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>Comments re. student survey results (what we want to implement etc.), student application, evaluation form, checklist, etc.</td>
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<tr>
<td></td>
<td>Think about how to implement the donor statement</td>
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<tr>
<td>Adrianna</td>
<td>Remind librarians of the checklist (Jan, Mar, Jul, Oct)</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 item

AROUND THE HORN

Adrianna:
1. Sent Angie and Matthew something about historical item that I didn’t follow because I am new at taking notes
2. IMLS grant for library student- recruit students for grant. Funding came through. Don’t know when it starts but gathering names and details to follow.
3. AV search committee has good interviewees from which to choose. Interviewing is worst way to find someone to hire. You hire who you like. Instead trying skills test to find the best applicant. There’re no ‘wrong’ answers but it allows committee to see how they handle realistic work situation. Make it a part of regular hiring process.

Angie:
1. Big scanner is up and going. Negatives are being scanned. Negs are reversed for viewing online.

Verlene:
1. I am still working on list of instruction sessions to help us prepare for Fall so that any of the classes that we had in 07-08 but not in 08-09, or disciplines where we had little or no increase in instruction sessions can be addressed for the next school year.
2. Appreciates Dana being the first winner of Replace, Rebind, or Reshelve. Anticipate this program working nicely for future damaged items.

Patrick:
1. Chairing AV search committee
2. Posters for Debbie Claxton are done. Still have ink and paper left! Woohoo! One more year of Westward Expansion Grant
3. Nan Schmidt and Mark Klippenstein to talk about ECU research grant journal and discussed ideas. Working on a proposal to send out to get reactivated and involved with emerging research programs – focus on students but provide for grad student opportunities to publish also. In line with student-centered focus of university. Create more structured procedure for publishing for continuity and future of the publication.

Dana
1. Donor policy needs to be on ECU letterhead, letter format. Minor changes so that it is clear where items are going and polish for professional presentation.
2. Review of Collaboration plan, minor repairs but overall looks good.
3. Christopher is working on WCA lists. When they are ready we will discuss how they will work and the weeding can begin.
4. Off Wednesdays for the next few weeks for personal reasons.

Matthew:
2. Friday driving to OKC to shadow again. Cataloging specific training.
3. Practiced mad passing skills.

NEW ACTION ITEMS

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Item</th>
<th>Due</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>All</td>
<td>Webpages</td>
<td>Need changes? Submit to Dana</td>
<td></td>
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<tr>
<td>Adrianna</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Angie</td>
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<tr>
<td>Dana</td>
<td>Donor Policy</td>
<td>Fix minor items and format/letterhead, update the policy and put on some sort of ECUish letterhead</td>
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<tr>
<td>Patrick</td>
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<tr>
<td>Matthew</td>
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<tr>
<td>Verlene</td>
<td>Taking notes</td>
<td>Type faster!</td>
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<tr>
<td></td>
<td>Typing skills</td>
<td>Improve finger dexterity.</td>
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<td></td>
<td>Reformat Minutes</td>
<td>Reformat minutes</td>
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</table>
Bridget-

Student worker survey – Brilliant!

Concerns –
Existing manual is for reference rather than job specific guide.
Circulation/millennium, shelving tutorials
Tutorial for when reference librarian is not available
  Answering phones- Linscheid Library, this is __________. How can I help you?
Change floor names.
Peer reviews?
Library tour as part of training!! Make it happen!

Application – Fantastic

  # of credit hours for employment?
  Do I have to have work study award?
  Include copy of schedule
  Checklist at top of year
  Personal references
  Love the work preference option
  A/V needs more of the customer service description
  Director’s office description
  Class schedule rather than just schedule.
  Electronic signature.
  Delete criminal history check and driving record check!

Revamp the student evaluation form –

  Define what the attributes are so that the students know what they are being evaluated on.
  Make it mandatory
  Make it one page

Basic duties –

  Tutorial module on listening skills
  Training should be mandatory
  Monies will be garnished from any income not just work studies.
  Minor editing
Librarian Meeting Minutes from June 25, 2009

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

Discussion:

Adrianna-

Angie-

Dana-
  • Assessment page on website is up.
  • Some feedback on website changes that need to be made.
  • Dana has reviewed donor policy.
  • Dana gone next week.

Matthew-

Patrick-

Verlene-

Around the Horn:

Adrianna-
  • Dr. Osborne is working on Grant to bring Chinese students to come and get their Master's Degree in Education through ECU. Online Fall/Spring, and on campus Summer. Information Literacy course will be required as a part of the program. Number of students unknown but could be large. Potential for crazy big classes/# of sections. Doesn't want anyone but librarians teaching this course. Unsure if we have enough to meet the needs of the number of potential students but several librarians interested in participating.
  • New president starting and there are concerns over what changes are going to be made but Adrianna gets the impression that the transition will go smoothly with PRESIDENT HARGRAVE! (Not Johnny Bob.) Ex: Dr. Anderson is DR. ANDERSON! (Sir!) Cautiously optimistic that President Hargrave will be good for ECU.
  • Good to have Dr. Anderson back in his usual position.
  • Receptions for Dr. Anderson and for Pres. Hargrave upcoming.

Angie-
  • Exhibit is up on the Nuremburg items in the library.
Librarian Meeting Minutes from June 25, 2009

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

- Newsletter is being written as we speak. New masthead for the newsletter. Adrianna wants to approve it before it goes out.
- Following up with donated collections.

Dana-

- They (?) are buying the product (?) and are wondering if departments want to pitch in to afford the extras.
- Working on assessment webpage. Cleaning up k:drive. Ask that librarians be more meticulous about k:drive folders. Keep them cleaned up and delete previous employee folders.
- Robert said that students would be covered by workers comp if we need to use them to help us move donated collections. Physical Plant has too many projects going to handle this for us. Concerns over cost for shipping and packing items. Following up on what needs to be done to get these collections moved here. Looking at moving 5000-6000 lbs. of books. Shout out for boxes. If you got ‘em, we need ‘em.

Matthew-

- Learning LOC classification.
- Assistants are very helpful.
- Looking at workshop in July. Will arm-wrestle/paper-rock-scissors with other librarians to see who is staying behind to tend house while the rest go to the conference.

Patrick-

- Going over AV assistant applications. Narrowed results to three choices.
- Working on AV folder in k:drive. Organizing subfolders.
- Reference computer is HERE! Woohoo! May be placed in library as regular libref computer.
- Gathering job descriptions – need one for Instruction Librarian, GovDocs, Outreach, and circulation staff. Adrianna wants staff ones as a priority for future evaluations. Found ADA checklist for physical demands of the job, wonders whether we want to do for ourselves or HR(?)
- ECU research journal was done as a part of a writing competition in 2005. More focused in recruiting high school students. Pre-Rafes the journal was student-centered. Competition is still in existence but there are question whether writing or research should be more of a focus/priority. Researching history of
the journal whether faculty oriented or student oriented. Student focus should be priority.

Verlene-

- Met with Dr. Byrd (Bridget’s internship supervisor from the HR dept) She is on target and doing well.
- Training videos will be shot this Saturday.
- We are short on students temporarily in circulation due to illness and vacations, and Verlene expressed her deep and abiding gratitude to her co-workers for helping out those students who are alone working the desk in the evening

Action Items:

Adrianna-

Angie-

- Getting the donor policy ECUized

Dana-

Matthew-

- Learn Fight Song.
- Buy new alarm clock.
- Post reminders that Thursday is Librarians’ Meeting.

