at the reference desk. Angie will get with Adrianna regarding a schedule for evaluations.
  - Dana will finish reference survey cards.
  - Angie will call Steelcase and look into a lower shelf for the reference desk or alternatives. (ACTION ITEM).

Angie:
- We have acquired vintage basketball items for special collections that will be used for display in November.
- Faculty Senate Report:
  - Wanted suggestions for language that will not exclude the library from committees.
  - Wanted suggestions for which committees the library should serve on.
- Pleased with increased instruction.
- Circulation students need to call the librarian on duty at night if they are uncomfortable in a situation (i.e. a patron makes them uncomfortable or nervous).
  - Francis Vawter was in the library Tuesday evening and exhibited strange behavior to one of the circulation students, and the librarian on duty wasn’t informed at the time. Angie is writing something up so we have signed documentation by the librarians and students involved – ACTION ITEM). We need to decide at what point and to whom we should report his behavior. Do we want to reconsider banning him from the library?
- We need to remember to check on Periodicals students when we are here at night.

Patrick:
- It appears from Ebscohost that authenticate ILL request forms to a user’s patron ID. If security issues can be resolved (i.e. only ECU students can send ILL requests), we will try to add ILL links to Ebscohost articles that are not available full-text (ACTION ITEM).
- We should look at expanding the number of reference computers we have. The first step is to see if adding (or activating electrical outlets is possible. We then need to see how much it will cost to do this.
- Centennial images will be printed today and tomorrow.
- A replacement instruction room projector lamp has been ordered. Dennis will switch out the current lamp during the instruction room construction in October (unless needed sooner).
- There have been a couple of instructors needing standing equipment setups for the entire semester. One was for an lcd projector and the other is for a laptop. We will continue to do this on a first-come, first-served basis.
A student paid a $10 processing fee for an overdue library book at the finance office without bringing the book back. We have been since notified by the lending library of the replacement cost. **Patrick or Michele will speak with someone at the finance office and see if there is a way to flag a bill to not be paid until it has been cleared through the library (ACTION ITEM).** If there is no way to do this, we will try to include a default replacement cost of $50 to deter a patron from paying a bill without returning the book.

We have ten more headphones ordered and Michele got a cheap pair at Wal-Mart. We will compare the life-expectancy of the cheaper headphones to see what is most cost-effective.

**Michele:**
- Brought up accessibility issues regarding the computer used for JAWS. There really isn’t anywhere else that we can install it.
- We need to report BI statistics when we teach a class.
- Will be leaving this morning at 11.
- Had five instructions this week.

**Dana:**
- Linda Schaefer’s book signing will be Thursday, October 4\textsuperscript{th}. There will be a signing at the Linscheid Library from 1:30-3 and at Ada Public Library from 6:30-8. She will have a pallet of books delivered. We will print a poster-sized image of the book cover like we did for Davis Joyce.
- Ebsco subscriptions are in.
- Todd Essary has suggested that we acquire Vault Career Library online, which will be incorporated into Gen Ed Seminar. We agreed to get it and the cost will be $4000.
Announcements:

- Ashley Romans was offered and accepted the Cataloging/Government Document position. A start date has not been set, but we are hoping for early October.
- Reference Assessment Update:
  - Peer evaluation forms are ready and are to be completed and returned to Adrianna before December.
  - Each librarian will complete them at their convenience and as it fits their schedule, but they need to be done by the end of the Fall Semester.
  - The forms will be completed anonymously for the first year, and in the future we will consider having names attached.
  - Each of the librarians will evaluate the new librarian on reference, but it will only be used for constructive criticism and for feedback. It will not be used for merit evaluation.
  - Dana will revise reference transaction cards and will redistribute for approval. They will be ready and available some time next week (ACTION ITEM).
  - Cards will be given directly to patrons from each librarian and returned to a box at the reference desk. We will compare the number of cards given out to the number of cards collected on an annual basis.
  - These items are subject to review as we see how the process goes.
  - Angie will keep searching for reference desk solutions. (ACTION ITEM).
  - Comment book reports will be included with mid-year reviews and annual reports.
- We will continue to monitor the Francis situation as it seems to go in stages.

Patrick:

- We are waiting to hear from Ebsco about user id authentication issues. Ebsco has to customize our ILL form for us, so we have to decide what information we want from it (such as last use date or max cost). ACTION ITEM.
- Has called the Physical Plant to assess adding electrical outlets in the reference area to add reference computers. We are still waiting to hear from them.
- Has created an equipment fix form. The thought is to have it available on the K: drive for library staff to fill out. We are still trying to decide how a form like this can best be used.
- Has spoken with Becky Isaacs in the Finance Office. They are not supposed to be removing holds on records without first being cleared by the library. We still want to place a default replacement cost of $50 on billed Interlibrary Loan books. (ACTION ITEM).
Michele:
- Has ordered a new sidewalk sign. The one we have now is broken, but could still be used inside if needed.
- Is looking into ordering some posters for the Instruction Room.
- Has been looking at Vault Career Development Library.
- 10 new sets of headphones are available for checkout at the Circulation Desk.

Dana:
- Ebscohost is the only database that is not working through the proxy server. This is an Ebsco issue that they are working on.
- Supposed to meet with Jennifer Greenstreet about Linda Schaefer’s book signing.
- Brought up a new Ada publication, *The Hub* as a possible outlet for publicity, advertising.

Angie:
- Carolyn Thomas wants to put video of people talking about their favorite banned book into a PowerPoint presentation and possibly set up a kiosk in the library. Angie will send Adrianna a blurb email about this to send to Dr. Anderson. (ACTION ITEM).
- The September newsletter is ready to be distributed.
Announcements:

- Ashley will start on October 15th.
- A work plan was proposed by the Assessment Committee. Of the activities listed, the following were chosen to be on the work plan:
  - Implement an electronic reserve system.
  - Create and implement a digitization plan.
  - Develop a systematic purchasing plan using WCA and faculty surveys.
  - Create an instruction assessment plan.
  - Create a reference assessment plan.
  - Conduct user needs surveys.
  - Develop and implement a library signage plan.
  - Create a staff committee to document job responsibilities, including student worker duties and expectations.
- Ardmore statement:
  - We are excited to have been selected by the Ardmore Higher Ed Board to establish a branch campus.
  - We are happy for Murray State to continue to offer lower level classes.
  - We are happy to continue collaborating with Southeastern to serve the needs of Ardmore and the surrounding communities.
  - This is not complete. It needs to be legislatively mandated. There is still a lot of work to do.

