1. Michele is leaving as of July 31st.
2. We discussed the staff job duty documents
   - Questions – can the information be presented visually? (e.g. in a pie chart), what is the next step?
   - We should create a generic staff page and distribute it (to all staff) with individual job duties sometime within the next week.
3. We need to email Dana with a list of our liaison area preferences
4. The supervisor training was discussed. It is unclear when staff evaluations need to be done, but it will likely be soon.

**ACTION ITEMS:**
1. **PATRICK:**
   - Create a generic staff job duty document
   - Distribute documentation to appropriate staff
2. **ALL:**
   - Email Dana with liaison area preferences

**NEXT MEETING:**
Thursday, July 17th.

**Agenda:**
- Copyright for film festivals
- Reference article summary
- Continued policy revision
  - Collection Development for Special Collections
  - Community Library Patrons
  - Displays and Exhibits
  - Expectations of Student Workers
  - General Copyright for Audiovisual Materials
1. Adrianna was not present.
2. The next five policies were discussed and comments were made.
   a. Revisions to the policies will be done by next week.
   b. Angie will write a general special collections policy to include digitization
   c. Send any comments on the remaining policies to all (librarians) by 5pm Friday the 18th.
3. We should make a concerted effort to let everyone know when we plan to be gone to avoid everyone being gone at the same time.

ASHLEY:
- Gov Docs workshop in Ardmore Friday
- Christine Pappas picked up the donation books that were not added
- Spoke to Carolyn Thomas’ class about cataloging

ANGIE:
- We agreed that we should not pay for the Rocky Horror Picture Show
- Reviewed two articles on reference
  o One article on how Texas A&M markets virtual reference; they do giveaways – notebooks and water bottles with the reference url
  o 2nd article on reference classification
    - Level one - where is the bathroom
    - Level two - some copier (how do I reduce/enlarge copies)/printer/remote access
    - Level three – how do I find articles on… when we assist in doing any kind of search, inc. looking up the title of a book
    - Level four – research – more extensive research questions; somewhat time-based. If we spend an hour helping a patron with a single question because information is not easily found, it should be considered a level four

MICHELE:
- BI for Carolyn Thomas
- Did an instruction on how to use Blackboard for faculty
- Updated instruction modules and quizzes on Blackboard
- Dana will be interim Instruction and Circulation Librarian
- When we do instructions, we need to have a course syllabus on the K: drive before the class. The syllabus should include the course name, number, instructor and number of students
- In addition to marking the Ilstaff calendar, the course information (Name, Number, Instructor, number of students and date of the instruction) should be emailed to Dana as soon as you get it.

PATRICK:
- The ODL water workshop is scheduled for Tuesday, Oct 7. Estep has been reserved for the morning and the Academic Advising Lab has been reserved for the afternoon. Patrick will send a press release to Jill Frye for the Ada Evening News, contact the Journal, have it added to the university calendar, and contact IT to get temporary logins for attendees.
- AV had an LCD projector burn out.
- Met with Vivian Whitney. She was interested in piloting a research component with School of Health and Science independent study students for the purpose of helping make a transition from
research to presentation. Dr. Whitney will first meet with CJ Vires and then with CJ and Bruce Weems to determine the possibility of developing a series of sessions.

DANA:
• Is waiting to hear from Holly to get budget information to calculate our departmental budgets.
• Everyone needs to look at their web pages to mark mistakes and dead links
• Will be at an OLA meeting tomorrow
• Will be on vacation next week from Wednesday through Friday.

ACTION ITEMS:
1. ANGIE:
   • Write a general preservation policy, to include digitization
2. ALL:
   • We are to have any comments on existing policies done by 5p Friday, July 18. Comments should be sent to all
   • Any policy revisions need to be done by next week (to Dana)

NEXT MEETING:
Thursday, July 24th.

Agenda:
Discussion of next secretary for librarian meetings
1. Workplan is updated for this last year.
2. Ashley is the new secretary, beginning in August.
3. Patrick will call Sarah at TCCL to ask what they do to secure public computer headphones.
4. Reports were given on the COIL workshop.
   a. Everyone liked Jing.
   b. Patrick will give a demo on Jing after Angie comes back. Invited guests will be Kirsten, Renee, Bob, Dana, Todd, and Adrianna.
5. Dana’s report from Southeastern:
   a. Jason Dupree from SWSO was the speaker:
   b. Their librarians have four sessions with comp2.
   c. There are different games that they use – the rock game (word association), shuffle up and deal (reinforces keyboard searches).

DANA:
- Still waiting for budget report
- Has suggestions – mostly cutting microfiche

ASHLEY:
- Went to a gov docs workshop in Ardmore
- Went to procard training, but is still waiting for a procard
- Gov doc selection is done
- Linda is now working on cataloging the DVDs

PATRICK:
- Met with Dr. Whitney regarding undergraduate research and a pilot program is planned for fall 2009.
- The 2 circ computers are upgraded
- We are now on Release 2007
- We would like to send an email reminding faculty that we are picking up semester checkouts

MICHELE:
- Getting her office cleaned out, still finishing things before she leaves.

A founding friends group has been established. The chair will be Susan Mayhew, and the other members will be Cindy Keefer, C.J. Vires, and Scott Barton.

We will meet at 3 o’clock to go over librarian applications.

**ACTION ITEMS:**
- Patrick will contact Sarah Simpson regarding security for reference headphones.
- Patrick will put together a demo for Jing.

**NEXT MEETING:**
Thursday, August 14th.

**Agenda:**
- Committee re-appointments
DISCUSSION

1. We discussed Committee appointments. No one is on any that they want off of, and no one is not on any that they want to be on.

Committees
- Assessment
  - Reference
  - Instruction
- Student
- Staff
- Collaboration
- Signage
- Library Centennial
- Librarians

Committee Appointments

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2. We discussed the Mac computers that Robert Greenstreet offered.
   - We decided to accept them.
   - Angie wants one for her office.
   - Patrick wants one for AV.
   - Discussed putting some in Reference, on high tables with no stools after taking final cat pro and Microsoft office products off of them
   - Angie will contact Robert Greenstreet
3. We discussed letters indicating whether or not we were approved for merit. None of us have received a letter.

AROUND THE HORN

Adrianna:
- Emailed Dr. Anderson about the 2 applicants we would like to bring to campus for further interviewing
- Will be reviewing the staff annual performance appraisals next week

Angie:
- Received the connect to collection bookshelf from the IMLS grant
- Ideas for Welcome Week
- Next year will be doing a table at the Howdy Fair with EBSCO promotional materials
- Newsletter will go out after labor day

Ashley:
- Will be doing a joint BI with Patrick for Allene Warren on Monday
- Will be taking roll and collecting home work for Dana’s class next Tuesday
- Has two BIs for Carolyn Thomas scheduled for next week
- Has been working with faculty to complete the periodical changes

Patrick:
- A/V is going smoothly
- Has been working a lot with Amy Ford
- Will be doing a joint BI for Allene Warren with Ashley on Monday
- Did a BI for Sandra Dixon yesterday
- Will do a BI for Robert Gatz on October 9th
- Is conducting interviews for the A/V Assistant position

Dana:
- Has a BI next Tuesday during her class time. Ashley will be taking roll for her class.
- Meet with the business department.
- The Faculty Senate meets Monday at 4

ACTION ITEMS

ADRIANNA:
- Contact Greenstreet to accept his offer of Mac computers
- Write newsletter article with Angie

ANGIE:
- Contact Greenstreet to work out details for Mac computers
- Scanner quotes

NEXT MEETING:
Thursday, August 28th.
PAST ACTION ITEMS
ADRIANNA:
1. Contact Greenstreet to accept his offer of Mac computers
2. Write newsletter article with Angie

ANGIE:
1. Contact Greenstreet to work out details for Mac computers
2. Scanner quotes (in progress)

DISCUSSION
1. We discussed the approved equipment list.
   - Everything was approved
   - There is no contingency money
   - We need to be frugal
   - 4 staff computers were ordered. Patrick saved 1,305.00 based on the initial estimate.
   - Ashley will look into getting the copier for the Technical Services department
   - Patrick will look into getting the reference printer
   - Angie will call about the third quote for the scanner

2. We discussed the Mac computers we accepted from Greenstreet.
   - We are getting to G5’s AND two G4’s
   - One G4 will be given to Patrick, and one to Angie
   - We were limited in what we could request
   - Adrianna is concerned about the appearance of the computers in Special Collections, she is thinking about whether or not one should be placed there.