Patrick-

Verlene-

- Finish report of past BIs for goal-setting the new school year’s BIs
Librarian Meeting Minutes from July 16, 2009  
Present: Adrianna, Angie, Dana, Matthew, Patrick and Verlene

Discussion:

Adrianna-  
- Dr. Osborn in China. Everything is going well but we are still waiting on a headcount of potential students.
- Need to complete staff evals. While the self-eval is encouraged this time around it will be mandatory in the future. Evals need to be done by Thursday, July 23\textsuperscript{rd}.
- Reminder of annual checklist. Six reference cards for summer semester.

Angie-  
- Working on the donor policy
- Working on finalizing reference schedule for fall. Will re-evaluate plan chosen in November for changes in Spring semester.
- Scanning is going well. About halfway done. Some discussion whether it can be made available as it is scanned. (See action items.)
- Quilt project done in Sept. One will be auctioned off, 2\textsuperscript{nd} will be donated to the university

Dana-  
- Preferred databases being chosen. Everyone submitted top eight. Final list will be emailed on Monday or Tuesday. Integrated search added, may eliminate a couple of choices.
- Academic Search Premier available to all schools in OK. not just university.
- Ken Hada moving poetry reading to Estep center because of large expected turnout.
- Jeannine having back troubles so will be in and out as able.
- Working on getting Midwest City collection picked up and the civil war collection (600 items). One collection being picked up the week of the 3\textsuperscript{rd}.
- Weeding list coming. Christopher will be doing a presentation on

Matthew-  
- Had opportunity to observe tours and instructions for Upward Bound students
- Had Dr. Pappas look at collection of donated law books, only keeping 5-10%  
- Word is that integrated GovDocs collections are becoming more popular for accessibility and patron use. Would like to do presentation regarding GovDocs with Steve ____________.
Patrick-

- New A/V assistant hired. Starting early August.
- Met with Vivian Whitney re: research journal – discussed why journal stopped being published, some discussion regarding office of undergraduate research, committed to success of reestablishing journal though it may take some time.
- Office of undergraduate research can put on a link for research posters on website if approved by Dr. Weems. Wanting to create storehouse for research posters
- Started buying supplies again, expect large procard statements
- Records kept show departmental costs for supplies.
- Printing quilt project materials
- Budget is available at the reference desk.
- Time to consider OLA submissions, Patrick would like to do a digital copyright presentation.
- Expecting to take time off Aug 6-12th

Verlene-

- Working to get caught up on Instructional information
- Will present ALA insights at next meeting

Action Items:

**ALL: Update check list and do staff evaluations.**

- Evals need to be done by Thursday, July 23rd.

**Adrianna-**

- Present on ALA

**Angie-**

- Donor Policy
- Complete reference schedule

**Dana- (and Angie and Matthew)-**
Librarian Meeting Minutes from July 16, 2009
Present: Adrianna, Angie, Dana, Matthew, Patrick and Verlene

- Meet and prepare report on Journal’s online status and progress
  
  Matthew-

  Patrick-

  Verlene-

  - Finish report of past BIs for goal-setting the new school year’s BIs
  - Present on ALA
New Action Items:

Patrick –
- Look into huddle boards
- Call CJ Vires about Research Journal

Matthew –
- Learn fight song.
- (and Verlene) Meet with Dana regarding disseminating budgets and other $ related issues

Discussion:

Adrianna-
- Review of ALA – Materials available on conference table for perusal but not removal
  - Session on visual data-
  - Asking why’d you come into the library today or was your visit successful may be a good idea to implement, for feedback.
  - “You are here” maps of floors
  - Patrons in action snapshots for evaluation of activities and services
  - Students prefer cubby spaces rather than carrels.
  - Video and still pics for analysis of use of space/environment in library
  - Whiteboards on wheels for instant study room effect
- Think BIG, act fast and test small – One school touched 13,000 students using 12 tools and spent less than $1000.
- Fundraising –
  - Friends groups – (not sure what comes here)
  - 10% of group were academic
  - Best gifts from older donors.
  - People tend to give what they make not what they own.
  - Need to advocate within the community.
  - Need to have a persistent vision of the future
  - know your audience
  - meet the donors needs
  - show success with little money
  - brainstorm a list of potential donors – start small with who you know
  - keep detailed records
  - talk to people – develop relationships – to be in the will takes seven or more consecutive years of working with someone
  - board needs to give and ask.
Librarian Meeting Minutes from July 30, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

- it’s not about the amount of money, but the consistency of incoming funding
- People give money to people not organizations
- events are about visibility not money
- academic libraries sell excellence
- Foundation (?) can help
- Recruit business faculty (skills)
- Host a mystery dinner?

Angie-
- On Vacation

Dana-
- Jeannine will be out until Sept. 1st with back problems.
- Chris may step in to pick up the slack
- Budgets are ready for departments
- $3K more per dept than expected
- Added four new majors
  - RN to BSN
  - Art
  - Music
  - FCS-early childhood

Matthew-
- Processing our new Civil War collection
  - Looks very scholarly
  - Will keep about 90%
- Talked with Brad Clampett (?)
- Turning his focus to digitization when Angie returns
- For now doing original cataloging.

Patrick-
- Staff/Faculty computers coming for Verlene, Barry and Jeannine
- Cord for scanner came in – will be moved downstairs
- ECU research journal is going, but in a lot of different directions.
- Will talk to CJ Vires about who’s in charge
Librarian Meeting Minutes from July 30, 2009
Present: Adrianna, Dana, Matthew, Patrick and Verlene

- Interested in doing an Animoto tour of the library

Verlene-
- Will attend New Faculty training on August 12 with Adrianna
- Talking to some of the VOICES faculty about imbedded librarian option
- Will present ALA & COIL insights at Aug 14th meeting

Previous Action Items:

ALL: Update check list and do staff evaluations.
- Evals need to be done by Thursday, July 23rd.

Adrianna-
- Present on ALA

Angie-
- Donor Policy
- Complete reference schedule

Dana- (and Angie and Matthew)-
- Meet and prepare report on Journal’s online status and progress

Matthew-

Patrick-

Verlene-
- Finish report of past Bls for goal-setting the new school year’s Bls
- Present on ALA on August 14th
Be prepared to Discuss:
  • Our Library Instruction Toolbox –
    o What we’re doing
    o What we need to do

New Action Items:
  Patrick –
  • (Carryover) Call Cj Vires about Research Journal
  • Look into possible huddle board alternatives and send information to Robin Murphy
  • Contact (old) Meagan about football films.

  Matthew –
  • (Carryover) Learn fight song.

  Adrianna –
  • Talk to Jenny about the light problem in the meeting room.

  Angie –
  • Prepare draft for display for centennial week highlighting persons of influence – Duffer & Perry

  Verlene –
  • Send Matthew instruction and evaluation information.

Discussion:
  Adrianna –
  • What do we think of the huddle boards? Great idea but a little beyond our price range right now.
  • Asks that Patrick look into possible alternatives and send information to Robin Murphy.
  • Review of Voices Project revamped classrooms
    o Very versatile and great for students
    o Great technological options
    o Mobile white boards may be beneficial addition
  • Met with Dr. Barton and discussed General Ed. outcomes
Librarian Meeting Minutes from August 20, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

- will revisit the goals to see if faculty are really addressing the Information Literacy needs.
- Spoke with Dr. Anderson
  - He has room to add items to the work plan, suggested information literacy
  - Sent info regarding poor SAILS results
  - Will meet again with Dr. Anderson
- Visited with Pres. Hargrave
  - He is passionate about books, print materials
  - Need to promote our new civil war collection with him.