Angie:
- Had Faculty Senate meeting. She will contact Charlie Jones and remind him that faculty haven’t been informed of the meetings. (ACTION ITEM)
- Patti Palmer has shown interest in having her class meet in the student lounge. There are reasons for having classes meet in their scheduled rooms, so we don’t want to encourage these requests.
- The study hall athletes didn’t cause any problems Wednesday evening, but we need to tell the students that they need to quiet down or clean up when they leave if there is a problem. We should also get to know who the proctor is for that evening.
- Angie will keep searching for reference desk solutions. (ACTION ITEM)

Patrick:
- Ebsco ILL links should be active by early next week.
- Has started using a computer / equipment work order form and will continue to fill them out as needed. They will be used for statistical purposes.
- A default ILL book replacement cost has been set at $50, which is in addition to the $10 processing fee.
- The order for five new staff PCs has finally been faxed to PC Link.
- Emailed Dave Henley again about Ariel.
- Will bring up the issue of electricity (in reference) again next week. (ACTION ITEM)

Michele:
- Will meet with Todd Essary about incorporating Vault Career Library into Gen Ed Seminar.
- **Will send an outline to the librarians covering the Freshman Seminar Library Tour including points of importance on each floor. (ACTION ITEM)**

Dana:
- Had to leave early for an instruction.
Librarian’s Meeting

ANNOUNCEMENTS
• Discussion of merit pay document continued:
  o Adrianna spoke with Dr. Anderson.
    ▪ The librarians are not required to complete section 1 of the merit document. We will have to complete sections 2, 3, and 4.
    ▪ We will need to establish a mechanism for section 4 to fit our job duties, based on generic librarian duties as well as job specific duties.
    ▪ Mentoring students will fall under non-instructional student assistance.
    ▪ We must meet merit standards in all three categories
    ▪ We cannot apply as a group for exceptional merit.

  • We will set meeting agendas for the next several months to help focus on our merit document and work plan.
    o If there is an individual item that requires discussion, it should be submitted to Patrick by Wednesday afternoon to be added to the agenda. All other items will be reported around the horn.

DANA
• Linda Schaefer’s book signing is today beginning at 1:30
• The public library received 9 copies of the complete New Yorker on CD and gave the Linscheid Library 6.
• There is a problem with certain journal titles in Ebscohost. They do not have Catpac or ILL links. If you find any of these, check the catalog for title availability.
• There has been no update on Ebsco working through the proxy server.

MICHELE
• The sidewalk display is on backorder.
• 4 posters were bought for the instruction room. They will go up after construction.
• Both of our pointer signs are broken.
• Freshman Seminar tours were successful.
• Will look into setting up a generic login for librarians to use for various Circulation tasks such as updating records if Linda and Michele aren’t here.

PATRICK
• 4 staff pcs and AV office pc should be ready by the end of this week (to be picked up from Tom). Installation will occur over the next couple of weeks.
• Will order 5 licenses for Camtasia software for training and instruction purposes.
• Sent registration forms for Patrick and Ashley to go the regional Innovative meeting on November 9th. Payment has not been sent yet.
• The signage committee has met this week and is working on standards and a loose calendar for installation.
ANGIE

- Has been reviewing ADA survey for East Central. The Physical Plant will be addressing restroom issues across campus.
- Contacted Steelcase about replacing panels. We decided that we wanted to get prices for replacing the middle panel (which would mean not having the transaction counter), and getting a metal side panel for the left side of the desk – facing the entrance.
Minutes from 10/11/07 Librarians’ Meeting:

Discussion of merit document:
- We discussed our general categories for Section 4 of the document and added Active partnership/collaboration.
- We added considerations and data sources for each category.
- We discussed the importance of a librarian’s number of instructions. We cannot force a department to have library instructions, but it is important for us to make an effort with our liaison areas to remind them that this is an important service.
- Nothing much was said regarding job specific duties.

Work Plan discussion was tabled until next week

ADRIANNA:
- Library Committee met, Clay Carley is the chair
- AAC is next Tuesday

DANA:
- Media Management order has been received
- Ashley starts Monday
  - Everyone needs to be sending orders, spending their money
- Taking over a Freshman Seminar for Vince Johnson

MICHELE:
- Is working on an instruction on OK Share cards
- BI Tuesday for an Oklahoma studies class
- Is working on an E-reserves plan; looking at other schools to see what they are doing for copyright
- Will be gone Friday, October 12th

PATRICK:
- Jim Benham is looking at user accounts that aren’t being used. We had to let him know not to delete the acquisitions and document delivery accounts
- The new staff computers are here. They will be set up the rest of this week and next week
- Ashley is finally in the system
- Updated committee charges were sent out. Liaison assignments have been given to the different members of the committees committee.

ANGIE:
- No objections (Dana was not present) to emailing newsletter as PDF to campus
- Had 3 BIs
- Frightful Film Fest is planned for October 25th
- We need to fill out non-instructional attendance forms for events
Minutes from 10/25/07 Librarians’ Meeting:

Dana and Michele were not present

ANGIE:
- Is redesigning the masthead for the newsletter.
- Frightful Film Fest is today.
- Will be singing with the choir at the Anoatubby dedication tomorrow.

PATRICK:
- Dave Henley has been in the library working on some re-wiring and the wireless connection in the plant room.
- Has been working on setting up the new computers. There has been a problem with the installation of Connexion Client. Linda Wood’s and Melissa Clark’s computers won’t be replaced until this problem is fixed.
- AV has been busy this week working/printing research posters.
- Renee asked me to find out if there was any objection to installing Office 2007 on the instruction computer. Renee is supposed to email Dana and Michele since they were not present at the meeting. There was no objection otherwise.
- Cannot take school car to Tulsa on November 9th, but the IUG Conference will not be counted against the $300 travel allotment.
- Will be gone tomorrow for Research Day. AV students will report to Jeannine if needed.

ASHLEY:
- Has met several people since she has arrived, including Gary Phillips and Steve Beleu from ODL.
- Our biennial survey of government document depository libraries is due next week. Ashley will be e-mailed a password to access the survey.

WORKPLAN:
- Our workplan items will be renumbered weekly based on priority.
- We brainstormed a list of our services (attached to agenda for Nov 1 meeting).

MERIT DOCUMENT:
- We spent 10 of the 20 minutes going over merit background for Ashley.
- We want to replace the term generic librarian responsibilities with a different term. Some suggestions are common, universal, shared, mutual.
- We each need to schedule a meeting with Adrianna early next week regarding our job responsibilities. (ACTION ITEM -- ALL)
Librarians’ Meeting:
11/01/07

ADRIANNA:
- Distributed a handout from COS (Community of Science) training. Once set up, one can receive email updates, however keyword searching is not what we’re used to as librarians.

ASHLEY:
- Biennial survey is completed.
- Has been doing reference alone.
- Is going to the annual Federal Depository Librarians Meeting.
- Has had meetings with Linda and Melissa regarding their job responsibilities.
- Will meet with Staci Capps in the library program to speak to her class about gov docs.

PATRICK:
- Attended Research Day last Friday and is working on a reflection to send to CJ Vires and Vivian Whitney.
- Bill Osborne wants to work on a panorama display highlighting the history of East Central, starting from a normal school until now.
- Donna Gough is doing a public affairs radio show early next year and wants to focus on the library.
- Anna, a student that works in AV wants to set up an internship project in the library. She has to meet with Juanita Pratt in the graduate office first.
- Still trying to get OCLC Connexion Client to install properly.
- Will be doing an instruction for Dan Denny on Friday, November 02.