3. We discussed the wiring of the library
   - If we put the Mac computers on the tall tables in reference there is an issue concerning the ability to print from them
   - Angie does not think there is a network outlet or connection in Special Collections
   - We decided if we cannot print from the tall tables there should not be computers there
   - Angie will check to see if she needs a static IP for the scanner

4. We discussed keeping some of the computers that we will be replacing
   - Adrianna did not think this was a good idea because then we would have more computers to replace
   - We discussed the location of the scanner
   - Angie will decide where she wants to put the scanner after she gets the final quote
   - Patrick will talk to Dave about the scanner, but will need to know the specifics about where the scanner will go before he does
• Patrick will investigate the tall table computer concerns of getting wired access which will allow for printing

5. We discussed personnel
  • We decided the Records Assistant position will be responsible for assisting with the digitization project
  • Three candidates have been interviewed for the Audiovisual Assistant position. One candidate has met with Dr. Anderson, and is currently undergoing a background check.

6. We discussed the interviews for the Instruction Librarian position
  • 2 interviews will be taking place next week
  • Adrianna is working on the schedule for Verlene Schafer
  • Adrianna has completed the schedule for Susan Booker
  • Susan will be doing her instruction just for the library
  • Ashley will be taking Susan to lunch
  • Ashley will send an invite out to the library for lunch with Susan
  • Adrianna will invite staff to the instruction
  • Ashley will email Adrianna and ask her to look for the reimbursement form
  • Dana will book the instruction room for Susan’s instruction

AROUND THE HORN

Dana:
• Has received everyone’s periodicals changes and additions
• Send out an email about the instruction form for assessment
• Needs the names of the people that we have done instructions for
• Has been in communication with Innovative. They know the technical problems we have been having and are working to solve them.
• Senate met Monday. Dana is now the chair of the Emerging Technology Committee. They discussed summer school pay cuts. They are looking at having three 4 week sessions instead of a May intersession. This would have an effect on the summer hours for the library.
• Met with Biology, there is a new law that If you require a textbook you must use it in your course. This means that more textbooks will probably become optional.

Patrick:
• Will be attending a funeral tomorrow, may not be here for reference
• Has been working on organizing the Water Workshop. There have been issues communicating with Steve via email. Guy Sewell is going to be discussing a possible formal luncheon with Dr. Anderson.
• The computers have started being turned off at night.
• Has been in contact with someone from OLA concerning a program that he might be doing for next year’s conference on Undergraduate Research.
• Sent Joy Summers an email and she wants him to serve with her on the local arrangements committee.
- Poster sessions have been scheduled in the academic advising lab. He has been in correspondence with the Honors colloquium, with Allene Warren and has set up two faculty session.
- Has had several meetings with Dr. Whitney. He is now involved with ISER. She suggested that he become involved with the Center in Excellence in Teaching.
- Asked about the Learning Objectives Workshop.

Ashley:
- Did a joint instruction with Patrick on Monday. It went okay, but could have gone better. Is hoping to improve with time.
- Has two instructions for Carolyn Thomas today.
- Met with the department chairs for each of her liaison areas.
- Been busy.

Angie:
- Discussed her idea about documenting urban myths and legends surrounding ECU.

**ACTION ITEMS**

**ALL:**
Send Dana the names of the people that we have done instruction for.

**ADRIANNA:**
1. Write newsletter article with Angie
2. Invite library staff to Susan’s instruction

**ANGIE:**
1. Scanner quotes
2. Decide where the scanner will go
3. Find out if a static IP address will be needed for the scanner

**ASHLEY:**
1. Ordering information for Copier
2. Send invitation to library for Susan’s lunch
3. Send Adrianna an email to remind her to find the reimbursement form
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas
5. Curriculum for Techniques of Research
6. Send Adrianna the error message from Steve’s email address

**Dana:**
1. Book the instruction room for Susan’s instruction

**PATRICK:**
1. Ordering information for reference printer
2. Talk to Physical Plant to work out electric for Macs on the tall tables
3. Talk to Dave to about access for printing off the Macs on the tall tables
4. Talk to Dave about getting internet access for the scanner
5. Curriculum for Techniques of Research

NEXT MEETING:
Thursday, September 11th.
Librarian Meeting Minutes from 9/11/08
Present: Adrianna, Angie, Ashley, Dana and Patrick

PAST ACTION ITEMS

ALL:
Send Dana the names of the people that we have done instruction for.

ADRIANNA:
1. Write newsletter article with Angie
2. Invite library staff to Susan’s instruction

ANGIE:
1. Scanner quotes *(in progress)*
2. Decide where the scanner will go
3. Find out if a static IP address will be needed for the scanner

ASHLEY:
1. Ordering information for Copier
2. Send invitation to library for Susan’s lunch
3. Send Adrianna an email to remind her to find the reimbursement form
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas *(in progress)*
5. Curriculum for Techniques of Research *(in progress)*
6. Send Adrianna the error message from Steve’s email address

DANA:
1. Book the instruction room for Susan’s instruction

PATRICK:
1. Ordering information for reference printer
2. Talk to Physical Plant to work out electric for Macs on the tall tables
3. Talk to Dave to about access for printing off the Macs on the tall tables
4. Talk to Dave about getting internet access for the scanner
5. Curriculum for Techniques of Research *(in progress)*

DISCUSSION
1. We discussed Personnel
   - There were 5 open positions. Distance Education Secretary position and Library Secretary position were merged. Now there are 4 open positions.
   - An A/V Assistant was hired. He worked one day and then called the next day and quit.
   - The A/V Assistant position will be reopened.
   - We are moving forward with the hiring process for the Librarian position candidate Verlene Schafer.

AROUND THE HORN
Adrianna:
- Is serving on a working committee for Amigos concerning OCLC.
- Will be attending a meeting for the working committee next week in Dallas.
- Will be attending the AAC retreat in Norman next Friday.
- Will start administering SAILS text next week.

Dana:
- Discussed the results from the instruction evaluations test run. There will be one survey for each librarian.
- Dana will move the 1st question to the end.
- We all love the survey format!
- Is going to an OLA meeting tomorrow.

Patrick:
- Has been working on the water workshop
- Is missing a box of ink cartridges. Has been searching for the missing box.
- Staff committee met last Friday.
- The Committee on Committees meets next week
- Poster Development workshops begin next week. Is doing some for specific classes and some for faculty.
- Blaine was here this morning looking at the electricity for the tall tables in reference.
- Dave said he will come after the electricity is hooked up
- We will use a switch for the large format scanner.

Ashley:
- Asked about the cart of books for the public library
- Will be calling the public library about the cart of books for donation.
- Has done BIs for several faculty members.
- Past training on EBSCOhost came in handy during one instruction for the Library Media Program.
- Collaboration committee met and had a very productive meeting.

Angie:
- Dr. Osborne is happy with the research she has done.
- Discussion about a woman whose father was a significant figure at ECU with the last name of Zimmerman.
- Has been working on scanning pictures for Terry Shannon.
- Christine Pappas will be doing a voter registration booth in the library.

CURRENT ACTION ITEMS

ALL:
Send Dana the names of the people that we have done instruction for.

ADRIANNA:
1. Write newsletter article with Angie
ANGIE:
1. Scanner quotes
2. Find out if a static IP address will be needed for the scanner

ASHLEY:
1. Ordering information for Copier
2. Call the public library concerning book donation.
3. Look for missing box of ink cartridges.
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas
5. Curriculum for Techniques of Research

DANA:
1. Move the 1st question of the faculty survey to the end.
2. Look for missing box of ink cartridges.

PATRICK:
1. Ordering information for reference printer
2. Look for missing box of ink cartridges.
3. Reopen A/V position
4. Curriculum for Techniques of Research

NEXT MEETING:
Thursday, September 25th.
Librarian Meeting Minutes from 10/02/08
Present: Adrianna, Ashley, Dana, Patrick and Verlene

**CURRENT ACTION ITEMS**

**ALL:**
1. Be proactive in inviting Verlene to sit with you at reference or showing her neat things

**ADRIANNA:**
1. Ask Renee’ about ordering of scanner and printer
2. Send the work plan to the librarians

**ANGIE:**
1. Find out if a static IP address will be needed for the scanner

**ASHLEY:**
1. Check the reference room for examples of labeling with the new labels
2. Call the public library concerning book donation.
3. Ordering information for Copier
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas
5. Curriculum for Techniques of Research

**VERLENE:**

**PAST ACTION ITEMS**

**ALL:**
Send Dana the names of the people that we have done instruction for.

**ADRIANNA:**
1. Write newsletter article with Angie

**ANGIE:**
1. Scanner quotes
2. Find out if a static IP address will be needed for the scanner

**ASHLEY:**
1. Ordering information for Copier
2. Call the public library concerning book donation.
3. Look for missing box of ink cartridges.
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas
5. Curriculum for Techniques of Research

**DANA:**
1. Move the 1st question of the faculty survey to the end.
2. Look for missing box of ink cartridges.

**PATRICK:**
1. Ordering information for reference printer
2. Look for missing box of ink cartridges.
3. Reopen A/V position
4. Curriculum for Techniques of Research

**DISCUSSION**
1. Welcome the new Instruction/Circulation/Reserves Librarian – Ms. Verlene Schafer!
2. Discussed current and past library committees:

Committees
- Assessment
  - Reference
  - Instruction
  - Student
- Staff
Collaboration

Signage

- Library Centennial
- Librarians

Committee Appointments

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AROUND THE HORN

Adrianna:
- Attended a meeting for the Amigos working committee concerning OCLC in Dallas.
- The proposal wasn’t good for small/medium libraries – they will go back to the drawing board
- Attended the AAC retreat in Norman
- Completed the work plan, which was taken directly from the strategic plan
- October 20th a new Administrative Assistant, and a new A/V Assistant will start work at the library

Dana:
- Has been doing a lot of tours.
- We were stood up for 2 tours, one of which has been rescheduled.
- Has been working to get all of the periodical changes completed. Most go into effect in January.
- Has been working with Verlene.
- Tomorrow is taking her honor students to see Michele
- Got a new computer

Patrick:
- Set up Verlene with login, Millennium, passwords, etc.
- Is waiting for a quote for the reference computers
- Has ordered the printer
¬ Has been working on the Water Workshop. It is going well. Is expecting a good turnout. Has been working on parking concerns. 14 people will be attending the luncheon.
¬ Will be putting up posters for the workshop.
¬ Would like to recognize and thank: Angie, for getting the newsletter out; Barry, for staying late and getting a lot of work done with recent ILL increase in workload; and Jarrod, for successfully handling a difficult last minute situation concerning a charger that was not returned to A/V.