Angie-

- has hired 3 graphic arts students
- has had requests to digitize yearbooks
- this will be the next project after the Journal is digitized.
  - 2 years of the Journal now available, with a third coming soon.
- Newsletter will be out early September – focus on new staff and digitization of the Journal.
- will be doing tours with Matthew

Dana-

- Periodical budgets due by September 26th.
- Financial aid problems (with signatures) are being worked out.
- Has some BIs scheduled both here and on location
- Webpages are still not updated but it will happen soon

Matthew-

- Doing original cataloging
- Preparing research guide for Houston Mount’s classes
- Talked with Consumer Science Dept about budget
- Completed Procard Training
- Also doing research guide for World Wars class (?)

Patrick-

- New circ printer working well
- Even #’d computers are not printing to new printer yet
Librarian Meeting Minutes from August 20, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

- Two BIs for Friday with Dixon and one for Thom Balmer is in the works
- Planning to work with Hughes for a poster session
- OLA presentations will be finalized in November. We are still in the running.
- Still haven’t found football films

Verlene-

- Will send Matthew tour/instruction information and review evaluation procedures with him
- has done several tours for transfer students and veteran’s workforce group
- distributed rotation schedule and UNIV1001 tour schedule
- will be focusing on reserves, getting that area streamlined and cleaned up
- Spoke with computer science dept. Great to work with.
- Having issues with English department regarding budget. Will work with Dana to get this resolved.

Previous Action Items:

Patrick –
  - Look into huddle boards
  - Call CJ Vires about Research Journal

Matthew –
  - Learn fight song.
  - (and Verlene) Meet with Dana regarding disseminating budgets and other $ related issues
Be prepared to discuss:

- Circulation access for all librarian
- Our Library Instruction Toolbox

New Action Items:

Everyone –
- GET YOUR SERIAL LISTS IN!

Patrick –

Matthew –

Adrianna –

Angie –
- Bring visuals for display to meeting to show options

Verlene –
- Talk to Bob about doing Plagiarism training during Safe Assign training

Discussion:

Adrianna-

- Would like to participate in the design of centennial display.
- Anderson said he would look at General Education Student outcomes, including Library Skills assessment in is evaluation.

Angie-

- Sent out outline for centennial display. Looking for pics of Duffer. Questions regarding location. Atrium is a possibility but Adrianna would like them to be more visible. May help to put up signage to direct people to second floor display. Previous tools used during the past are available for display.
- Looking for exact dates for Duffer’s years of service. Adrianna suggests calling Mary Ann.
- Looking for more personal information on Duffer. Check with Williamson, Casper, Weems
- Galileo display. Will be good!

Dana-

- Digitizing faculty records – Working with Buffy Loveless
Librarian Meeting Minutes from August 27, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

- Old registry records of alumni
- 12 boxes going to Better World Books, money going to LLAF
- Lots of BI's this week!! (Good Job Dana!)
- Trouble shooting with biology led to Bi’s, interact people! Get ‘er done!
- Only Matthew turned in Serials add/drop list.
- Webpage still not updated
- CCH and something about SSL something something (edit this Dana). I really didn’t follow the acronyms. Will send out an email about this later.

Matthew-

- Did tour for Chris Bean
- Did 2 instruction sessions for Houston Mount
- Developed how-to guide for Jstor
- Met with department chairs regarding budgets and serials.
- Cataloged two years of ECU journal – 3 years available now

Patrick-

- Talked to CJ Vires
- Sent info to Robin Murphy re: Huddle Boards
- Football films are still missing. Meagan has no information on the location. May have already been send back.
- Student Welfare Committee met – discussed student satisfaction surveys regarding safety, library did one a few years back. Talked about lighting and spacing of computers.
- Will do instruction for Dan Denny while he is away, NICE WORK!
- Timed log-ins for reference computers, kick them off automatically at 10:00. May anger some patrons. Something to consider, but needs more consideration. Password log-off?

Verlene-

- Going to Wimba training today.
- Plagerism training during Safe assign training
- Instruction on Monday and Grant meeting
- Tutorial looking good!
Previous Action Items:

Patrick –
  • *(Carryover)* Call CJ Vires about Research Journal
  • Look into possible huddle board alternatives and send information to Robin Murphy
  • Contact (old) Meagan about football films.

Matthew –
  • *(Carryover)* Learn fight song.

Adrianna –
  • Talk to Jenny about the light problem in the meeting room.

Angie –
  • Prepare draft for display for centennial week highlighting persons of influence – Duffer & Perry

Verlene –
  • Send Matthew instruction and evaluation information.

Dana –

Instruction Discussion:

Ways we can do instruction –
Tools:
  Shorter more focused instructions – bite-size
  Go to them – classroom or on location with or without instructors
  Embedded librarian –
  Camtasia-
  Video –
  Updated modules –

  Face to Face tours
  Email regarding new / updated databases – I can introduce these to your students.
    Persistence works!
20 slides/ 20 seconds
Short – 5-7 minute presentations
YouTube w/transcripts
Research minutes – video tutorial, show/tell
PROMOTE RESOURCES!!! Advertising what is available. Send links to faculty. Link on blackboard.
Text messaging
Clickers
Twitter
Introductory video clips for research topic
Less is more – shorten content to give time for engagement
Freeware programs – Jing, audacity
Games
Student help to move instructor away from computer

Coming soon –

How do we advertise our services? What do we need to be doing? (Starring: Brad Pitt, Gwyneth Paltrow, and Robert Redford – Rated PG-13 for teen smoking and adult language.)
Librarian Meeting Minutes from September 3, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

Be prepared to discuss:
- Circulation access for all librarians
- Our Library Instruction Toolbox

New Action Items:
Everyone –
- Email Verlene preferred library tour dates, so she can finalize tour schedule.

Patrick –

Matthew –

Adrianna –

Angie –
- Get information for Hallie Brown Ford’s children’s visit. Review journal for info for a day in the life scenario.
- Layout plan of display by next week. Display finished by the 17th (Sept.)

Verlene –
- (Carryover) Talk to Bob about doing Plagiarism training during Safe Assign training

Discussion:

All –
- Serials lists all turned in.
- Angie sent out visuals for display – brought items regarding pivotal periods in ECU history such as Racial Integration, and examples of the library newsletter featuring pics of previous librarians. Dana suggested the ephemera be digitized and cataloged for an online centennial display.

Adrianna-
- Toured with president.
- Informed librarians of visit of Hallie Brown Ford’s children’s visit, and would like to get information about the university during the time she was here at school to create a day-in-the-life display.
- Information Literacy grant group had last meeting. Verlene and Adrianna will present on this at a later date.

Angie-
Librarian Meeting Minutes from September 3, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

- Sent around display images to review.
- Has instruction Tuesday, may need to have AV equipment as class may not have necessary technology.
- Working with several departments to find materials for various centennial displays.
- Increase use recently in special collections – YEA!
- September newsletter coming.

Dana-

- Microfilm digitization scanner is working well (Thanks Patrick!) Scanning old registry records of alumni. New student Eric Allen is working on this project.
- Kyle Gardner has a free student who can work for us if we have a place for her.
- LLAF meeting today. President Hargrave is coming!
- Jeannine is back, may not be on full days yet but is getting back into work.

Matthew-

- Cataloging DVDs
- Has instruction session with Betty Townsend
- Working on an Academic Search Complete Brochure
- Working with Steve Ballou
- And is cataloging the 1916 university journal.