MICHELE:
- Has been working on student handbook revisions.
- Has been working on our E-Reserves plan with Dana and Angie.
- There will be training for the librarians tomorrow (after WCA training) on entering patron records and setting up OK-Share cards and community patron cards.
- The human diversity committee finally met. Christine Pappas is the chair.
- The centennial display is going up today.

ANGIE:
- Will do a display in the display case for Mara S until next week when the basketball display will go up.
- We will ask Brad Jessop to come over and raise the smaller LPS paintings so they don’t interfere with the display case.
- Faculty Senate Meeting:
  - Many faculty are having problems with grade input.
  - There has been a change to the textbook law.
• The transition committee is in place for Ardmore.
• Regent goals:
  ▪ Improved access and quality
  ▪ Higher number of graduates
  ▪ Better prepare students for the workforce
• Some faculty members are upset about bonuses for higher enrollment.
• Faculty and staff can no longer use the nurses office.

DANA:
  o We need to be ordering books.
  o Has been working on student manual.
  o Has been working on digitization plan and e-reserves.

AGENDA:
  o We just need to use our best judgment with noisy patrons and realize that
    some may get upset.
  o Webpages – Look at current pages and make suggestions about how we
    can best accommodate the new design (ACTION ITEM).
  o Concerns with Foundation fund:
    • It shouldn’t be contentious.
    • What are the implications with a friends group?
    • We will invite Debbie Griffin to next week’s meeting to explain how we
      would be able to use this.
  o We decided to keep the term generic, referring to librarian responsibilities.
  o Job specific responsibilities should come from our detailed descriptions.
    Adrianna wants us to log what we do for a month to determine what the most
    time is spent on, knowing that results vary from month to month. We will
    keep a log for a week and compare at the next meeting (ACTION ITEM).
  o Bring calendar to the next meeting. We need to decide whether we need
    to arrange (if we can) an extra meeting for the merit document discussion
    (ACTION ITEM).
ADRIANNA:
- The merit document is no longer on the agenda. A meeting is scheduled for **Tuesday Nov 20th from 3-5** to complete our section 4. Be prepared with any thoughts and any previous documents.
- We discussed our activities log. We do not have to continue and library staff does not have to do them.
- We need to schedule meetings with Adrianna and our staff to go over job responsibilities. These meetings will be held the last week in November. Available times are:
  - Monday the 26th: 10 - 1:30 3:30 - 5
  - Tuesday the 27th: 8 - 2 3 - 5
  - Wednesday the 28th: 10 - 11 3 - 4:30
  - Thursday the 29th: 10 - 2 3:30 - 5
  - Friday the 30th: 2 - 5
- The Foundation Fund was tabled until another time.

ASHLEY:
- Has made progress with carts of materials requiring special attention.
- Much original cataloging still needs to be done.
- Worked her first Sunday reference.

PATRICK:
- Met with Steve Turner, Bryant Kelley and Amy Ford to work on an overall campus printing policy.
- New computers in Cataloging and Gov Docs have been set up; all the bugs appear to be worked out. The only one left of the new computers is illdept.
- There is a new public access computer available at the AV front desk. Patrons can check the Catpac and preview PowerPoint files before printing them.
- We will all take a field trip to the reference room before Christmas to decide how we want to arrange the computer tables. There is a crowding problem. We will also consider electricity for the far table.
- Will be gone tomorrow with Ashley to Tulsa for the IUG Regional meeting.

MICHELE:
- HDC met – brainstormed ideas to reach out to students.
- E-Reserves plan is basically done. There are still concerns about copyright. Michele has been checking the Copyright Clearance Center.
- The Centennial Committee has completed its last state centennial display.
ANGIE:
  o Left the meeting early.

DANA:
  o The Ada Evening News microform reader/printer is broken. We would like to have a more extensive archive in the library.
  o We are trying to go to proxy re-write for remote access.
  o The big Ebsco invoice arrived and has been posted.
ADRIANNA:
  o Our merit document was unanimously accepted with final edits.
  o We reported updates to the workplan.
  o Discussed brainstormed list of services. We came up with a list of service areas, which we will narrow next week.

ANGIE:
  o Faculty Senate; discussed topics were
    o Tuition lock bill
    o Summer incentives
    o Peer evaluations
  o Newsletter will be ready for the beginning of the spring semester.

ASHLEY:
  o Met with Staci Capps’ class to explain government documents.
  o Went to FDLP meeting and BEA workshop.
  o Gary will be visiting on the 17th of December and Steve will be visiting on the 18th. During this time, our law collection will be evaluated.

PATRICK:
  o Working on library signage.
  o Jacob will be gone from January 8th until January 28th.
  o Went to the regional IUG meeting in Tulsa.
  o Ariel is working, including patron delivery of articles.
  o There are occasional delays (of an hour or two) in receiving requests through Ebscohost.

MICHELE:
  o Enrollment management will be having transfer orientation on January 5th and 8th.
  o HDC met; Affirmative action topics were discussed:
    o Promised standard policy
    o A diversity representative will be part of each search committee.

DANA:
  o Bindery is being pulled.
  o Proxy re-write method should be up and working properly by January.
Vote tally for list of services

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<th>Unclear</th>
<th>No</th>
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<td>Events / hosting</td>
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<td>Social networking</td>
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<td>Study space</td>
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<td>Wireless access</td>
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<td>Faculty consultation</td>
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<td>Reserves</td>
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<td>AV setups across campus</td>
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<td>Media Editing</td>
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<td>Assistance with faculty research</td>
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<tr>
<td>Technical Training</td>
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</tbody>
</table>

Revised list of services areas:

Reference
Faculty Services
Public Services
AV
Technical Services
Instruction
Outreach
Access Services
Materials
Angie:
- Cybersafety Seminar is scheduled for the 23rd of January.
- The Spring Reference schedule will be the same; the Sunday schedule will be ready soon.

Ashley:
- Started original cataloging.
- Spoke with Jason Bewley about getting involved in living-learning communities – possible instruction.
- Target for liaison duties is next fall.

Patrick:
- Registered for online digitization workshop on January 17th and 18th.
- Replacement headphones have been ordered for circulation.
- AV students are working on video inventory.
- Working with Jacob to learn Flash.

Michele:
- Not present

Dana:
- Library web pages will be published next Monday.
- We need to enter titles and keywords for our research guides and departmental pages. This information was lost after the last webpage migration.
- After Monday, we need to have patrons use only proxy re-write. Databases that still require passwords will have the passwords available behind the reference desk. We will no longer give handouts.
- After this year, Encore will be only available subscription-based at $14,000 per year. If we purchased it now, it would cost us $44,500. Research Pro would cost $7,500 per year. We do not find these options worth the cost or extra work at this point.

Adrianna:
- Peer reference evaluations need to be completed.
- The merit document sent from Dr. Anderson may still be a draft. We will receive the final document when we know that information.
- Our list of services will be presented to the assessment committee.
- We need to start looking at standards and benchmarks for our services, similar to what we did for reference. We are each assigned a service:
  - Instruction – Michele
  - Outreach – Angie
  - Access – Ashley
- Faculty Services – Dana
- AV – Patrick
  - Don’t be limited by thinking that we can’t do something. Be as imaginative and creative as possible.
  - We should each have something to report by January 17th.
  - The next meeting will be Tuesday the 18th at 8 at the reference desk.