Ashley:
¬ Has completed 3 Information Literacy Assessments for Adrianna.
¬ Did 3 instructions last week for Dr. Linda Reese.
¬ Has been giving tours.
¬ Melissa finished weeding the Vertical File 7 months early.
¬ Has been working with Melissa to formulate policies and procedures for the Vertical File retrospective cataloging project.
¬ Has had meetings with Verlene in both Cataloging and Government Documents
¬ Has deleted 1,292 Vertical File subject heading records.
¬ Assisted a patron, Wayne Philpot, who has ties to the University.

Verlene:
¬ Has been observing. Has gone on tours, and spent some time at the reference desk.
¬ Has ideas on how to give the students more ownership in the library
¬ Has been doing through files.
¬ Has found some dead links on webpage’s
¬ Has been checking out the website
¬ Has been doing a lot of housekeeping things.

NEXT MEETING:
Thursday, October 9th.
CURRENT ACTION ITEMS

ALL:
1. Give Verlene list of professors who are library instruction advocates.

ANGIE:
1. Put posters in library, especially on the front door.

ASHLEY:
1. Give copier ordering information to Renee'.
2. Call the public library concerning book donation.
3. Change all A/V equipment to circulating.
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas.
5. Curriculum for Techniques of Research.

DANA:
1. Check loan rule for A/V equipment with Verlene.
2. Meet with Verlene to discuss Juvenile loan rule.

PATRICK:
1. Contact Dave Henley concerning networking for the new reference computers.
2. Talk with Kathy Johnson concerning student organization pricing for printing.
3. Show Verlene the lap tops in Instruction room.

VERLENE:
1. Check loan rule for A/V equipment with Dana.
2. Meet with Dana to discuss Juvenile loan rule.
3. Ask Becky Compton about the change in the circulation loan for Juvenile.

PAST ACTION ITEMS

ALL:
1. Be proactive in inviting Verlene to sit with you at reference or showing her neat things

ADRIANNA:
1. Ask Renee' about ordering of scanner and printer
2. Send the work plan to the librarians

ANGIE:
1. Find out if a static IP address will be needed for the scanner

ASHLEY:
1. Check the reference room for examples of labeling with the new labels
2. Call the public library concerning book donation.
3. Ordering information for Copier
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas
5. Curriculum for Techniques of Research

VERLENE:

PATRICK:

AROUND THE HORN

Adrianna:
- October 20th a new Administrative Assistant, and a new A/V Assistant will start work at the library.
Has joined the working group for Undergraduate Research.
- The library has been identified as a barrier for Undergraduate Research.
- Working group met last Monday.
- Other members include: Bruce Weems (chair), Scott Barton, Terry Cluck, Guy Sewell, Pat Sutton, C.J. Vires, Vivian Whitney, and Trisha Yarborough.
- At the meeting they discussed the action plan for 2008.
- Not much was said about the library. She wonders if the idea that the library is a barrier if perception basis?
- Fall break is next Thursday and Friday, so there will be no Librarians meeting.

Angie:
- Has been working on the quilt layouts.
- Has received review comments on grant.
- Oct. 28th will be holding a Ghost Story Telling event.
- Has a question concerning patrons using audio in the library without headphones. Suggested the possibility of a library etiquette page on the website.
- We decided against a library etiquette page. It was decided this is something that should be addressed on a case by case basis.

Ashley:
- Not much to report because she was out of the office the majority of the week.

Dana:
- There will be an exhibit in the Hallie Brown Ford atrium on Nov. 6th. The exhibit is about the India trip and will be up for several weeks.
- We decided there will be no wine in the library.
- She went to see Michele at MIPT. They have a lot of interesting free information that we can link to.

Patrick:
- Electricity is in place for the reference computers that will go on the third floor tall tables.
- There was a reference question concerning the loan period for equipment checkouts.
- Asked if we should have a policy for the equipment loan periods.
- The equipment is in high demand and he would like to continue the requirement of a release form.
- The water workshop went well! However, the first speaker was 30 minutes late. During that time Guy Sewell spoke.
- There were approximately 44 people who attended the morning session, and 9-10 who attended the afternoon session.
- He was asked a question earlier in the week about the printing costs for official student organizations. Would it be possible to cut them a deal?

Verlene:
- Has been working towards reestablishing connections that Michele had with faculty.
- Has been doing research on difference universities in the area who are positive relations with Comp. classes. She hopes to find out how we can improve our relations.
- She has reviewed the librarian’s syllabi and gave the librarian compliments on their instruction syllabi.
- Would like for us to give her a list of instructors who are library instruction advocates.
- She is impressed with our collaboration efforts.
- She asked about the possibility of hands-on library instruction for students.
- She asked a question about why the loan policy for Juvenile materials is 3 weeks.

**NEXT MEETING:**

Thursday, October 23rd.
CURRENT ACTION ITEMS

ALL:
1. Give Verlene list of professors who are library instruction advocates – Dana, Angie and Ashley

ADRIANNA:

ANGIE:

ASHLEY:
1. Give copier ordering information to Renee’.
2. Call the public library concerning book donation.

DANA:

PATRICK:
1. Continue to contact Dave Henley concerning networking for the new reference computers.
2. Curriculum for Techniques of Research.
3. Contact Sharon Saulmon at Rose State and Todd Essary regarding setting up a student organization/group dedicated to library and information science.
5. Contact Family Consumer Science about resources for new early care option.

VERLENE:
1. Follow up with Becky Compton about the change in the circulation loan for Juvenile.
2. Curriculum for Techniques of Research.
3. Email librarians about weeding the reference area.

PAST ACTION ITEMS

ALL:
1. Give Verlene list of professors who are library instruction advocates.

ADRIANNA:

ANGIE:
1. Find out if a static IP address will be needed for the scanner.
2. Put posters in library, especially on the front door.

ASHLEY:
1. Check the reference room for examples of labeling with the new labels.
2. Give copier ordering information to Renee’.
3. Call the public library concerning book donation.
4. Schedule Brenda Walling for the Learning Objective Workshop to be held before Christmas.
5. Change all A/V equipment to circulating.

DANA:
1. Check loan rule for A/V equipment with Verlene.
2. Meet with Verlene to discuss Juvenile loan rule.

VERLENE:
1. Ask Becky Compton about the change in the circulation loan for Juvenile.
2. Check loan rule for A/V equipment with Dana.
3. Meet with Dana to discuss Juvenile loan rule.

PATRICK:
2. Contact Dave Henley concerning networking for the new reference computers.
Librarian Meeting Minutes from 10/23/08
Present: Adrianna, Angie, Dana, Patrick and Verlene

AROUND THE HORN

Adrianna:
- AAC met and was relatively short:
  - Bids are being prepared for the new phone system.
  - The Jenzabar patch is still not available, which is holding up on-line enrollment.
  - Hallie Brown Ford Center will not be open in the spring.
  - There is a new option in Family Consumer Sciences focusing on early care.
  - Spring schedules are out.
  - Graduation is December 13th.
  - There is an ad hoc committee to develop a university technology plan.
  - The annual faculty recognition/retirement dinner will be April 28th.
- The library friends group met.
  - It is called Linscheid Library Academic Friends (LLAF)
  - Themes will be based on humor.
  - Bi-laws are complete, but need final approval.
  - The mission is complete, and goals are drafted.
  - There will be a membership drive at Ada First Night.
- Jenny started Monday. She is phenomenal.

Angie:
- The India exhibit photos are being printed.
- The Centennial quilt project is progressing.

Ashley:
- Absent.

Dana:
- Timesheets are due Monday morning.
- Ebsco invoice is being generated.
- Still need IRB approval for faculty survey.