Patrick-

- Pleased with the results of the microform digitization scanner. Will be ordering a desktop scanner for Dana also.
- Student worker extraordinaire Matthew will be staying for the rest of the semester and will work on an interactive desktop that features survey questions. Jeremy Bennet had some concerns re: HTTP files on ECU server space.
- Will be gone to Midwest City Friday afternoon for meeting.

Verlene-

- Working with the English department on Budget concerns. Still ironing out a few rough spots to clarify procedure.
- Met with several English adjunct faculty and will be sending out information to the rest of adjuncts and regular faculty. Response has been positive and she has two instruction sessions scheduled as a result and is hopeful for more.
Librarian Meeting Minutes from September 3, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

Previous Action Items:

Everyone –
  • GET YOUR SERIAL LISTS IN!

Patrick –
  •

Matthew –
  •

Adrianna –
  •

Angie –
  • Bring visuals for display to meeting to show options

Verlene –
  • Talk to Bob about doing Plagiarism training during Safe Assign training
New Action Items:
Everyone –
Patrick –
Matthew –
Adrianna –
  • Call Ryan for # of hits to links - newsletter
Angie –
  • Display finished by the 17th of Sept.
Verlene –
  • (Carryover!) Talk to Bob about doing Plagiarism training during Safe Assign training
  • Make sign for copier

Discussion:

All –
  • Review of Angie’s plan for centennial display.
  • UNIV1001 tour dates set and distributed – electronic copies will follow.

Adrianna-
  • Met with new faculty and talked about Blackboard, good feedback on the embedded librarian option
  • Will be gone to AAC retreat on Tuesday
  • Meets with Jennifer McMahon re: working with English Dept. / Composition Classes.

Angie-
  • Lots of instruction sessions – direct result of one-on-one interaction with faculty.
  • Will be doing an orientation for deaf students
  • September newsletter coming.

Dana-
  • Faculty Senate met Tuesday
    o Monies being put away for ‘rainy day’ fund to cover gaps in the budget should they occur.
    o Most likely going with Blue Cross/ Blue Shield for insurance to keep costs down but decision has not been finalized yet.
  • Swine flu concerns are being addressed but we need to red information sent out by president and health center to make sure we handle things well. Looking into getting sanitizing wipes to place near computer stations to encourage students to take care of themselves.
Librarian Meeting Minutes from September 10, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

- Flu shots will be available soon.

Matthew-

- Has had several instruction sessions including upper level research courses.

Patrick-

- Working with vendors to restock supplies for AV. Some items are on back order.
  - Waiting for lamination supplies and ink for poster printing.

Verlene-

- Held meeting with circulation students
  - Discussed concerns and issues regarding quality and standardization of services. Will begin continuous training in the next week or two.
- Congratulates fellow librarians on number of instruction sessions.
  - Faculty evals will hopefully be coming in soon. Developing plan to do follow up to maximize number of evals returned.

Previous Action Items:

Everyone –
- Email Verlene preferred library tour dates, so she can finalize tour schedule.

Patrick –

Matthew –

Adrianna –

Angie –
- Get information for Hallie Brown Ford’s children’s visit. Review journal for info for a day in the life scenario.
- Layout plan of display by next week. Display finished by the 17th (Sept.)

Verlene –
- (Carryover) Talk to Bob about doing Plagiarism training during Safe Assign training
Librarian Meeting Minutes from September 10, 2009

Present: Adrianna, Dana, Matthew, Patrick and Verlene

Advertising Library Services – Discussion

What we’re doing?

- Faculty flyers
- Email with targeted resources from liaison to faculty.
- Library newsletters
- Face to face discussions
- Departmental and school meetings
- New faculty meetings

What we can do:

- Postcard / take-away reminders
- Library tip of the week - liaison/database-oriented
  - Brainstorm and share tip suggestions.
Librarian Meeting Minutes from September 17, 2009

Present: Adrianna, Matthew, Patrick and Verlene

Addendum - Discussion of new Student Employment procedures

New Action Items:
Everyone –  Patrick –  Matthew –  Adrianna –
   • (Carryover!) Call Ryan for # of hits to links - newsletter
Angie –
   • Send Adrianna the link to the newsletter.
Verlene –
   • (Carryover!) Talk to Bob about doing Plagiarism training during Safe Assign training
   • (Carry on!) Make sign for copier
   • (Carry me back to old Virginny!) Write question on WhiteBoard in student lounge

Discussion:

All –  Adrianna –  Angie-

   • Working on display for Banned Books week
   • Taught several BI's this week
   • Finishing up on centennial displays
   • Working on exchange of materials with Smith College re: Horsby sisters materials.

Dana-

   • Gone to Encyclo-Media
   • One tour for Buffy Lovelis changed from Sept. 28th to Oct. 5th at 1:00.

Matthew-

   • Has BI on Monday
   • Cataloging Microforms
   • Hopes to go to Missouri Librarians Association Meeting on October 8-9.

Patrick-

   • Set up Dana’s desktop scanner
   • Placed dry-erase board in student lounge
• Will provide Verlene with question to post on board.

Verlene-

• Working on continuous training regarding searches and reserves items with circulation students
• Creating competition among students for ideas re: national library week.
  o Adrianna suggests Living Learning Communities on Campus
    ▪ Honors
    ▪ Music
    ▪ Athletes
    ▪ Native American Voices (?)
  o Will check with Jason Bewley for more info re: these groups

Previous Action Items:

Everyone –
Patrick –
Matthew –
Adrianna –
  • Call Ryan for # of hits to links - newsletter
Angie –
  • Display finished by the 17th of Sept.
Verlene –
  • (Carryover!) Talk to Bob about doing Plagiarism training during Safe Assign training
  • Make sign for copier
Addendum:
  • Discuss OCALD cooperative collection development survey

New Action Items:
Everyone –
  • Consider pros and cons of having Word on stand-up reference computers
  • Newsletter ideas
  • Freshman tours – how can we improve?

Patrick –
Matthew – Make map/list of available computer labs, send out list of existing labs
Dana –
  • Talk to Frank about printing kiosk sites
  • Talk to Leslie Martin about posting a generic library ad for employment or some way of getting students to fill out apps under the new system.

Adrianna –
  • Compile notes from Georgia conference

Angie –
  • Contact Unshelved about cartoons
  • Arrange to archive newsletter

Verlene –

Discussion:
All –
  • Discussion of problems tracking number of hits to library newsletters.
  • Investigating other ways of disseminating info.
  • Review of white board comments
    o Students are interested in seeing live things in the library (e.g. pets)
    o Vending machine upgrades
    o Coffee, coffee, coffee
  • Matthew will be going to IUG this year, overlaps OLA, Verlene will cover shifts
  • Possibility of doing a presentation at Amigos with Adrianna about Info Literacy grant
  • Leslie Martin email regarding new procedures for student employment
    o Dana will talk to Leslie Martin about posting a generic library ad for employment or some way of getting students to fill out apps under the new system.
  • Verlene is going to work on an ALA grant for nat’l library week, and back-to-school instruction reminders
  • Freshman tours – how can we improve?
Librarian Meeting Minutes from October 1, 2009

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

Patrick –
- Creating signs for _________
- Working on self-study logo for Carlotta
- ‘Attending’ IT round table via computer and phone conferencing

Matthew –
- Cataloging microfilm
- Working on list of available computer labs, mapping locations on campus
- Did several tours.

Adrianna –
- Will type up notes from presentation at conference in Georgia.