Services: Our services have been narrowed to Reference, Instruction, Outreach, Faculty Services, Access to Materials, and AV.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Inst</th>
<th>Out</th>
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<tr>
<td>Reference computers</td>
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<td>Document delivery</td>
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<td>Circulation (checkout)</td>
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<td>Access to materials (on and off campus)</td>
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<td>Collection development</td>
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<td>Assistance with faculty research</td>
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<td>Technical Training</td>
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</tbody>
</table>
Services: Our services have been narrowed to Reference, Instruction, Outreach, Faculty Services, Access to Materials, and AV.

Reference:
Reference services

Instruction:
Bibliographic instruction
Technical training

Outreach:
Events/hosting
Technical training

Faculty Services:
Collection development
Instruction
Faculty consultation
Assistance with faculty research

Access to Materials:
ILL
Document delivery
Circulation (checkout)
Remote access
Non-circulating
Collection development
Reserves

AV:
Printing/posters/laminating/mounting
Equipment setups across campus
Media editing
Media conversion
Videotaping (on-site or on location/in class)
Media viewing

- We need to start looking at standards and benchmarks for our services, similar to what we did for reference. We are each assigned a service:
  - Instruction – Michele
  - Outreach – Angie
  - Access – Ashley
  - Faculty Services – Dana
  - AV – Patrick
The position of the reference computer tables was discussed. We decided that we need to meet and move the table around to decide what position actually works best. We will do this at 8:00 on Thursday, January 3rd.

ACTION ITEMS:

- Angie needs to report back with estimates on what we need for the reference desk and have anything we need ordered by the 1st of February.
- We need to report any benchmarks or best practices that we have found for our assigned service areas on January 17th (our next meeting).
Next meeting time:

Priority 1: Friday, January 25\textsuperscript{th} at 10
Priority 2: Wednesday, January 23\textsuperscript{rd} at 11
Angie will let us know when she can meet.

The Regents will be here Thursday and Friday. Patrick will make sure any equipment setups are taken care of.

It is budget time. There appears to be very little change in our overall budget, and we decided not to increase our library tech fee this year. We will next discuss equipment/software/database needs.

The due date for sections II and III of the merit document is January 31. We will then schedule meetings to go over section IV. The documents are due by the end of February. Exceptional merit request documents must be completed by the 4\textsuperscript{th} Tuesday in March.

DANA:
- The bindery should be back soon.
- Will be gone to OLA Friday.

MICHELE:
- Completed module for Education 5113 with Nan Schmitt
- Library tours are scheduled for mid-February (the schedule has been distributed)
- Suggests that we lower the billed book processing fee to $5.
- ABA will be here on the 28\textsuperscript{th}

PATRICK:
- Scanning computer (for e-reserves) is operational behind circulation desk.
- Committee on Committees met. There is a suggested document for annual reports. It was suggested that the library be included with the School of Business for committee assignment purposes only. This would put less of a burden on the SOB and give librarians opportunities to be on more committees. No one objected.
- Will be doing on-line digitization training tomorrow and Friday.

ASHLEY:
- Has been original cataloging
- Have been weeding vertical files and withdrawing microfiche
- Met with Jason Bewley re: living-learning communities
- First instruction is with Dana tomorrow
ANGIE:
- Working with Jason Bewley to promote library events in residence halls.

ACTION ITEMS:
- We need to report any benchmarks or best practices that we have found for our assigned service areas at our next meeting (first item).
- Dana will bring a list of databases with costs. We are each to bring any equipment requests with amounts and short justifications.
- Merit documents are due to Adrianna by January 31. Individual appointments should be scheduled prior to that.
- Angie needs to report back with estimates on what we need for the reference desk and have anything we need ordered by the 1st of February.
- List of services will be presented to the Assessment Committee.
1. Our annual budget was discussed:

Angie requested a large format scanner with a dedicated workstation at $36,200. This can be used for digitizing the ECU journals and panoramic photographs.

Ashley requested a photocopier for the first floor annex. She will check with Renee to see how we have purchased them in the past.

Dana distributed a list of databases with projected costs. The total looks to be going up from $183,000 to $201,651. We are to look at the list and decide what we really need to keep. It is a possibility that we could drop Heritage Quest which would save a little over $2,000. When we consider our database subscriptions we should think about long-term benefits instead of only what will save us a little money at the current time.

Patrick requested 4 staff computers ($4,800) and 5 reference computers ($6,000) based on replacement cycle. Also requested was a replacement laser printer for the reference area (behind the circ desk) at $800 and a blue ray/HDDVD player at $800.

What we have to consider:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Databases</td>
<td>Roughly $134,000</td>
</tr>
<tr>
<td>Document Scanner w/ dedicated station</td>
<td>$ 36,200</td>
</tr>
<tr>
<td>Photocopier</td>
<td>$ 1,098</td>
</tr>
<tr>
<td>4 staff computers</td>
<td>$ 4,800</td>
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<tr>
<td>5 Reference Computers</td>
<td>$ 6,000</td>
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<td>Reference printer</td>
<td>$ 800</td>
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<td>$182,898</td>
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<td>$179,040</td>
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</table>

We should prioritize and discuss again next week.

2. Lists of standards were distributed. We are to look at them and have comments ready for the next meeting (back to Thursday at 9).

**ACTION ITEMS:**

**ALL:**
- Comments on standards/benchmarks
- Prioritize budget items, including database suggestions
- Merit documents

**ANGIE:**
- Report on estimates for reference desk renovation and have anything needed ordered by the first of February.
1. Merit forms (sections II and III are due today).
2. IUG -- Preliminary cost for sending someone to IUG this year is more than what we have allotted. Patrick will forego OLA this year and will, in turn, go to Amigos. It looks like Michele will get to go to IUG. In the future, the IUG attendee will not get to go to OLA.
3. Our LTF is low compared to other universities across the state. Others are thinking of raising fees.
4. Adrianna will meet with Dr. Anderson to discuss budget issues, including the possibility of increasing the LTF.
5. We discussed databases. No one could think of anything to drop outside of Heritage Quest.
6. Our lists of standards were discussed: There is a difference between standards and best practices. For our purposes, we want to take accepted standards and list our best practices describing the steps we are taking to meet those standards. Our updates are due on February 14.

DANA:
- Proxy rewrite is now working correctly.
- Bindery is processed.
- Fund reports were distributed.
- We all need to weed our reference areas.

MICHELE:
- ABA site visit went well – started weeding legal studies collection.
- Language Arts/Reading textbooks are being withdrawn.
- Instruction modules are being updated to reflect new signage.
- Working on a how to search JSTOR module.