Patrick:
- Meagan started Monday. She is working out well.
- Will be gone tomorrow to Midwest City for an ILL workshop.
- Syllabi discs have been distributed to the librarians:
  - We should look into multiple benefits of using the syllabi, eg., using it for our liaison report.
- Will start preparing unused equipment for the November 13th auction.
- Showed interest in establishing a student organization or interest group dedicated to students that may be interested in going to library school.
  - Contact Sharon Saulmon at Rose state to ask about a grant that she wrote for recruiting students.
• Work with Todd Essary to see how the Career Development Office can be involved.

Verlene:

- Trying to get the Freshman Seminar tour switched over to Verlene. She will start with the spring tours.
- Developing a schedule of follow-up tours for students that miss.
- Liaison librarians should send lists of department heads/contacts to Verlene.
- The Shepards donation from Christine is closer to 50 linear feet than 25. Verlene will contact librarians about weeding their reference areas.

NEXT MEETING:

Thursday, October 30th.
Librarian Meeting Minutes from 11/06/08
Present: Adrianna, Angie, Ashley, Dana, Patrick and Verlene

CURRENT ACTION ITEMS

ALL:
1. Think about the idea of incorporating the Writing Center in the library

ADRIANNA:
1. Respond to OU about grant.

ANGIE:
1. Call the Physical Plant concerning the specifics on transporting the scanner.
2. Sent Patrick specs on the workstation.

ASHLEY:
1. Tell Xerox representative to contact Dana.
2. Email department chairs of liaison areas concerning new liaisons.
3. Find out what school year Bridget is in.

DANA:
1. Show Adrianna Biological Abstracts list of 4,000 titles.

PATRICK:
2. UPDATE 12/11: Contact Todd Essary regarding setting up a student organization/group dedicated to library and information science.
3. Contact Family Consumer Science about resources for new early care option.

VERLENE:
1. Evaluate Research Starter databases.
2. Consult with Brenda Walling while drafting the Learning Objectives.
3. Draft Learning Objectives and bring to Nov. 20th meeting.
4. Bring general Lesson Plans to the Dec. 11th meeting.
5. Email librarians about weeding the reference area.

PAST ACTION ITEMS

ADRIANNA:

ANGIE:
1. Give Verlene a list of professors who are library instruction advocates.
2. Talk to Dr. Osborne regarding Horace Mann collection.

ASHLEY:
5. Give new copier ordering information to Renee’.
8. Give Verlene list of professors who are library instruction advocates

DANA:

PATRICK:
4. Continue to contact Dave Henley concerning networking for the new reference computers.
5. Curriculum for Techniques of Research.
6. UPDATE 12/11: Contact Todd Essary regarding setting up a student organization/group dedicated to library and information science.
7. Contact Family Consumer Science about resources for new early care option.

VERLENE:
8. Email librarians about weeding the reference area.

DISCUSSION
- Verlene will be the liaison for:
Angie will be the new liaison for History/Political Science
Adrianna will be the new minute taker.
Verlene will be creating a draft of Learning Objectives. She will bring this to the Nov. 20th meeting.
At the Nov. 20th meeting we will look at the draft.
At the Dec. 11th meeting Verlene will bring general lesson plans to the meeting.

AROUND THE HORN
Adrianna:
- The job ad for Cataloging and Government Documents Librarian has gone out.
- OU is working on an IMLS grant involving a partnership with academic library staff who wants to go to library school.
- At the Undergraduate Research Working Group meeting there was vague talk about one of the end results being a research methods class at the college level.
- If this happens, we could go a curriculum for the undergraduate level as well as graduate.
- Spoke with Kevin Davis regarding incorporating the Writing Center in the library.
- Positives: 44 computers, healthy student budget, 50,000 people in the door, student resources.
- Negatives: Where to put them? Who will take care of them?

Angie:
- Scanner is in the process of being shipped. Currently it is in Dallas.
- It weighs 170 lbs.
- Will try to contact the Physical Plant again concerning the specifics of transporting the scanner.

Ashley:
- Has been cleaning up her office and files.
- Has been putting everything of substance on the k drive.
- Met with Dana concerning what has been going on in Technical Services.
- The Collaboration Committee met earlier this week. Dana has been elected the new chair of the committee.

Dana:
- Has been elected the new chair of the Collaboration Committee.
- Emphasized to librarians that she does not want students to be the one to tell lingering patron’s that the library is closed and they need to leave.
- The Passage to India exhibit opens today at 3 pm and 7 pm.
- EBSCO representatives visited the library yesterday.

Patrick:
- Has been printing a lot for the exhibit and for Research Day.
- There were some ink issues that caused delays but everything has since been resolved.
The Staff Committee met again. The committee is working on gathering documentation (e.g. – manuals, forms, etc.) and also trying to come up with a systematic way to have them updated.

All auction materials were sent to the Physical Plant for auction.

A lap top issue concerning the policy of checking out lap tops arose. We have established that lap tops are not to be checked out for an extended period of time since they are needed for equipment set ups.

Verlene:

- Rebecca did a great job on the new display.
- Reminded us all to promote the materials we have in the library that relate to current displays.

NEXT MEETING:

Thursday, November 14th.
CURRENT ACTION ITEMS

ALL:

1. Think about the idea of incorporating the Writing Center in the library

ADRIANNA:

ANGIE:

DANA:

PATRICK:

1. 1/22 Recommendation re. centralized AV services

VERLENE:

1. Evaluate Research Starter databases.
2. Consult with Brenda Walling while drafting the Learning Objectives.
3. Draft Learning Objectives and bring to Nov. 20th meeting.
4. Bring general Lesson Plans to the Dec. 11th meeting.
5. 2/12 Curriculum for Techniques of Research.
6. Learn the fight song

PAST ACTION ITEMS

ADRIANNA:

1. Respond to OU about grant.

ANGIE:

1. Call the Physical Plant concerning the specifics on transporting the scanner. (has been delivered)
2. Sent Patrick specs on the work station. (computer has been ordered)

ASHLEY:

1. Tell Xerox representative to contact Dana. Dana waiting on new bid.
2. Email department chairs of liaison areas concerning new liaisons.
3. Find out what school year Bridget is in. Graduating in May.

DANA:

1. Show Adrianna Biological Abstracts list of 4,000 titles. Dana having student compare lists

PATRICK:

1. UPDATE 12/11: Contact Todd Essary regarding setting up a student organization/group dedicated to library and information science.
2. Contact Family Consumer Science about resources for new early care option. Faculty said nothing is finalized but they are excited about new collection

VERLENE:

7. Evaluate Research Starter databases. - ongoing
8. Consult with Brenda Walling while drafting the Learning Objectives. - ongoing
9. Draft Learning Objectives and bring to Nov. 20th meeting.
10. Bring general Lesson Plans to the Dec. 11th meeting.
11. Email librarians about weeding the reference area.
12. 2/12 - Curriculum for Techniques of Research.
DISCUSSION
Writing Center Discussion – SWOTS

Strengths – opportunities to provide reference, library being central location on campus, improve student-centered experience, more computers in the library, more opportunity to train writing center staff, it’s cool, increase usage/traffic, increase profile of the library with new students, lack of complaints about MS Word, increase visibility, greater possibility of joint projects between writing center and library, access to comp classes, better reputation for the library (as faculty, with faculty), writing across the curriculum.

Weaknesses – noise, space – where will we put it, computer maintenance, confusion about services offered, student budget, supervision of students, traffic overwhelming?, patrons log in to writing center but not library computers,

Opportunities – more influence re. information literacy across campus, better access to students who need reference service, collaboration re. student topic selection, impact on the university, one-stop shopping, reputation, grant writing, collaboration, look at how we offer reference services, use students we don’t have to pay.

Threats – possibility that students will stay in the writing center and not use the library, not ask for help, we many need to be open more hours, taking traffic from other computer labs, not being able to get along with them, diminishing independence of the library and writing center, cost of failure, stuck with it if we decide we don’t want them anymore, traffic, victims of our own success – damage to physical facilities, vandalism, increased supervision by librarians, printing

Questions:
1. How does supervision of students work?
2. How are students trained?
3. Hours of operation?
4. What is the budget? How many students work what hours?
5. What is the equipment budget?
6. Computer maintenance?
7. What is the noise situation/policy?
8. What other policies are in place? (i.e. internet use policies)
9. What is the printing situation?
10. What are the usage stats?