Previous Action Items:

Everyone –
Patrick –
Matthew –
Adrianna –
- (Carryover!) Call Ryan for # of hits to links - newsletter

Angie –
- Send Adrianna the link to the newsletter.

Verlene –
- (Carryover!) Talk to Bob about doing Plagiarism training during Safe Assign training
- (Carry on!) Make sign for copier
- (Carry me back to old Virginny!) Write question on WhiteBoard in student lounge
New Action Items:
Everyone –
- Consider pros and cons of having Word on stand-up reference computers
- Newsletter ideas
- 

Patrick –
- Write paragraph about whiteboards for newsletter

Matthew –
- Make map/list of available computer labs

Dana –
- (Carryover) Talk to Frank about printing kiosk sites
- (Carryover) Talk to Leslie Martin about posting a generic library ad for employment or some way of getting students to fill out apps under the new system.
- Write paragraph about copiers for newsletter.

Adrianna –
- Ask Grant Libraries for survey results to correlate common databases

Angie –
- Contact Unshelved about cartoons

Verlene –
- 

Discussion:
All –
- Newsletter ideas
  - Copiers
  - Dry erase boards
  - Homecoming
  - Science displays
- Ideas for better Freshman Tours
  - P-Q&A
  - D-Location orientation
  - P-Flash facts
  - Ad-Bookmarks
  - An-Competitions
  - D- Student success

Angie –
- Talked to Ryan, discussed Scribe.com as option for newsletter page count
- Still checking on Unshelved for archived newsletters
- Asked to sit in as judge for homecoming interviews
Librarian Meeting Minutes from October 8, 2009

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

- Houston Mount will talk to Faust family regarding digitizing Harvey Faust papers on history of ECU.
- Paul Roe is out ill and Angie will be doing BI to cover class while he is out.

Patrick –
- Working on weeding list w/ HIM dept.

Matthew –
- Classifying gov docs.

Adrianna –

Verlene –

Previous Action Items:

Everyone –
- Consider pros and cons of having Word on stand-up reference computers
- Newsletter ideas
- Freshman tours – how can we improve?

Matthew –
- Make map/list of available computer labs, send out list of existing labs

Dana –
- Talk to Frank about printing kiosk sites
- Talk to Leslie Martin about posting a generic library ad for employment or some way of getting students to fill out apps under the new system.

Adrianna –
- Compile notes from Georgia conference

Angie –
- Contact Unshelved about cartoons
- Arrange to archive newsletter
New Action Items:
Everyone –
  • Remember to do walk through downstairs and up during evening shifts
  • Whiteboard questions
Patrick –
Matthew –
  • Create poster for computers labs/locations of computers with Word (Complete by semester end.)
Dana –
Adrianna –
  • (Carryover) Ask Grant Libraries for survey results to correlate common databases
Angie –
  • (Carryover) Contact Unshelved about cartoons
  • Continuing Education form and Evaluation of activity form for outreach activities
  • Talk to Nick Cheeper about changing date/time of his presentation in November.
Verlene –
  • Finish survey and get it to Dana.

Discussion:
All –
  • Word on reference computers-
    o Tally vote results in positive response to having Word on standing reference computers
Adrianna –
  • Visited with Dr. Birdie re: coffee service in library. Chartwell’s doesn’t want the job. Investigating option of coffee cart of our own.
  • Grant group luncheon to review and introduce work with key faculty will be held on November 10, in the Oklahoma room.
Dana –
  • Waiting for rest of surveys (Verlene)
Angie –
  • Working on Homecoming Display
  • Working on outreach program on urban legends
    o Doing article for Ada Evening News
Patrick –
  • Working with Ryan Wetherill re: Display for research day.
  • CJ talked to Dr. Anderson about research journal, looks like it may resume next semester.
  • Ordered reference computers
Librarian Meeting Minutes from October 22, 2009

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

- Resolved concern about monitors
  - Matt working on manual for reference questions on the computers

Matthew –
- Had instruction session with KIN
- Finishing report on integrated libraries for Steve Ballou

Adrianna –
- Will be gone 10/29/09
- On November 17, LLAF will host a President’s reception and membership drive.

Verlene –
- 2 instructions sessions with English adjunct faculty
- Worked on brochures for instruction and general information
  - Send to Gina Smith for approval
- Organizing reserves – will be sending out emails to faculty to hopefully clear the old items out of the system.

Previous Action Items:

Everyone –
- Consider pros and cons of having Word on stand-up reference computers

Patrick –
- Write paragraph about whiteboards for newsletter

Matthew –
- Make map/list of available computer labs

Dana –
- (Carryover) Talk to Frank about printing kiosk sites
- (Carryover) Talk to Leslie Martin about posting a generic library ad for employment or some way of getting students to fill out apps under the new system.
- Write paragraph about copiers for newsletter.

Adrianna –
- Ask Grant Libraries for survey results to correlate common databases

Angie –
- Contact Unshelved about cartoons
Thinking items list:

New Action Items:

Everyone –

Adrianna –
  • *(Carryover)* Work on list of Grant Libraries’ survey results to correlate common databases

Dana –

Matthew –

Patrick –
  • Get Word put on standing computers
  • We’re listening section for newsletter – add to paragraph about upcoming info

Angie –
  • *(Carryover)* Continuing Education form and Evaluation of activity form for outreach activities
  • Newsletter done by week’s end.
  • Add something about LLAF’s President’s reception on Nov. 18, 3:30 in the HBFFAC lobby.

Verlene –
  • Faculty evals to everyone!

Discussion:

All –
  • Whiteboard questions
    1. What do you like most/least about the library?
    2. Describe the service of the library staff today?
    3. Did you get what you needed today?
    4. Are you happy with the library? Why/Why not?
    5. Where do you like to study?
    6. What is your favorite library database?
    7. Favorite genre? Book? Author?
    8. Do you read graphic novels?
    9. Where do you use the library?
   10. Did you ask anyone for help today?
        ▪ Yes/No questions were reserved for desktop surveys.
        ▪ #2 was chosen as the next question to be posted.
        ▪ #5 and #9 will be posted after Thanksgiving break.
        ▪ #6 and #7 will be posted with corresponding bulletin boards

Adrianna –
  • Chartwells donating coffee urns for coffee service in library.
  • Congratulated those who decorated carts for homecoming
Sending out updated version of Faculty Performance Evaluation document
  o Will be done electronically this time except for signature pages.
  o Any questions regarding the new form should be taken to Adrianna
  o Discussed including information about whiteboard responses in the library newsletter. (e.g. coffee, Word, etc.) We’re listening section to be done by Patrick.

Review of Evaluations
  o All reference evaluations are in except Matthew who is except for being the new guy
  o No one has enough patron card evals done
  o Student evals are done
  o And faculty evals will be distributed soon by Verlene who is waiting to hopefully hear from more instructors.

There are some concerns about the budget
  o $ is tight right now
  o Planning a meeting with staff to determine if there are ways and places we can save money to get through the year. (Until July.)
  o Meeting scheduled for Thursday, November 12.

Dana –
  It is our turn to host the Pontotoc Coalition
    o School is out Dec. 20th so plan to have it before then.
      ▪ Tentative date set for December 10th at 3:30

Working on EJS links

Needs more feedback on comparing databases for search results

Database selection finalized next week

Books in Print not getting used
  o Replace for librarians or replace with item for patrons?