PATRICK:
- We had a problem with our on-line forms submitting properly, but thanks to Susan and Jeremy, the problem is fixed.
- Document Delivery pages and form are updated to reflect sending books to distance patrons not at locations where couriers deliver. We will encourage distance patrons to use local interlibrary loan options instead of us requesting books through interlibrary loan and mailing them. Articles in both cases will be sent via campus email.
- Gary Cheatam from NSU called the reference desk conducting a survey on reference services from other academic institutions.
- Jacob returned today.
- AV hired two new students.
ASHLEY:
- Sat in on BIs for Dana and Patrick and reported that they were helpful.
- Weeding microfiche
- Almost done with backlog of original cataloging (has a couple of art books from Angie)
- Will be attending workshop on electronic records on February 21 in Oklahoma City

ANGIE:
- Faculty Senate:
  - Politics of Ardmore Higher Ed are messy.
  - University Center needs to be expanded.

Ashley’s liaison areas, to begin:
- Psych
- FCS
- Physics
- HIM

ACTION ITEMS:
ALL:
- Refine our lists of standards/benchmarks for 2/14/08
- We will prioritize budget items at the next meeting.

ANGIE:
- Report on estimates for reference desk renovation and have anything needed ordered by the first of February.

ASHLEY:
- Will check with Renee and report copier cost to Adrianna before next week’s meeting.
1. Reference Desk: We are looking at having to replace 3 panels (center, 2 side) @ around $280 each. We need to get firm prices.
2. We got a quote from Xerox on a new copier. It will be $1,552. We will look into maintenance of the current copier (we are paying for it), but a new one will remain on our budget request list.
3. Our LTF request looks like this (out of $179,040): The top four items are considered essential and the bottom two are more of a wishlist.

<table>
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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Databases</td>
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</tr>
<tr>
<td>5 Reference computers</td>
<td>$ 6,000</td>
</tr>
<tr>
<td>Printer for reference</td>
<td>$ 800</td>
</tr>
<tr>
<td>Photocopier for 1st Floor Annex</td>
<td>$ 1,552</td>
</tr>
<tr>
<td>Document Scanner w/dedicated station</td>
<td>$ 36,200 $ 37,752</td>
</tr>
</tbody>
</table>

*Angie is willing to accept less expensive scanner (approx. 26,000) if we do not have 36,200.*

ANGIE:
- There have been a number of emails returned to the reference email account as undeliverable. We need to check return email when responding to reference emails. Make sure, if they are using a student email address that they are @email.ecok.edu.
- At night or on the weekend, someone loses money in one of the copy machines, there are copy card credit memos in the middle drawer on the right at the reference desk, which the patron fills out and take them to Renee.
- We need to remember to sign our names and give return info when answering reference emails.

ASHLEY:
- Is assigning call numbers.
- Will be attending MS Word training today.

PATRICK:
- Placement of new signage is nearing completion.
- There is a new version of Connexion Client that is being installed on required computers (still need to update Ashley’s and Linda Wood’s).
- The new reference computers are here. They will be set up soon.
- We are trying to locate a replacement wrist rest for the keyboard tray at reference.
- There is a call to the Physical Plant to secure the loose floor plate (by libref18).
MICHELE:
  • Nothing to report

DANA:
  • Requested for Patrick to attend the Staples meeting.
  • We need to watch our supply budget more carefully. Buy in bulk if it will save us money.
  • Has been crunching database numbers to open up possible LTF money.
  • We need to go over the databases one more time to finalize the list.

ACTION ITEMS:
ALL:
  • Refine our lists of standards/benchmarks for 2/14/08 meeting.
  • We will continue prioritizing budget items.

ANGIE:
  • Will get a final quote for panels needed for the reference desk, including costs for on-site installation vs. local (physical plant) installation.
There is a grant opportunity through ODL. We can apply for travel money to send someone to a conference if we can think of any projects involving preservation of or access to records relating to Oklahoma Native American Heritage.

The Reference data that was provided (survey cards and peer evaluations) worked well for the merit documentation process. Michele will chair a committee of the librarians to create some similar documentation for instruction.

We need to think about ways to divide liaison areas since they don’t break up evenly.

Reference Desk:
We are looking at a four week delivery time once we get parts ordered

- $275 each for two side panels
- $427 for 60” center panel
- $45 for three change-of-height connectors
- $85 for shipping or
- $315 for installation

$1107 if we install
$1337 with installation

We need to think about how much time we spend on design for various faculty and departments and where we need to cut that service off.
Michele will ask circulation students to look out for patrons that are enrolled but not in the system.
Patrick asked that when videos (feature films) are ordered for specific course use, that a note be sent with the videos to AV, so we know to attach a 5 (faculty) code to them and to keep them non-circulating.
Updated lists of services were distributed and will be discussed at the next meeting (We will meet Monday the 25th if we can).
Librarians’ Meeting:  
2/26/08

1. Budget issues were discussed:

Adrianna’s budget plan for this year was approved pending discussion with Dr. Anderson:

1. Equipment – we don’t have a long laundry list that needs to be prioritized. What we have a is a short list with several mandatory things (computer replacements) and one really expensive item on it. Seems to me that we can put on our list everything we want.

2. Databases – we are short and nothing changes that. I don’t want to use traditional ‘equipment’ money to make up the shortfall so we’ll have to take it from the book fund.

3. Book fund – we have to beef this up to cover the databases. We have to find the money somewhere.

4. Supplies – we’ll have to decrease supplies somewhat (to put it on the book fund). I don’t think this will kill us but we may have to tighten our belt somewhat.

5. Copier fund – as you may or may not know, we have a copier fund that we haven’t been able to spend out of. I suggest we start buying poster printer and paper supplies out of this (at about $5,000)

6. Poster printing charge back - I’m going to also ask that we revisit our poster printing policy and that Dr. Anderson let us actually start charging back to departments.

This plan operates under the factor that we will have to take money from other places, esp. the book fund and the supply fund to help cover our electronic databases.

Dana sent an updated database spreadsheet. We decided to cut facts.com at a savings of $2345.
1. We will put a sign at the reference desk asking to consult the librarian at reference for use of a computer.

2. We will hold off on ordering parts for the reference desk until May.

3. Budget news from Dr. Anderson:
   a. He will pitch to the executive council that we are $5000 short.
   b. He was receptive to the proposal of using the copier account for buying printing/copying supplies.
   c. We need to revisit our poster printing policy. Patrick and Angie will meet with Adrianna to tighten it up and take it back to the librarians.

4. There was no objection to installing Powerpoint on the reference computers.

5. Zoomtext is $395 per license. Angie will ask Teresa Walker if there is an unused license on campus.

6. Based on datalogger results, there has been a fluctuation of approximately 10 degrees in temperature. Humidity levels have been surprisingly low (ranging from 20-30%). Angie will write a six-month climate report with conclusions to be presented at the librarians’ meeting on the 27th of March.

7. We need to do our peer reference evaluations for the Spring. Ashley is now eligible to evaluate and be evaluated.

ANGIE:
- The document scanner will cost a little less than expected.
- Working on Brain Game participation.

ASHLEY:
- Did first library tour for Freshman Seminar.
- Working on textbook shift plan
- Went to ERM workshop

PATRICK:
- Patrons asking about color printing can be sent to AV. We can do it, but it will cost .50 per page.
- Patrons asking about scanning can also be sent to AV, but let them know that they should bring their own storage (i.e. flash drive).