AROUND THE HORN

Adrianna: knows nothing

Angie:
- Scanner and software are here. Barry gave up a table for the scanner, computer will go on the extra desk (in Kirsten’s area). Computer has been ordered.
• Newsletter going out before Thanksgiving; will contain info on India exhibit, paragraph on Research day/posters, and Verlene will write something on research starters
• Sending an email to librarians re. reference schedule for holidays; Verlene will be on call the Wednesday before Thanksgiving
• University holiday party is December 4th.
• Working with student in Anime’ club to set up gaming day during finals week

Dana:
• Ebsco invoice came in yesterday - $91,000; will let librarians know soon about remaining budgets
• Kirsten has completed WCA weeding procedures.
• Kirsten has a tentative job offer from UCO, pending a background check

Patrick:
• Research day posters are mostly complete
• Stan and Patrick went to Rose State, UCO, and OU to look at centralized AV delivery systems. Rose state’s visit was the most productive – saw their control room and equipment; they are the most like us in terms of resources. Staffed by three full-time people. Patrick took away from the visit: 1) No one was using grants – all funded by E&G and 2) All required lots of staff. Patrick will meet with Stan and bring back a recommendation to the Librarians’ group on January 22
• Attended an ILL workshop. Big topic – purchasing on demand. Research project says it’s $17 to process an ILL. Many libraries are buying items rather than borrowing them. We are doing something similar re. reading lists. Thinks this idea should be presented to the collaboration committee to discuss. Also, have textbooks on reserve for larger classes – going through their friends group.

Verlene:
• Putting together a plan to move the Shephard’s collection. Ashley had only finished cataloging a portion. Perhaps move over Christmas Break. Verlene and Dana will work out the details
• Student appreciation luncheon will be December 5th. Verlene, Angie and Dana will be in charge of planning.

NEXT MEETING:
Thursday, December 4th.
CURRENT ACTION ITEMS

ALL:
1. Budget requests by 1/22
2. Talk about reference desk hours

ADRIANNA:
3. Write article for newsletter re. faculty survey

ANGIE:
1. Blurb to update workplan item 5 – ‘create an outreach and publicity plan for library activities’
2. Bring reference questions stats to the meeting – copies for all

DANA:
1. Blurb to update workplan item 3 – ‘implement a systematic purchasing plan to include weekend based on the world cat collection analysis’
2. Blurb to update workplan item 4 – ‘create a comprehensive collaboration plan for librarians…’
3. Blurb to update workplan item 6 – ‘implement a Friend’s group by Fall 2009

PATRICK:
1. 1/22 Recommendation re. centralized AV services
2. Blurb to update workplan item 2- ‘update the library’s procedure manuals for individual services provided by the library’

VERLENE:
1. Consult with Brenda Walling while drafting the Learning Objectives.

PAST ACTION ITEMS

ADRIANNA:

ANGIE:

DANA:

PATRICK:

VERLENE:

1. Evaluate Research Starter databases — ongoing
2. Consult with Brenda Walling while drafting the Learning Objectives. - ongoing
3. Draft Learning Objectives and bring to Nov. 20th meeting.
4. Bring general Lesson Plans to the Dec. 11th meeting.
5. 2/12 - Curriculum for Techniques of Research.

DISCUSSION

AROUND THE HORN

Adrianna:
1. Budgets are due – plans to submit budget requests
2. Workplan updates were discussed and action items assigned
3. Evaluation forms – discussed; due January 30th along with liaison reports

Angie:
1. Cypbersafety workshop is scheduled for January 27th at 3:00 in the library; Charlotte Johns and Angie are working on this together. Focusing on technology
2. Has already received requests for library instruction for the semester
3. Thinking about the newsletter – doing a ‘interesting facts’ section for the centennial and Verlene writing a section on instruction. Need to have articles written by January 26th.
4. Hosting an exchange student this spring.

Dana:
1. Met with Biology faculty to discuss changing from Biological Abstracts to upgrading Academic Search Complete and adding Science Online to provide more full-text resources to the students. The faculty responded positively and will discuss again in two weeks.
2. No money for new databases but if librarians want to rearrange databases, let Dana know. We’ll probably get rid of Research Starter guides. Probably have to get rid of Art Abstracts. Angie talk to Brad.
3. Reference has already been easy. Linda Reese has a yearbook assignment.
4. Haven’t done any student dumps because of problems with Jenzabar. Help students looking for remote access. Linda D. will notify librarians once the student dump has been completed.
5. Working on online links in the catalog – about ½ way through
6. Has an OCALD meeting tomorrow in OKC
7. Bindery should be back in a couple of weeks.

Patrick:
1. Rearranged AV area for better workflow
2. Working with Dr. Osborne for a centennial display for the Education department
3. Sending Adrianna an email re. the increased cost for the reference printer
4. Dave Henley coming to set up the new phone system and looking at rewiring the OPAC in the cataloging area. Then we’ll be ready to move shelving.

Verlene:
1. Has Vault instruction scheduled for Todd Essary
2. Has Freshman seminar tours scheduled.
3. Teaching a LIBSC course.

DISCUSSION ITEMS FOR NEXT MEETING:

Reference desk hours
**EXISTING ACTION ITEMS**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Item</th>
<th>Due</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>1. Look over budget requests</td>
<td>1/29</td>
<td>1. we’ll vote on the 29th 2.</td>
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<tr>
<td>Adrianna</td>
<td>1. Write article for newsletter re. faculty survey</td>
<td>1/26</td>
<td>1.</td>
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<tr>
<td>Angie</td>
<td>1. Blurb to update workplan item 5 – ‘create an outreach and publicity plan for library activities’</td>
<td>1/22</td>
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<tr>
<td>Dana</td>
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<tr>
<td>Patrick</td>
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<tr>
<td>Verlene</td>
<td>1. Bring general Lesson Plans</td>
<td>1/29</td>
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</tr>
</tbody>
</table>
DISCUSSION TOPIC

Budget requests – all requests look doable – Dana thinks there’s more than $173,681 in LTF, but she didn’t have the budget forms to confirm.

AROUND THE HORN

Angie:
1. Two fundamentals of speech BIs on Friday.
2. Working Friday PM for Verlene.
3. Working on a cooperative project with Susan Ingram to digitize deteriorating negatives/slides. We need to determine ownership/storage with Marketing and Communications – possibility of placing them on the library server in the future.

Verlene:
1. Happy Birthday!

Patrick:
1. Digitization PC is not here.
2. There may still be a printing issue with LIBREF1 – will continue to investigate. It was decided to remind students in tours and BIs that when printing from Powerpoint, to print as handouts and not slides. Also, to print large jobs in blocks of 25 or so pages. Patrick may place older computers at the reference printers to act as servers – this may speed up printing and give us control over the print ques.

Dana:
1. Passed out the latest OLA grid.
2. VF discussion – Melissa was not aware of any of the discussion we had with Ashley – starting back at square one. It was decided it was more cost feasible to NOT catalog the VF, but provide access via the List of Classes of the US Gov Publications and the Oklahoma Gov Publications Checklist. Copies will be ordered to reside at the VF. It would be too difficult to barcode and secure all items. The new librarian can address at a future date.
# Equipment Requests for 2009/2010

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<th>Item</th>
<th>Vendor</th>
<th>Qty</th>
<th>Amount</th>
<th>Total</th>
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<tbody>
<tr>
<td>Dell 1409X LCD Projectors</td>
<td>Dell</td>
<td>7</td>
<td>$800</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>Dell PC Systems, including monitor for staff</td>
<td>Dell</td>
<td>4</td>
<td>$1000</td>
<td>$4,000.00</td>
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<tr>
<td>Dell PC Systems, including monitor for reference</td>
<td>Dell</td>
<td>5</td>
<td>$1000</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>PC System, including monitor for reference desk</td>
<td>Dell</td>
<td>1</td>
<td>$1000</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Laptops for AV setups</td>
<td>Dell</td>
<td>3</td>
<td>$1200</td>
<td>$3,600.00</td>
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<tr>
<td>CoilMac 4:1 EPI Spiral Binding Machine</td>
<td>Spiral Binding</td>
<td>1</td>
<td>$1250</td>
<td>$1,250.00</td>
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<tr>
<td>Xerox WorkCentre 5632 machines for public areas</td>
<td>Xerox</td>
<td>3</td>
<td>$6600</td>
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<tr>
<td>Canon GL2 camera</td>
<td></td>
<td>1</td>
<td>$3000</td>
<td>$3,000.00</td>
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</tbody>
</table>

**Total Budgets:**

LTF = $173,581??
Requests = $43,250
Balance = $130,331 (spent $134,726 last yr on dbs)
EXISTING ACTION ITEMS

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<th>Responsibility</th>
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<th>Action</th>
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<tr>
<td>All</td>
<td>No items for this meeting</td>
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<tr>
<td>Adrianna</td>
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<tr>
<td>Angie</td>
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<td>Dana</td>
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<td>Patrick</td>
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<tr>
<td>Verlene</td>
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DISCUSSION TOPIC
None

AROUND THE HORN

Adrianna:
1. Verlene getting OK Share card for Dr. Al Turner
2. Itinerary for librarian candidates approved; will be distributed to candidates...
3. The librarians will meet to discuss process for instruction and reference data (where it goes, who does what when).
4. Working on the budget on Friday

Angie:
1. Darwin event scheduled with Nick Cheper on February 25th at 3:00 PM in the instruction room
2. Brain game tournament this year will include Angie’s Wii – Trivial Pursuit and Smarty Pants
3. Newsletter coming out next week.