Matthew –
  Cataloged two more years of the Journal
    o 6 years done now

Meeting w/ Federal Repository Librarians on November 17th

Patrick –
  Megan ran totals on allotments
    o Several depts. Over
    o Using lots of lamination

Met with Stan, Dennis and Cable One to discuss sending data via cable rather than IP.
  o Adrianna wants a rundown of perks and services (advantages/disadvantages) in plain English.

Joe Jacobi asked for a Poster Workshop for honors students
Present: Adrianna, Angie, Dana, Matthew, Patrick and Verlene

- BI for Ann Riley on Monday
- Printing delay due to ink shortage (item backordered)

Verlene –
- Working on getting Faculty evals out to librarians (and to Jenny)

Angie –
- Several programs planned/ took place
  - Urban Legends with Kara Cloud – November 12 3:30
  - Oklahoma School of the Deaf – November 13 (am)
  - Nick Cheeper presentation moved to December 1st
  - Homecoming display –
    - May result in some materials to be donated to library
  - Messiah performance – December 1st & 2nd

Previous Action Items:

Everyone –
- Remember to do walk through downstairs and up during evening shifts
- Whiteboard questions

Patrick –

Matthew –
- Create poster for computers labs/locations of computers with Word (Complete by semester end.)

Dana –

Adrianna –
- (Carryover) Ask Grant Libraries for survey results to correlate common databases

Angie –
- (Carryover) Contact Unshelved about cartoons
- Continuing Education form and Evaluation of activity form for outreach activities
- Talk to Nick Cheeper about changing date/time of his presentation in November.

Verlene –
- Finish survey and get it to Dana.
Thinking items list:

New Action Items:
Everyone – Reach out to Dana’s Liaison Depts.
Adrianna –
  • (Carryover) (in process of being completed) Work on list of Grant Libraries’ survey results to correlate common databases
Dana –
Matthew –
Patrick –
  • (Carryover) Get Word put on standing computers (note: waiting on new reference computers)
  • Report on Innovative / EBSCOhost issues
Angie –
Verlene –
  • (Carryover) Faculty evals to everyone!
  • Send out info about the new vault website
Discussion:
All –
  • Managing website –
    o Melissa will be in charge of the website
      • Procedures for changes / concerns / problems –
        • Try to minimize changes
        • Send changes (simple / cosmetic) to Melissa
        • Technical concerns send to Patrick and cc: Melissa
        • Hours updates cc: Verlene
  • Discussed pros / cons of networking via Facebook
    o Fan page –
      • Angie believes time invested would be minimal
      • Patrick is undecided
      • Adrianna doesn’t see the benefit
    o Discussion will be carried over to a later date.
Adrianna –
  • Graduation on December 12th – Everyone is expected to attend.
  • Reminder about non-credit reports – Any event that is educational but not for credit needs to have a report filed.
  • The year-end evaluation forms have been sent.
  • Verlene needs to speak to Chris about subcategorizing weeding list to have a measurable section done to report on.
  • Tree lighting ceremony is on Dec. 1
  • Faculty recognition will be in April
Stimulus money is not tied to budget cuts. If there is an increase in spring then budget situation will be easier to handle.

Dana –

Matthew –

Attended meeting w/ Federal Repository Librarians on November 17th

  - Discussed GPO access
  - Migrating to a new system – More user friendly, easier access and better for preservation
  - Discussed social networking as option for increased user awareness of resources, services
  - How to conduct a GovDoc Info Workshop.
    - Plan to have workshop sometime soon. No specific date set yet.
    - Brainstorm topics for Spring.

Patrick –

Research day – 1200 attendees

  - Spoke with Pres. Hargrave about ECU research efforts – he is very proud.
  - ECU well represented

Met with Stan and Dennis to plan proposal for Data Delivery System

Working on technical issues with the databases

Verlene –

Upcoming instructions for UNIV3001 and Sasakwa High School (to be done by Matthew and Angie respectively)

Still not getting responses from faculty evals

Clean up of reserves going really well!

Sending information on the new Vault Website to UNIV3001 instructors

  - Adrianna
  - Charlotte Lanis
  - Dana Belcher
  - Todd Essary
  - ??Others??

Angie –

Did presentations for Oklahoma School for the Deaf

Last week's stats on the newsletter – 91 hits

Books donated brought to us by Catie Caton

More centennial items will be coming in to be cataloged.

Previous Action Items:

Everyone –
Librarian Meeting Minutes from November 11, 2009
Present: Adrianna, Angie, Matthew, Melissa, Patrick and Verlene

Adrianna –
  • **(Carryover)** Work on list of Grant Libraries’ survey results to correlate common databases

Dana –

Matthew –

Patrick –
  • Get Word put on standing computers
  • We’re listening section for newsletter – add to paragraph about upcoming info

Angie –
  • **(Carryover)** Continuing Education form and Evaluation of activity form for outreach activities
  • Newsletter done by week’s end.
  • Add something about LLAF’s President’s reception on Nov. 18, 3:30 in the HBFFAC lobby.

Verlene –
  • Faculty evals to everyone!
LIBRARY STAFF BUDGET MEETING

November 12th, 2009

1) Dana
   Chris is taking care of her desk.
   Librarians may bring any issues usually taken to Dana to Dr. Lancaster
   Need someone to take over web duties – Melissa will do it.
   Megan Bateman will take some hours at reference desk.
   Student time sheets will go to Patrick.

2) Budget
   A) Inventory what you have and predict what you will need to get through July.
      Categorize expenditures: general office supplies/ dept specific supplies
      Have this done by December 11th.
   B) Next year’s budget will need individual budget numbers for each department.
Thinking items list:
• Discussion on open librarian position
  o Shift focus of responsibilities from Cataloging position to Systems Librarians
    ▪ Possible responsibilities include e-resources, BB links, database links/OPAC, webpages, e-reserves, e-instruction, etc.

New Action Items:
Everyone –
• Complete eval forms except section 4
• Make appointment to meet with Adrianna
Adrianna –
Dana –
Patrick –
Angie –
• Entrepreneur Display
Verlene –
• Revise observation list
• Faculty evals follow-up

Discussion:
All –
Adrianna –
Dana –
• e-resouces are updated/being updated
• New periodicals are in and being processed
Patrick –
• Instructions this week for Townsend, Bohan, Micozzi
• Meagan has been working on reference and so far it is going on
• Distributed equipment wish list – asked for final requests
• Finishing reference posters, will be hung soon.
• Computer lab list has been revised to reflect recent changes

Verlene –
• Scheduled CareerInsider instruction sessions
• Will revise observation list for peer evaluations
Angie –
• Working on entrepreneur display
Thinking items list:

- Discussion on open librarian position
  - Shift focus of responsibilities from Cataloging position to Systems Librarians
    - Possible responsibilities include e-resources, BB links, database links/OPAC, webpages, e-reserves, e-instruction, etc.

New Action Items:

Everyone –
- Make appts. to review Evals by Feb. 12 (30 minute appts.)
- All need to review databases, how/are they being used? Look for ways to cut costs.
- Look over other job listings for how we want to post our open position.
  - Add comments to discuss at next meeting.

Adrianna –
Dana –
Patrick –
Angie –
- Entrepreneur Display

Verlene –
- Faculty evals follow-up

Discussion:

All –
- Review of budget items
  - Discussion of additional items to consider for a replacement schedule such as miscellaneous computers – instruction room, student computers, etc.
  - Give Jenny votes on equipment before next meeting.

Adrianna –
- Everyone needs to make appointments to sign contract renewal paperwork.
- Eval reports and Liaison reports are due
- Make appts. to review Evals by Feb. 12 (30 minute appts.)
- Look over other job listings for how we want to post our open position.
- Discussed resuming the assessment committee meetings

Dana –
- Review of databases
  - Costs down and estimated $5000
  - All need to review databases, how/are they being used?
- Working on web links and e-resource room for self-study (?)