MICHELE:
- Weeding HPER collection.
- Received donation from Legal Studies library.
- Adrianna and Michele will meet again with the English department regarding formal library instruction.
- Instruction Evaluation Committee meets tomorrow (Feb 29).
- Is having an article published in College and Research Libraries News.

DANA:
- Kirsten will be doing a research project involving WCA.
- AV and circ have started keeping a log of the security system.
- Patrick will remove Office 03 from the reference computer.
- Renee will do a training session for the library.
- Made a comment about the February newsletter coming out on February 27. We will decide on the 2nd Thursday of the month what will go in the following month’s newsletter and who will write the articles.
- Will be gone Thursday and Friday before Spring Break.
Librarians’ Meeting:
3/06/08

1. It was voted that the library would close if the university closed.
2. We had our second discussion of service standards:
   a. We should have an overall statement of standards
   b. Each of the services would be listed, having their own standards
   c. Mechanisms for accomplishing each standard
   d. We should each have something about keeping data and using it to improve services
   e. Adrianna likes Ashley’s format with a header for each service
   f. Patrick will work on steps for Document Delivery
   g. We will present updates by the week after Spring Break.
   h. Adrianna will try to get someone to do a learning objectives workshop.

ANGIE
  • A scrapbook will be donated by a person in Washington. It belonged to their mother.

DANA
  • Distributed student budget (spent so far).
    • We need to hire as many work study students as possible.
    • Students need to check for ws eligibility when they are hired.

MICHELE
  • 26 books donated by Al Turner
  • HPER weeding is done
  • PS weeding is being done.
  • Instruction committee will meet tomorrow

ASHLEY
  • Original cataloging is done.

PATRICK
  • Nothing to report
1. Annual reports are due June 4 to Adrianna. Dr. Anderson has changed the format, and we should receive it shortly.
2. We will discuss what is expected in the annual reports at the April 15th Assessment Committee meeting. Ashley and Angie will attend.
3. Student satisfaction survey is complete and submitted to IRB.
4. Adrianna will talk to Ashley about focus groups.
5. OLA logistics – Everyone will leave Monday. Adrianna will go with Dana; Ashley and Angie will take the school car. Patrick will do Monday night reference, and Angie will be back in time for Wednesday night reference. Michele will cover Thursday.
6. We updated the work plan (attached).
7. Next week we will discuss purchasing plan, updated standards, and the climate report.

DANA:
- Our acquisitions budget is very low (just over $5000). We may need to wait until the first of May to send more orders. If you receive orders from your departments and they have the money, it is ok to send them to Kirsten.

MICHELE:
- Library amnesty week is the week of April 7, the same week as pre-enrollment. Angie will be responsible for posters for amnesty week. They need to be up on Monday the 7th.
- Did a BI for writing center tutors.
- Will be off tomorrow and Tuesday.
- The instruction evaluation committee will meet next week (we should look at the survey from KU).
- Brenda Walling will do an instruction objectives workshop sometime in June.
- There is a new training module for circ students on how to read call numbers.
- Michele will look into interactive modules.

PATRICK:
- We need to look into new computers for the circulation desk. Patrick asked about the use of Imacs at circulation. He will report price differences and pictures to support case for having an Imac at the circulation desk.
- The new reference computers are set up.
- The staff committee has been meeting and will meet again tomorrow.
- There has been one meeting so far to revise the poster printing policy. A follow up meeting will be called sometime within the next week.
- Will be doing a BI for Guy Sewell on Thursday, April 3rd.
ASHLEY:

- Was able to filter the superseded list for our depository.
- Received promotional materials (bookmarks, pens) from the GPO.
- Linda has been working on clearing the card catalog.
- Was able to filter the shipping list from the FDLP.
- We are thinking about changing the way we export to have to avoid going through the Lanbox.

ANGIE:

- The library newsletter will be out sometime between the 2nd and the 7th.
- Ideas: Library amnesty week, National library week, National Poetry month, student satisfaction survey.
- Has been doing archival research for Bill Osborne.
- Rotaract is having an around the world event on Saturday.

ACTION ITEMS:

ALL:
Look at the systematic purchasing plan
Look at the updated standards
Look at the six month climate report

ANGIE:
Poster for library amnesty week

PATRICK:
Cost proposal for Imacs for circulation/reference

ADRIANNA:
Schedule Instructional Objectives workshop with Brenda Walling.

MICHELE:
Search for methods of doing interactive modules.
1. Angie will have the Amnesty week poster printed by tomorrow. The poster will only indicate priority enrollment week and will have no dates.
2. Patrick will put together a cost proposal for iMacs at the circulation desk.
3. Michele found a drag and drop interactive module from the University of Pittsburgh. It’s cool.
4. A workshop for instruction objectives is scheduled with Brenda Walling for Wednesday, June 18 from 10:30-noon.
5. We want presentable information detailing our climate situation. The annual report should include 11 months worth of data, including mean, median and mode.
6. Renee called about the threshold in the student lounge. They will remove the threshold and replace it with a temporary filler so the tiles won’t crack when the building shifts. A more permanent solution will be applied during the May intersession.
7. Our service standards were approved.
   a. Dana and Michele need to sync the faculty services section on instruction and the instruction section for faculty.
   b. Next we need to review existing policies. Everyone will go over the lists and select the policies that apply to them for next week and let Dana know. Next week we will confirm that everything is covered.
   c. Everyone will send their standards to Dana and she will merge them into one document (including reference).
8. The library committee met. Michele showed them e-reserves and they responded positively.

ANGIE:
- Library newsletter is finished, but it cannot be sent out until we receive IRB approval for the survey.
- Term ends on faculty senate. We will decide before next week’s meeting who will serve the next term. This is something that should be discussed without Adrianna.

ASHLEY:
- Got business cards.
- Has been asked to speak at Metrodocs next spring about the integration of government documents into the collection.
- Has been meeting with Adrianna to get focus groups together for the living learning communities (waiting to get numbers from Jason for each group).
- Is going with Dana on May 9 to Sigalo. Angie will cover reference on-call.
- Is going to a government information workshop in Sherman Texas.
PATRICK:
• Has been in contact with Greg Sutton regarding a library assignment requiring his students to request multiple interlibrary loans from a reading list. Greg has been discouraged from doing this in the future.
• AV still cannot find one of our LCD projectors. We are looking different places on campus.
• Is meeting with Renee about putting together a Powerpoint workshop.
• Is trying to finalize a flyer for the student satisfaction survey.

MICHELE:
• The instruction evaluation committee met. They put together a peer evaluation form and will now do self evaluation forms and student evaluation forms. They will be presented as a package by the end of April.
• Textbooks are almost ready to go to the Education department
• Has been doing Instructions for Teresa Rothrock.

DANA:
• JSTOR is changing its look tomorrow
• Ken Hada will have a book signing in the library on May 1.