Verlene:
1. Handed out univ 1001 tour schedule. Some frantic trading occurred...
2. Requested that patrons be able to put items on hold electronically – Dana suggested Verlene investigate in the circulation manual for self-holds
3. Wants to request an online e-reserves form that can be submitted electronically
4. Planning to meet with Linda D re. student training; Dana will reconvene the student assessment committee (Dana, Linda D. Patrick, Jeannine; adding Verlene and Meagan)

5. Linda D. suggested we add recycling bins. Dana said in the past students don’t rinse out bottles and that causes flies. Verlene suggested we put it outside. Dana said to check with Robert Hayes.

6. Having students gather resources around various topics (i.e. black history). Will place on the K: for use with patrons

**Patrick:**

1. Setting up the computer for the big honking scanner. Needs to fix the reference printer as a result.
2. Emailed helpdesk re. user login for special collection; Jay has set that up
3. Working with Patricia to set up Christopher’s login, email, etc.
4. Needs to call Candace Island at Langston re. the Poverty Summit.
5. Met with Stan – continue to investigate a streaming server, needs to talk to Dennis
6. Wants to increase the price of the projectors to $900

**Dana:**

1. Steve Beleu coming at 11:00 today for FDLP review
2. Binder coming from Shawnee to look at collection; hopefully save money
3. Working with Patrick in the storage room in annex to clean up; wants people to keep it organized
4. Gone next Monday and Tuesday. Thursday she is in OKC for OCALD and to pick up candidate
5. Christopher starts next Friday.

**NEW ACTION ITEMS**

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<tr>
<td>Adrianna</td>
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<tr>
<td>Angie</td>
<td><strong>Complete newsletter</strong></td>
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<tr>
<td>Dana</td>
<td><strong>Reconvene student assessment committee</strong></td>
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<tr>
<td>Patrick</td>
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<tr>
<td>Verlene</td>
<td><strong>Reconvene instruction assessment committee</strong></td>
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<tr>
<td></td>
<td><strong>Checking with Robert Hayes re. recycling bin outside library</strong></td>
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<tr>
<td>Get OKShare card for Al Turner</td>
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EXISTING ACTION ITEMS

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<tr>
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<tr>
<td>Adrianna</td>
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<tr>
<td>Angie</td>
<td>Complete newsletter</td>
<td>Completed 2/18</td>
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<tr>
<td>Dana</td>
<td>Reconvene student assessment committee</td>
<td>Met 2/24; excited about Bridget being an intern to work on training the students; will meet with her next week; existing training materials are good but need to be utilized more; also looked at student budget – not planning to pay student coordinators the $.75 more than regular students amount and will phase out the coordinator position. Dana will meet with current coordinators to explain the situation. Adrianna wants the training to include assessment and practice.</td>
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<tr>
<td>Patrick</td>
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<tr>
<td>Verlene</td>
<td>Reconvene instruction assessment committee</td>
<td>1. Planning to do in March 2. Waiting to hear back from him 3. In the mail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Checking with Robert Hayes re. recycling bin outside library</td>
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<tr>
<td></td>
<td>Get OKShare card for Al Turner</td>
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</table>

DISCUSSION TOPIC
Library description in the catalog – the librarians had several revisions. Adrianna will give to Jenny.

AROUND THE HORN
Adrianna:
1. Out the next two Thursdays. Librarians will meet without me.
2. Budget: a) save 5% our of supplies and equipment this year; b) talked about budget request for next year
3. Native American Grant – has money for student employees; everyone will talk to peoples; coordinate through Dana

Angie:
1. Nick Cheper’s talk had 50 people attend
2. Gameday – 8 students attended
3. Karen Williams suggested that Carl Rutledge do a lecture this fall for International Year of Astronomy. He agreed.

Verlene:
1. Brought up whether or not students at circulation should be answering questions such as ‘do you have this book’. Wanted feedback from librarians on opinions. Angie does NOT think students should be answering such questions in case requestor does not know their information need. Patrick had no strong feelings either way. Verlene suggested the students answer the ‘where’s the book question’ and say that if they have any other questions, ask the reference librarian. If the patron asks a specific question, answer. Dana expressed concerned that we don’t then get to count the numbers. Angie said she didn’t like missing the opportunity to teach someone (i.e. how to use the catalog). Dana agreed but was concerned that we did not provide good customer service. Patrick said that he doesn’t mind if they answer as long as the students are trained well. Dana suggested that students be able to answer specific ‘where the is the book’ questions. Verlene ok with basic questions as long as the student refers them to the reference librarian. Dana suggested we try it and have the students keep numbers. Dana asked Verlene to send students to the reference librarian when they come in and ask where the journals are. Discuss again next week after time to complete and Verlene will ask the students to track the numbers for the next week.
2. Gave an instruction to Essary and Robertson’s class on Vault. Went quite well. Put together a list of books we have and web resources – it’s on the K: under the reference folder.

Patrick:
1. Guy Logsdon wanted to see special collections and archives. Thinking about donating his photograph and negative collection to the library or to Ada Arts and Heritage. Patrick showed him special collections and gave him Angie’s card.
2. Met with Stan and Dennis to discuss content server. Cost $10,000. Dennis is excited. They are working on a grant to purchase such a thing.
3. New printer for reference has arrived. Will be set up soon.
4. Big scanner is set up in circulation. On Monday the company has set up an install appointment. Training will occur shortly thereafter.
5. Dr. Reese is having her students work on a poster project for the centennial – Dr. Barton approved paying for it out of the centennial fund. Patrick emailed Dr. Reese to ask her students to start setting up appointments for scanning of pictures.

Dana:
1. Dana suggested that the other librarians have Choice routed to them. New books in women’s studies
2. Needs OLA preregistration form from all.
3. Pleased with Christopher – he is doing well.
<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Item</th>
<th>Due</th>
<th>Action</th>
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<tbody>
<tr>
<td>All</td>
<td>Discuss ‘Academic Research a painful process for students’</td>
<td>3/5</td>
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<td></td>
<td>Decide about Native American student worker grant</td>
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<td></td>
<td>Send pre-registration OLA forms to Dana</td>
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<td>Adrianna</td>
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<tr>
<td>Angie</td>
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<td>Dana</td>
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<tr>
<td>Patrick</td>
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<tr>
<td>Verlene</td>
<td>Reconvene instruction assessment committee</td>
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<tr>
<td></td>
<td>Checking with Robert Hayes re. recycling bin outside library</td>
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EXISTING ACTION ITEMS

<table>
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<tr>
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<tbody>
<tr>
<td>All</td>
<td>Discuss ‘Academic Research a painful process for students’</td>
<td>3/5</td>
<td>Discussed at today’s meeting.</td>
</tr>
<tr>
<td>Adrianna</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angie</td>
<td>Complete March’s newsletter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dana</td>
<td>Reconvene student assessment committee</td>
<td></td>
<td>Met 2/24; excited about Bridget being an intern to work on training the students; will meet with her next week; existing training materials are good but need to be utilized more; also looked at student budget – not planning to pay student coordinators the $.75 more than regular students amount and will phase out the coordinator position. Dana will meet with current coordinators to explain the situation. Adrianna wants the training to include assessment and practice.</td>
</tr>
<tr>
<td>Patrick</td>
<td></td>
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</table>
| Verlene        | Reconvene instruction assessment committee                           | July | 1. Instruction Evaluation plan was revised 3/5.  
2. Waiting to hear back from him.                                                                                                       |
|                | Checking with Robert Hayes re. recycling bin outside library          |      |                                                                                                                                        |
|                | Pull library instruction syllabi and give feedback on learning objectives |      |                                                                                                                                        |

DISCUSSION TOPICS

1. Discuss “Academic Research a painful process for students.” Suggestions were:
   1. Verlene – Have workshops available on Ebsco searching, including workshops for faculty.
   2. Patrick – Create a more developed link of research resources from the library home page.

No dates were set for doing either of these.
2. **Scholarship of Teaching Activity:**
   1. There was interest in getting feedback on syllabi that we are currently using. Dana was concerned that we need to do something with the learning objectives workshop from last year. Verlene agreed to pull some of our syllabi this summer and give us feedback.
   2. Angie is interested in interactive teaching methods.
3. **Instruction Evaluation:**
   1. A few minor changes were made in the wording.
   2. Instruction evaluations will go to the library director after it has been shared with the librarian being evaluated.
   3. It was agreed that the evaluation will be shared with the librarian being evaluated within 48 hours of the instruction.
   4. Dana will revise the Instruction Evaluation Plan and put it on the k:\drive.
4. **Reference Evaluation:**
   1. A few minor changes were made in the wording.
   2. There was a disagreement about whether or not reference evaluations should be given directly to the librarian being observed. No decision has been made yet.
   3. The Reference Evaluation Plan will be revised and put on the k:\drive once we decide on the last point.
5. **Checklist:**
   1. Dana will create a checklist in spreadsheet format to help us keep track of our evaluation requirements.