Patrick –
- Matthew (AV computer student) is sending information on how to work on the reference desk computers to make changes as needed.
  - Hass been out with family issues but plans to be back.
• Dave Henley had some concerns about possible P2P file sharing on one of the reference computers.

Verlene –
• Four instruction sessions this week
• Distributed new peer-eval schedule
• All instructions have had fac evals sent and will be followed up on at the next meeting.

Angie –
• Working on entrepreneur display – temporarily postponed
• Working on programming for cyber safety and women’s history month
Thinking items list:

New Action Items:
Everyone –
- Make appointment to meet with Adrianna
  - Send form in advance
- Be prepared to review databases at next meeting
- Workplan update – Adrianna will send out copies
- Finalize equipment requests
- Discuss job posting
- Computer replacement cycle

Adrianna –

Dana –

Patrick –

Angie –
- Newsletter out next week
- Displays up March 1

Verlene –
- Faculty evals follow-up

Discussion:
All –
- Review of job postings, nice summary Patrick
- Review of equipment wish list votes.
  - Results as follows in order of voted most needed
    - 5 reference computers
    - 4 staff computers
    - Binding machine for AV
    - Instruction computer
    - Netbooks for AV
    - Printer for Periodicals
    - Reference printer
    - Additional reference computer
    - LCD projectors
    - 2 AV netbooks
    - LCD projector
    - IMac
    - LCD projector for Instruction room
    - Cart and 10 netbooks
    - 16 mm Projector
    - Addtl netbooks
Librarian Meeting Minutes from February 4, 2010
Present: Adrianna, Angie, Patrick, and Verlene

Adrianna –
  • We need to review the existing work plan and revise as necessary.

Dana –

Patrick –
  • Word on standing computers
  • Will be attending open source workshop for OLA 3/5
  • Doing poster presentation session for Jaime Burns

Verlene –
  • Scheduled UNIV1001 tours
  • Instruction with Veteran WFS
  • Follow up on FacEvals

Angie –
  • Newsletter out next week
  • Displays will be up March 1st
  • Plans to do an oral history with Jay O’Neal (sp?)
Librarian Meeting Minutes from February 11, 2010

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

No meeting on 2/18/10
Meeting time moved to 8:30

Thinking items list:

New Action Items:
Everyone –
  • Work plan updates
Adrianna –
  • Schedule training for library for website updates
Dana –
Patrick –
  • Replacement cycle for computers
Angie –
Verlene –

Discussion:
All –
  • Review of work plan – specific items assigned for review reports
  • Review of databases – no changes suggested
Adrianna –
  • NAVP remodeling 14 classrooms instead of the previous 7 as planned.
  • Continuing grant has a proposed undergraduate research center
    o Possible position for a 6th librarian
    o Possibility for a faculty research program
  • Job posting has been finished and will be sent out
Dana –
  • Faculty senate met
    o Supplemental funding will cover existing budget concerns for present
    o Governor will veto any further purposed budget cuts
    o Business and conference center is in the works, providing conference rooms and more classrooms
    o Webpage changes / updates based on freshman focus group responses.
Patrick –
  • Microsoft word on standing computers
  • Poster will be hung – looking for holder
  • Doing a poster session for Jaime Burns
Verlene –
  • Updates on FacEvals
    o Coming in at about 50 % - follow-up emails being sent
  • Reminder of info needed when posting instruction sessions on calendar
Class #
Class Title
Instructor
# of students

Angie –
- Interview w/ entrepreneur Friday
- Newsletter coming out
- Display will be done March 1
Next meeting on Wednesday, March 03, 2010

New Action Items:
Everyone – Discuss the replacement schedule
Adrianna – Schedule training for library for website updates
Dana – Call Connie about mock interviews
Patrick –
Angie – Update OLA membership
Verlene – Update OLA membership

Discussion:
All –
  • OLA
    o Patrick will be gone M-W for OLA
    o Verlene and Angie are still deciding
Adrianna –
Dana –
  • When reporting numbers it will be done twice a year
    o June-December and January to May
Patrick –
  • Concerns discussed regarding new patron login and possible issues
Verlene –
  • Five instruction sessions
    o 3ENG and 2KIN
Angie –
  • Doing interview for display
  • Display will be up Monday
  • 1 Instruction this week for MUS
  • 2 Next week for COMM
New Action Items:
Everyone –
  • Be prepared to work on interview plan next week, with ideas for questions and practice.
Adrianna –
  • Forward email about mock interviews
Dana –
Patrick –
Angie –
Verlene –

Discussion:
All –
  • Discussion of adding 6th computer to replacement rotation schedule
  • Presently rotation will stay as it is and the four reference computers being replaced will be moved to standing tables
Adrianna –
Dana –
  • Called Connie about mock interviews, she is promoting the opportunities to graduating seniors
Patrick –
Verlene –
Angie –
Librarian Meeting Minutes

3/25/2010

Attending: Angie Brunk, Patrick Baumann, Dana Belcher, Adrianna Lancaster

Absent: Verlene Schafer

Around the Horn

Angie –

- Danny Cook, civil war collector, has approximately 100 more books to donate us. She is working on a way to pick these up.
- Suggested we have a sign that says listen to music through headphones and a sign that says take phone calls outside. Patrick and Dana didn’t think so.

Patrick –

- Still having a couple of issues with the reference computers. ALEKS plugins not loading, realplayer not loaded. He has sent requests to helpdesk but no resolution at this time.
- Going to undergraduate research conference in OKC at the regents offices.

Dana –

- Off tomorrow – working Sunday for Verlene
- Today is Melissa’s last day. Jeannine is sorting the mail. Will be in Catalogin/Government Documents Mondays and Friday; Reference on Tuesday and Wednesday; Periodicals on Thursday
- Have received a ton of new books in, particularly through NAVP project
- Still digitizing admission records; Buffy has a deadline of June 1st.

Adrianna –

- Evaluations forms have been approved

Interviewing

1. Developed things we wanted to know (categories) and then worked on questions
2. Give us an example of a time when you were criticized. What was the situation, how did you handle it, and what was the outcome?
3. Tell me about a time when you had too many tasks to complete and you were required to prioritize your tasks. Tell us how you handled it.
4. Could you tell us about a time when a deadline didn’t give you enough time to do your best work?
5. Tell about a situation when you had to answer a difficult question. What was the question, what were the steps you took and did the person find what you were looking for?

6. Tell us about a time when you helped a patron who was angry that they couldn't find what they were looking for. What did you to make them feel more at ease and what were the results of that?

7. Tell us about a situation when you were unable to answer a question. What did you tell the patron or what did you do?

8. Describe a situation when working with a team produced more successful results than if you had completed the project on your own.

9. Describe a situation when working on your own was better than working on a team.

10. Tell us about a time when you were the leader of a team. Describe the process your team used to complete the project.

11. Tell us about a time when you had to make a budget decision where something had to be sacrificed. What was sacrificed and how did you make that decision?

12. Describe a time when you had to learn a new skill. How did you do it?

13. Tell about a time when you needed to develop and use a detailed procedure to successfully complete a project.

14. I would like to know about one of your former supervisors that you considered a good supervisor. Tell us about the characteristics that made you think of them as a good supervisor.