ACTION ITEMS:

ALL:
Look at the systematic purchasing plan
Send standards to Dana
Indicate applicable policies to Dana

DANA:
Format standards

PATRICK:
Cost proposal for iMacs for circulation/reference

ADRIANNA:
Check with IRB regarding survey approval
1. Amnesty week – There have only been one or two people take advantage so far.
2. Michele will look into doing a tutorial for the new JSTOR interface.
3. Adrianna will send an email to staff about tornado safety and kit locations. Renee will look into buying good flashlights and batteries for them.
4. Dana will begin to organize reminders of some of the library’s yearly events and routines on the Ilstaff calendar. Examples of items that will go on it are committee assignments, merit documents, re-appointment letters, budget and annual reports.
5. The systematic purchasing plan was discussed. Dana needs to match the liaison handbook with the faculty services document.

DANA:
- Of the student surveys started, about 90% have been completed. There are 94 or 95 registrations submitted.
- The survey will end at midnight next Monday. Patrick will take the flyers down first thing Monday morning.

MICHELE:
- Is updating the instruction policy.
- Freshman Seminar test scores have increased over the last year.
- Both front doors were locked this morning. Linda Davis will let Renee know if this happens again.

PATRICK:
- There is a new, cheaper quote for Dell pcs, so the request for iMacs at the circulation desk is dropped.
- There was no objection to placing our iMac in on the reference floor for a couple of weeks and monitoring use to see if there is a demand. However, we have to make sure that office products are not accessible.
- The poster printing policy is being updated. We have to decide how we are going to break down our E&G areas. Adrianna is going ask Diane Berty how she wants to treat different areas of student development.
- The staff committee has been working on our job responsibilities categories. Patrick will distribute it.
- Is meeting with Hannah McCann to get set up on the COS page.

ASHLEY:
- Will be conducting music living-learning community focus group Monday, April 14th.
- Is working on Government Documents policies.
ANGIE:
- Received the scrapbook from Washington.

**ACTION ITEMS:**

MICHELE:
- Tutorial for the new JSTOR interface.

PATRICK:
- Will distribute revised job responsibilities categories.

DANA:
- Pop-ups for JSTOR.
- Will start a library calendar using Ilstaff.
- Will distribute a list of policy responsibilities.
- Will match the liaison handbook with the faculty services document.
- Will distribute our service standards.

ADRIANNA:
- Will ask Diane Berty how she wants to handle the different areas of student development in regard to the poster printing policy.
- Email to staff about tornado safety and kit locations.
1. A revised list of job categories was distributed. It will be discussed next week.
2. Dana has training with Ariamedia tomorrow and will find out more about what we can do with popups.
3. Dana has been working on the calendar. Next week we will discuss dates for peer evaluations.
4. The liaison handbook has been updated.
5. The new service standards are on the k: drive.
6. Next week everyone will bring concise written OLA recaps with copies for everyone.
7. The instruction evaluation plan will go to the librarians before the assessment committee.
8. Angie will distribute the digital procedures plan for discussion next week.
9. The poster printing policy will be ready to pilot over the summer semester (Adrianna spoke with Dr. Berty regarding student development budgets).

DANA:
- The ECU centennial committee is having a luncheon tomorrow.
  - We will have to decide what library activities we can do.
  - A systematic collaboration plan will be discussed in June.
- There is a problem with Onenet affecting the proxy server.
- Ken Hada’s book signing is next Thursday (May 1) from 2-4.

PATRICK:
- Asked why videos that are gov docs are not in AV. We decided that they needed to be in an open collection.
- Reminded everyone that university committee assignments will be made shortly.

ASHLEY:
- Met a lot of people at OLA

Meeting Calendar:

May 1
- Digitization procedures plan discussion
- OLA recap (with copies for everyone)
- Job categories discussion

May 8
- We will not meet
- Michele will distribute instruction evaluation plan
May 15
  • IUG recap
  • Distribution of policy updates

May 22
  • We will not meet

May 29
  • Policy revisions discussion
  • Annual reports are due the following week

Routine
  • Around the table updates
  • Workplan updates
  • Calendar review
1. Ariamedia – has a cleaner more professional look.
   - Page creation is similar to typing a Word Document.
   - We will be able to cut and paste from Front Page
   - Amy said they might start migrating this week, but that is unlikely. This will likely be a summer project.
   - The library is not yet in the directory tree.
2. The library will not establish a centennial committee. All activities will go through the university centennial committee.
3. The digitization procedures document was discussed. The purpose of it is to provide the basics of what to do if anyone else is called upon to do it.
   - More detail is needed.
   - There needs to be a statement about disclaimer of copyright release (based on advice of university council).
   - There needs to be more clarification on storage of data (i.e. Innovative’s server will be used instead of the university server).
4. Suggestions were made regarding the job categories list.
   - There should be a personnel category under supervisory
   - Committee work under professional development should be changed to service (to include presentations given at conferences, etc.)
5. Patrick will keep up with the weekly assignments of this committee as part of minute keeping (can use staff calendar).

PATRICK:
- Dave Henley was in the library earlier this week replacing a UPS that was overheating.
- Patrick will meet with Bob Vavricka sometime in May to discuss different options for copyright workshops.
- Patrick will meet with Ashley and Dana sometime this summer to discuss re-classifying videos and dvds.
- Patrick will meet with Adrianna and Renee to discuss purchasing new circ computers from contingency money.

DANA:
- Kirsten will present WCA research to the librarians later this month.
- There is a new Periodicals Helpdesk to improve visibility to patrons.

ANGIE:
- Regina Robertson may want one of us to go to McAlester with her.

ASHLEY:
- GPO selection is upcoming. We need to have our publications selected by July 31st. This is part of our individual collection development duties.
- We need to decide how we want to catalog/store vertical files to provide better/easier access. Ashley will present a recommendation with advantages/drawbacks at our June 12th meeting.
OLA recap

Ashley – GPO is doing a survey on regional depositories. There is no immediate concern for us.

Everyone went to the assertiveness workshop. Everyone wanted to go to the negativity workshop.

Next week:

We will not meet, but Michele will distribute the instruction evaluation plan, which we will discuss on the 15\textsuperscript{th}. 
1. We distributed updated policies for discussion at our next meeting, 5/29/08.
2. IUG recap – Michele went to mostly circulation sessions
   a. We may implement Web Management Reports in our statistics in the future
3. Amigos recap - Dana
   a. Learned a lot from the sessions on marketing
   b. There was no indication that Amigos was going to disappear
4. Amigos recap – Patrick
   a. Technology is a funny thing for libraries. While we shouldn’t completely dismiss social networking and new technologies, we should be careful to use them in appropriate application.
5. Adrianna made several comments and had several questions about the instruction evaluation plan. The librarians will meet again and finalize the plan.
6. At our June 12th meeting, we will have a discussion of reference and how to use what we know to improve service.

ANGIE:
- The public library will take the Rosemary Benya donated books.

ASHLEY:
- Working on our selection/deselection list
- Went to SIGALO with Dana

PATRICK:
- We are waiting to hear whether we can use contingency money to purchase new circulation computers

MICHELE:
- Survey monkey survey for faculty is ready
- Procedures manual for e-reserves is done
- Freshman Seminar statistics have been done
- Undergraduate and Juvenile loan rules have changed
- Currently weeding Political Science

DANA:
- Bindery has left
- Pending book orders have been prioritized. We will try to go to Norman in June
1. AAC report
   a. There will be a retreat in September (the 19th and 20th) at which point the university’s strategic plan is supposed to be complete.
   b. In order to complete the library strategic plan, a mini-retreat has been scheduled for July 11 from 9-noon. Staff will be invited. The librarians and assessment committee are expected to attend.