**AROUND THE HORN**

**Adrianna:**
1. Not present.

**Angie:**
1. Thinking of ideas for March newsletter (We are buying AP images).
2. Thinking about publicity for Brain Game tournament.

**Verlene:**
1. Has been sick.

**Patrick:**
1. Poverty Summit through Langston University will happen on March 13th.
   a. It will take place in the Ballroom and possibly Regents Room and North Lounge.
   b. Patrick has a flyer to put up across campus.

**Dana:**
1. Has received OLA registration forms from everyone except Angie. We all need to book our hotel rooms.
2. Today was the last day for the Native American student applications.

**NEW ACTION ITEMS**

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<tr>
<th>Responsibility</th>
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<tbody>
<tr>
<td>All</td>
<td>Discussion of circulation students answering simple <em>Do you have this book-type questions.</em></td>
<td>3/12</td>
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<tr>
<td>Adrianna</td>
<td></td>
<td></td>
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<tr>
<td>Angie</td>
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</table>
| Dana           | ● Revise Instruction and Reference Evaluation Plans and put them on the k:\drive  
● Create a spreadsheet checklist for evaluation requirements | 3/12 |        |
| Patrick        |                                                                      |      |        |
| Verlene        |                                                                      |      |        |
LIBRARIAN MEETING MINUTES FROM 03/12/09

PRESENT: Angie, Dana, Patrick and Verlene

EXISTING ACTION ITEMS

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<tbody>
<tr>
<td>All</td>
<td>Discuss Circulation students answering simple questions</td>
<td>3/12</td>
<td>Discussed at today’s meeting.</td>
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<tr>
<td>Adrianna</td>
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<tr>
<td>Angie</td>
<td>Complete March’s newsletter</td>
<td></td>
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<tr>
<td>Dana</td>
<td>1. Reconvene student assessment committee</td>
<td>3/11</td>
<td>1. Bridget met with the committee 3/11, outlined several things for her to start on, training scenarios, student evaluations, developing face-to-face workshops.</td>
</tr>
<tr>
<td></td>
<td>2. Instruction and Reference Evaluation Plans</td>
<td></td>
<td>2. Plans have been revised and are on the k:\drive.</td>
</tr>
<tr>
<td></td>
<td>3. Checklist for evaluation requirements</td>
<td>3/12</td>
<td>3. Checklist was presented and approved</td>
</tr>
<tr>
<td>Patrick</td>
<td></td>
<td></td>
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<tr>
<td>Verlene</td>
<td>1. Checking with Robert Hayes re. recycling bin outside library</td>
<td></td>
<td>1. Waiting to hear back from him.</td>
</tr>
<tr>
<td></td>
<td>2. Pull library instruction syllabi and give feedback on learning objectives</td>
<td>July</td>
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</table>

DISCUSSION TOPICS

1. Discuss: Should students be allowed to answer simple questions at the circulation desk. Suggestions were:
   1. All – Students should answer simple questions.
   2. Angie – As long as students keep track of the questions they answer.
   3. Dana – Circ students should be trained on when to know when questions are too in-depth and need to go to a reference librarian.

2. Checklist:
   1. Dana presented a checklist in spreadsheet format to help us keep track of our evaluation requirements. It was approved with no changes.
AROUND THE HORN

Adrianna:
1. Not present.

Angie:
1. Has been learning the new digitization software. Angie will have step-by-step procedures written by the end of May.
2. Will probably have a student through the Native American grant (we need to let Dana know if we are hiring a student from this grant).
3. Dan Cook is interested in donating his Civil War book collection.

Verlene:
1. Had a problem with a couple of circulation students. They shouldn’t be visiting at the desk instead of working. We should let Verlene know if there is a problem with a student worker.
2. Steve Benton asked Verlene to do instruction for his Comp 2 classes.

Patrick:
1. Poverty Summit through Langston University will be tomorrow (Friday).
2. Matthew Donica started and is working on the reference computers (Patrick will have him look at ALEKS).
3. Met with Dennis and Stan to discuss AV delivery technology. Patrick will meet with Dr. Whitney to discuss grant options.
4. Annex is cleaned out. The 1st floor annex closet is now organized (everything usable is to the left). Dana asked that we keep the closet organized and free of blockage.

Dana:
1. Is in the process of developing a weeding calendar. It will be presented to the librarians when approved by Adrianna.
2. Faculty Senate met with Dr. Anderson. The faculty evaluation document will remain essentially the same, with removed reference to “merit.” The standards are still the same and everyone still has to meet them.
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<tbody>
<tr>
<td>All</td>
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<tr>
<td>Adrianna</td>
<td>Bring back a decision on reference evaluation (how librarians should distribute reference evaluation forms once completed).</td>
<td>3/26</td>
<td></td>
</tr>
<tr>
<td>Angie</td>
<td>Step-by-step digitization procedures</td>
<td>5/29</td>
<td>Will have procedures ready for the cataloging librarian to work on cataloging procedures.</td>
</tr>
<tr>
<td>Dana</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Patrick</td>
<td>Will meet with Dr. Whitney to discuss grant options</td>
<td></td>
<td></td>
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<tr>
<td>Verlene is awesome!</td>
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EXISTING ACTION ITEMS

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<tr>
<td>Adrianna</td>
<td>Remind librarians of the checklist (Jan, Mar, Jul, Oct) Find out how DCA wants us to approach the archiving of the centennial celebration</td>
<td></td>
<td>Will have procedures ready for the cataloging librarian to work on cataloging procedures.</td>
</tr>
<tr>
<td>Angie</td>
<td>Step-by-step digitization procedures Revising donor policy</td>
<td>4/16</td>
<td>Will have procedures ready for the cataloging librarian to work on cataloging procedures.</td>
</tr>
<tr>
<td>Dana</td>
<td>Reference and Instruction Assessment plans have been updated and are on the K:/; updated forms are on the web page</td>
<td></td>
<td>Reference and Instruction Assessment plans have been updated and are on the K:/; updated forms are on the web page.</td>
</tr>
<tr>
<td>Patrick</td>
<td>Summary of poster use and cost for the year</td>
<td>4/16</td>
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<tr>
<td>Verlene</td>
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DISCUSSION TOPICS

Students on cell phones in the reference area: if students are on their cell phones in the reference area for any length of time, they are asked to go outside.

AROUND THE HORN

Adrianna:
1. Sunday – Sam is working; Elizabeth may or may not be working. Mindy may or may not be working;
2. Matthew Pierce will be joining us on June 1, pending background check, graduation and transcript.
3. Budget hearing is tomorrow.

Angie:
1. ADA committee met
Verlene:
1. Ringling is bringing 28 juniors. Discussion of area high schools. Verlene has a list!
2. Writing newsletter article this week.
3. Verlene found a student (who works for Stan) trying to hide out in the library after closing. She made them leave and is going to speak with Stan. She will report back next week.
4. Hired three new students

Patrick:
1. Matthew, the student working on the reference computers, believes ALEKS is fixed. If problems, notify Patrick. Word readers are up to date. Some computers have Java problems associated with Blackboard.
2. Went to MWC on Tuesday to meet with AV people re. OLA.
3. Have currently used 308 feet of the library’s 500 feet allotment. Which allows Verlene to print the library week awesome posters. We are saving about 12 feet for Angie.
4. Communications and cartography have reached their poster allotment. Patrick is still checking the other departments.

Dana:
1. The LLAF party is Tuesday. The librarians are invited but please don’t win the Bingo.
2. Discuss the weeding calendar. Angie and Verlene switched Physics and computer science. The assessment committee will be working on a weeding process that lasts throughout the year. The librarians were in agreement of the calendar and looking forward to the process.
3. Better World Books will take our weeded collection and sell. 15% of the proceeds to go LLAF. 5% goes to a literacy partner. They keep 80%.

NEW ACTION ITEMS

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<td>Remind librarians of the checklist (Jan, Mar, Jul, Oct) Find out how DCA wants us to approach the archiving of the centennial celebration</td>
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<tr>
<td>Angie</td>
<td>Step-by-step digitization procedures</td>
<td>4/16</td>
<td>Will have procedures ready for the cataloging librarian to work on cataloging procedures.</td>
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<tbody>
<tr>
<td>All</td>
<td><strong>Remind librarians of the checklist (Jan, Mar, Jul, Oct)</strong>&lt;br&gt;Find out how DCA wants us to approach the archiving of the centennial celebration</td>
<td></td>
<td>Adrianna didn’t do but Katie Caton sent an email to Angie asking how to send the ‘stuff’. She’s sending it over.</td>
</tr>
<tr>
<td>Adrianna</td>
<td><strong>Step-by-step digitization procedures</strong></td>
<td>4/16</td>
<td>Angie presented a draft. She and Dana will get together to present revised draft May 7th</td>
</tr>
<tr>
<td></td>
<td><strong>Revising donor policy</strong></td>
<td>4/23</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Summary of poster use and cost for the year</strong></td>
<td>4/16</td>
<td>Patrick presented report (attached).</td>
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<tr>
<td>Dana</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Patrick</td>
<td></td>
<td>4/16</td>
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<td>Verlene</td>
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Discussion item

Discussed the ability to digitize microforms. Dana and Patrick will investigate. In the future (after digitizing the journal and the yearbook) we may discuss with the Ada Evening News the rights to digitize old editions.

AROUND THE HORN

Adrianna:

1. Sunday was packed! Two people waiting at the door on opening; had to kick two people out at closing. We may need to consider opening on Easter in the future...

2. Budget hearing – went well; only concern is the possibility of cutting more in student wages – we would have a hard time handling a further cut. Probably something we need to think about. Asked Dana to bring us a summary of where we currently stand on student wages and ways we can absorb a cut.

3. OCALD is this afternoon

4. Information Literacy grant is going well. Making plans for the next stage

5. Carlotta mentioned us at AAC and we received a round of applause.
6. Friends party was small but very fruitful. Carlotta Lockmiller, Steven Schmelling, Paul Keefer, and Carolyn Thomas all expressed interest in joining the board. Yesterday I saw Anne Davis who mentioned to me that she is also interested in joining. Yea!
7. You are all encouraged to attend the faculty IT forums
8. We received permission for the journal to digitize the entire collection.

Angie:
1. Working on the newsletter; finish on Friday
2. Brain game tournament is today
3. Digitization is moving along efficiently
4. Donor policy is fine; working on something to give to donors
5. Will be receiving a donation of civil war books from Danny Cook – nice collection...

Verlene:
1. Ringling went well – lots of good, smart kids; Verlene will follow up
2. Heard good words from some faculty about the posters
3. Some interest in doing a faculty workshop for databases; difficulty about finding a good time; thinking about doing a workshop during the summer; maybe schedule a series for the fall (once a month); maybe work with Bob in CETL, maybe target specific departments; maybe 30 minute slots

Patrick:
1. Getting ready for OLA next week
2. weird computer problems
3. worried that we may lose Megan in June – she’s getting married in August (maybe take a job at a bank in Holdenville). Have some steady student workers

Dana:
1. handed out sample cola/merit pay from DCA at Faculty Senate
2. gone the next several days for meetings

Next meeting is April 30th.

NEW ACTION ITEMS

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<tr>
<td>All</td>
<td>Brainstorm workshop ideas</td>
<td>4/30</td>
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<td>Name</td>
<td>Task</td>
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<tr>
<td>Adrianna</td>
<td>Remind librarians of the checklist (Jan, Mar, Jul, Oct) Talk to Delma about some kind of faculty professional development day</td>
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<tr>
<td>Angie</td>
<td>Revising donor policy</td>
<td>4/30</td>
<td></td>
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<tr>
<td>Dana</td>
<td>Investigate digitizing microforms</td>
<td>5/14</td>
<td></td>
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<tr>
<td>Patrick</td>
<td>Investigate digitizing microforms</td>
<td>5/14</td>
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<tr>
<td>Verlene</td>
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Poster printing allotment/expenditure report:

2325 departmental square feet have been printed. Departments that have met their allotments:
- Student Development
- Athletics
- Carto/Geo
- Communications (210)
- Crew (299)

The library has an allotment of 500 square feet. It has used 406 as of April 16

$3724 has been deposited from AV into the copier account.
$9258 has been spent on printing supplies since June 2008.
EXISTING ACTION ITEMS

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<td></td>
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<tr>
<td>Adrianna</td>
<td>Remind librarians of the checklist (Jan, Mar, Jul, Oct)</td>
<td></td>
<td>Completed; Dr. Hall like the idea. She is going to approach the president.</td>
</tr>
<tr>
<td></td>
<td>Talk to Delma about some kind of faculty professional development day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angie</td>
<td>Revising donor policy</td>
<td>4/30</td>
<td>Angie presented a draft which we wordsmithed a bit; Patrick suggested it be a form that needs to be signed; we decided to think about it and discuss at a later date.</td>
</tr>
<tr>
<td>Dana</td>
<td>Investigate digitizing microforms</td>
<td>5/14</td>
<td>Dana investigated prices for a new one - $6000+; out price range for at least this year; Patrick says that he can fix the one in ILL and since they don’t use it, we can move it to periodicals or other appropriate location.</td>
</tr>
<tr>
<td>Patrick</td>
<td>Investigate digitizing microforms</td>
<td>5/14</td>
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Discussion item

Bridget presented her plan of action for her internship. Many comments and suggestions were made. Next step: interview students to determine their perception of training needs.

Angie expressed concern about circulation students answering questions. It was decided that the librarians would meet to discuss EXACTLY what is allowed and not allowed. Bridget will then turn those decisions into a training module.

AROUND THE HORN

Adrianna:

1. Dr. Anderson requested that Frank send someone over to evaluation the instruction room laptops to see if more memory or other low-cost solution will improve them. Patrick says they are maxed out on memory but he welcomes IT’s opinion.

2. Amigos – good conference

3. OCALD – new secretary for Ocald
Angie:
Left early

Verlene:
1. Had a misunderstanding with the English department re. their collection funds this year but it is straightened out.
2. Psychology hasn’t spent any of their budget. Must have it in this week.
3. Asked Patrick who the contact is for computer science – it’s Clay Carley
4. Verlene needs to talk Dana about being library liaison.
5. Has annual report requirements down. Due first week of June.

Patrick:
1. Meagan has resigned effective May 29th.
2. Patrick contacted Frank Williams about virus scan for the library laptops. Frank will have Tom and Dave put together a list of procedures for handling this.
3. The big scanner touchscreen broke. We have a replacement that we will install when we find a complete set of allen wrenches.
4. He and Verlene met to discuss a curriculum for techniques of research classes. They plan to find classes with research focus and then revise learner objectives and update handouts. Create a webpage for research sources to include tutorials, research day template, etc.
5. Patrick and Dana have completed the weeding plan. Once the assessment committee has approved that will go to the librarians.

NEW ACTION ITEMS

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<tbody>
<tr>
<td>All</td>
<td>Think about how to implement the donor statement</td>
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<td></td>
<td>Think about what microforms can and should be digitized</td>
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<td></td>
<td>Meet to discuss questions that circulation students can answer</td>
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<td>Adrianna</td>
<td>Remind librarians of the checklist (Jan, Mar, Jul, Oct)</td>
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<td>Angie</td>
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Librarian Meeting Minutes from 06/11/09

Present: Adrianna, Angie, Dana, Matthew, Patrick and Verlene

EXISTING ACTION ITEMS

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Item</th>
<th>Due</th>
<th>Action</th>
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<tbody>
<tr>
<td>All</td>
<td>Think about how to implement the donor statement</td>
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<td>New librarian (for the fall)</td>
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<td></td>
<td>Think about summer newsletter ideas</td>
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<td>Article of westward expansion and upward bound (back page)</td>
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<td>Story about Bridget</td>
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<td>Remind librarians of the checklist (Jan, Mar, Jul, Oct)</td>
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<td>Angie</td>
<td>Review weeding handbook</td>
<td>No comments, understand will weed this CY</td>
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Discussion item

Bridget update
1. Completed student interviews
2. Revised student application
3. Completed Student Evaluation form
4. 

Assessment Plan
Adrianna walked through the assessment plan.

AROUND THE HORN

Adrianna:
1. Legislature cut the university’s budget by 1.4 million; gave us 1.4 million in stimulus money
2. I cannot meet next Thursday – group will meet without me. Verlene has agreed to take minutes.
Angie:
1. Working with Physical plant to pick up Denver’s books.
2. Quilt ladies meeting tomorrow in the library

Verlene:
1. Had several departments who had zero instructions this year who had them last year. Verlene will contact librarians and then either the librarian or Verlene will contact the faculty member.
2. Working with NAVP grant and three faculty (Balmer, Bohan, McMahon) along with Bob Vavricka. Doing the project again in the fall.
3. Verlene will pass out faculty evaluations after the meeting.

Patrick:
1. Installed touch screen on the scanner
3. Wants to purchase UPS’s for the reference computers (12 units at $80)

Matthew
1. Doing job shadowing at OSU and OKC Metropolitan next week
2. Steve Beleu is coming Tuesday
3. Did an instruction for the Cataloging class in the westward expansion grant
4. Answered a few reference questions this week

Dana
1. Gone Thursday and Friday
2. Doing an instruction Monday for nursing
3. Al Turner has a friend that wants to give us $5,000 (1/4 native American, ¼ western). Perhaps we can get physical plant to go to Norman and Midwest City at the same time.

NEW ACTION ITEMS

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<td>Comments re. student survey results (what we want to implement etc.), student application,</td>
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<td>Evaluation form, checklist, etc.</td>
<td>Think about how to implement the donor statement</td>
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