2. Adrianna and Michele will be talking to transfer students on Monday.

3. We began discussion of policy revision.
   a. We are covering the policies in alphabetical order.
   b. We covered Audiovisual Services, Circulation and Collection Development.
   c. We will continue to devote 30 minutes per meeting to policy revisions until they are finished.
   d. We need to have consistent formatting/wording throughout the policies.
   e. Come with suggestions and comments prepared.

DANA:
- We have two new databases, Magill’s Medical Guide, and Milestone Documents in American History

MICHELE:
- Weeding Political Science
- 2 BIs next week, Jeff Williams and Cindy Keefer

PATRICK:
- The new circulation computers have been ordered
- AV is working on library tour. We are hoping to be able to order a shotgun microphone for better sound

ASHLEY:
- Selection packets for GPO publications have been distributed. We need to have our selections done by the beginning of July

ANGIE:
- Is going to Tommye Rafes’ quilting meeting
- We have lots of data from the climate report
- We need to have the reference desk parts ordered by next week

ACTION ITEM:
Angie needs to have the reference desk parts ordered by next week.

NEXT MEETING:
Thursday, June 5th.
1. We will continue policy revision.
2. We will discuss a systematic collaboration plan.
PATRICK:
- We need 10 more pairs of headphones for circulation
- We are clearing out the repair room in Audiovisual
- Jacob created a facebook group for interested student worker eligible for work study
- Will be talking to Cindy Keefer’s class this afternoon.

MICHELE:
- Angela Lee has ten books checked out to her for a year. They are under her name

DANA:
- We have used all of our regular student budget
- The librarians will be going to Norman tomorrow

ANGIE:
- Tommye Rafes will look at pictures for the quilt
- Susan was here looking at pictures for the viewbook
- Has completed double-sided library poster design
- Reference desk parts have been ordered

ASHLEY:
- There is a Gov Docs workshop in Texas on Monday
- Spoke with Cindy Keefer’s class on Monday about cataloging

Systematic collaboration:
There are two areas to consider: our merit document (general librarian duties) and our assessment plan: marketing, collaborating with campus personnel.

Collaboration will be covered by our liaison report. Three things were decided:
- It will be called the Year-end Liaison Report
- It will be due in December
- It will be based on elements found in the Faculty Liaison Handbook

NEXT MEETING:
Thursday, June 12th.
1. We will continue policy revision.
2. Ashley will present recommendations, advantages/disadvantages for vertical files
3. Discussion of reference evaluation – how do we better use what we know to improve service
PATRICK:
- We need 10 more pairs of headphones for circulation
- We are clearing out the repair room in Audiovisual
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- Has completed double-sided library poster design
- Reference desk parts have been ordered

ASHLEY:
- There is a Gov Docs workshop in Texas on Monday
- Spoke with Cindy Keefer’s class on Monday about cataloging

Systematic collaboration:
There are two areas to consider: our merit document (general librarian duties) and our assessment plan: marketing, collaborating with campus personnel.

Collaboration will be covered by our liaison report. Four things were decided:
- It will be called the Year-end Liaison Report
- It will be due in December
- It will be based on elements found in the Faculty Liaison Handbook
- It will include all collaboration, not just our liaison areas.

NEXT MEETING:
Thursday, June 12th.
1. We will continue policy revision (Collection Development for Special Collections, Community Library Patrons, Displays and Exhibits, Expectations of Student Workers and General Copyright for Audiovisual Materials).
2. Ashley will present recommendations, advantages/disadvantages for vertical files project.
3. Discussion of reference evaluation – how do we better use what we know to improve service.
1. Ashley presented a proposal for cataloging vertical files. The first option of the proposal was approved to proceed with cataloging through OCLC Connexions.
   a. Ashley will talk to Melissa about a timetable for completing the project.
2. Reference desk color. It is our understanding that the color of the new reference desk parts refers to the frame surrounding the panels being replaced, not the fabric.
3. We discussed what we could do to close our assessment loop. We may begin with reference if we can have an independent party come in and provide individual observation and training.
4. Tomorrow is the last day to spend money until the end of July.
5. Bonnie Juergens was invited as part of the information literacy grant.

ASHLEY:
- Went to a gov docs workshop in Sherman this Monday. It was only ok.
- Will be going to another workshop in Ardmore on July 18.

PATRICK:
- The repair room has been cleaned out.
- Some of the new circulation computer stuff is here. We received two monitors.
- The staff committee will be meeting tomorrow and will report progress at the librarian’s meeting next week.

MICHELE:
- Is working on a procedures manual for Web Management Reports.
- Linda Davis has been given approval to do records dumps for patron updates.

DANA:
- Bindery is back.

ACTION ITEMS:
1. Adrianna will start looking for an independent source to provide reference observation/training.
2. Ashley will talk to Melissa about a timetable for cataloging the vertical files.

NEXT MEETING:
Thursday, June 12th.
1. We will continue policy revision (Collection Development for Special Collections, Community Library Patrons, Displays and Exhibits, Expectations of Student Workers and General Copyright for Audiovisual Materials).
2. Update from the staff committee.
1. Some individual comments were made on various annual reports.
2. There were a number of general comments for future reports:
   a. Include staff continuing education efforts, including degrees and certifications.
   b. Any percentages should be taken to two decimal points.
   c. Provide more explanation where there are significant increases or decreases in statistics.
   d. Liaison reports should be based on the liaison handbook.
   e. Committee assessment reports should follow the format of the closing the loop document (i.e. include objectives, strategies, procedures and instruments).
3. When new audiovisual materials are ordered, the liaison librarian needs to let Kirsten know whether it is to be circulating or non-circulating. A note will be made in the order record, and the item will go directly to cataloging.

DANA:
- Web page forms (AV setup, document delivery) will be submitted as PDFs.

MICHELE:
- 3 or 4 new tutorials have been done (JSTOR, CQ Researcher, EBSCO).
- Is working on a Vault tutorial.

ANGIE:
- Is working on posters to highlight reference services.

ASHLEY:
- Gov docs selection/de-selection is underway.
- Linda has started changing the AV call numbers (AV 0001...). AV needs to let Michele know when this is finished so tutorials can be updated accordingly.
- Please attach notes to any items taken to cataloging.

PATRICK:
- The first invoice was created for poster printing (Cindy Keefer). If we are creating invoices, the updated policy needs to be up on the web page.
- We need to remind our staff to log off their computers at the end of the day (but not turn the power off).
- The new circulation computers need usb cables for the barcode readers before they can be set up. The cables will be ordered as soon as possible.
- We still plan to upgrade to Release 2007 in August.

ACTION ITEMS:
1. Dana, Michele and Adrianna
   - The staff committee needs comments on the job duty lists by Wednesday, July 9
2. Patrick
   - Update the poster policy link on the web site

NEXT MEETING:
Thursday, July 10th.