15. Tell us about the characteristics of a former bad supervisor.

16. Tell us about a time when you had to criticize someone else’s work.

17. Give an example of how you have been successful at empowering a person or a group of people into accomplishing a task.

18. When you have been made aware of or discovered yourself a problem in your job performance, what was your course of action? Give an example.

19. Tell us about the most effective presentation you have made.

20. Tell us about a time when someone asked you a question during a presentation that you could not answer. How did you handle that situation?

21. Tell us about a time when you had a technical difficulty during a presentation.
New Action Items:
Everyone – Review interview questions for next meeting
Adrianna –
Dana –
Patrick – Put together committee with Verlene for freshman library instruction
Angie –
Verlene – Put together committee with Patrick for freshman library instruction

Discussion:
All –
• Interview questions developed. Patrick will organize and distribute via email.
Adrianna –

Dana –
• Mock interviews set up in OKC for April 30th
• Practice run with Cindy Keefer to work out any rough spots in interviewing

Patrick –
• Talked to IT about getting ALEKS and Real Player on reference computers.
• If anyone has Flash or Java problems contact Patrick.
• Attended a research conference on Friday
  • Learned that one must get students excited about research before they become disillusioned.
  • Value in independent reading and research classes
• Create a committee to revamp freshmen library instruction
  • Committee will include
    • Patrick
    • Verlene
    • Student
    • Staff member
  • Final proposal will be due August 1st.
    • Report ...1st Thursday?

Verlene –
• Instruction sessions for Benton (2) and for Bob Vavrika and the NAVP workshop (2)

Angie –
• Will be holding a workshop on book repair on April 14th, 3:30.
• Has OPUS working again.
New Action Items:
Everyone –
  • Find time to train with Jeannine on reference
Adrianna –
Dana –
Patrick –
Angie –
Verlene –

Discussion:
All –
  • Review of interview questions
  • Outline of interview itinerary and responsibilities
    o Instruction
    o Group interview
    o Individual interviews
    o Dr. Anderson
    o Support Staff
    o Tours
      ▪ Campus
      ▪ Library
      ▪ Ada
    o Meals
    o 1 ½ days of activities (?)
Adrianna –
Dana –
  • Has interview with Katy Beth Benson
  • Working on Higher Learning Commission Evaluation Report
Patrick –
  • No new business
Verlene –
  • Instruction sessions for
    o Veteran’s Workforce
    o Yarbrough
Angie –
  • Newsletter out this week
  • Instruction with Dr. Nnonchiriroye
  • History of the book instruction for Dr. Mount
  • Outreach activity – Care and feeding of books Wednesday 3:30
  • Jeannine will be working reference
Librarian Meeting Minutes from April 8th, 2010

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

- Needs to train with each of us.
New Action Items:
Everyone –
Adrianna –
Dana –
Patrick –
Angie – Library poster in the UC
Verlene –

Discussion:
All –
Adrianna –
  • Reported on Chicago trip for the Higher Learning Commission Conference
    o Interested in becoming a peer reviewer
      ▪ Provides opportunity to see how other institutions work
  • Reminder about the Faculty Recognition Dinner on the 29th
    o Bob Vavricka is retiring and will be honored
Dana –
  • LLAF / Originals activity
    o 25+ attended
    o No board members present
  • The OK Publications Clearinghouse has new bill
    o State provides print copies to repositories
    o Change to electronic copies being sent out on Nov. 1
    o No more cost statements
    o Crossroads will provide use stats from ODL
  • Working on weeding links
  • OLA next week
  • Kudos on the Higher Learning Commission report.
  • Book signing for LLAF need to be done before Spring Break in the future.
Patrick –
  • Megan gone – be mindful of his students if they need help or just look in on them
  • There has been a problem of invoices going to be paid without Patrick being notified.
  • Went to Academic Excellence Day
Verlene –
  • Amnesty week for fees during Nat’l Library Week
    o Not promoted well, work on this for future.
  • Doing a last call/plea for faculty evals for BIs
Angie –
  • Held the Care and Feeding of Your Books outreach program
Librarian Meeting Minutes from April 15, 2010

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

• Higher Ed commission wants Angie as a contact for preservation questions
• Looking to be more active in the archival and preservation community
• New faculty senate representative
Librarian Meeting Minutes from April 29th, 2010

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

New Action Items:

Everyone –
- By the 17th everyone needs to identify what each department needs to get through until July
- OLA Update for next week

Adrianna –
Dana –
Patrick –
- Talk to Regina Robertson about embedded librarians

Angie –

Verlene –
- Talk to Regina Robertson about embedded librarians

Discussion:

All –
- Discussion of schedule for mock interviews
  - Leave at 8:15
  - Interview will consist of
    - 5 minute intro
    - 30 minutes of questions
    - 5 minutes of feedback

Adrianna –
- _______ Stewart defended Ph.D.
  - Patrick made a sign for the reception which was appreciated
- By the 17th everyone needs to identify what each department needs to get through until July

Dana –
- Sending materials to bindery
- Cataloged 300 items
- Reorganized Gov Docs area for better workflow
- $6000 left for wishlist

Patrick –
- Still following up on invoices
- Having problems with the bottom roller on the big laminator
  - Put in a service request

Verlene –
- Hoping for additional faculty evals. Few are being returned
- Working to clear e-reserves for the semester and create a follow-up plan for future semesters.

Angie –
New Action Items:
- Everyone –
- Review librarian applications for discussion at next meeting
- Review new faculty/staff checklist and notify Dana of any changes that need to be made
- Librarians each need to develop orientation/training/mentoring checklist/plan for individual areas
- Needs list of everything each dept. needs to get through until July needs to be done by the 13th.
- Spend any book money by the 17th.

Adrianna –
Dana –
Patrick –
  - Talk to Regina Robertson about embedded librarians
Angie –
  - Parker Ethics Collections possible newsletter item for the fall.
Verlene –
  - Talk to Regina Robertson about embedded librarians

Discussion:
All –
Adrianna –
  - Information literacy article has suggestions that may help us improve.
Dana –
  - Working with Tom Lanis on new Parker Ethics Collection to be housed near the Oklahoma Studies Collection
  - Reviewing new employee checklist. Librarians each need to develop orientation/training/mentoring checklist/plan for individual areas. Need to create a structured approach to training/mentoring.
  - Sent 350 items to bindery.
Patrick –
  - Still working on laminator problems
  - Continuing to track down invoices
Verlene –
  - Concerns about communication between circulation staff and students and self. Working on checklist of items for accountability for future, may be part of annual report.
  - Working on plan to better implement student training and follow-up on continuous training for fall semester.
  - Will be developing list of module that need to be created for embedded librarians
Librarian Meeting Minutes from May 6, 2010

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

- APA, MLA, Chicago style tutorials
- Database access
- Tip and hints and so forth

Angie –
  - Working on digitization.
New Action Items:
Everyone –
   • Checklists need to be reviewed for discussion on the 27th
   • Have a rough draft of departmental training/mentoring plan
Adrianna –
Dana –
Patrick –
Angie –
Verlene –

Discussion:
All –
   • Interviewing schedule for staff positions
   • Assignment of interview questions
Adrianna –
Dana –
   • Working on bindery items
   • Need everyone to review new employee checklists for changes
   • Reminder for everyone to develop training/mentoring checklist for individual areas, include assessment and liaison duties.
Patrick –
   • Spoke with Regina Robertson. Will meet early June to discuss ideas for embedded librarians
   • Big laminator has been repaired
   • Working with Carol Bridges on Social Work accreditation report
Verlene –
   • Developing ideas for embedded librarian modules
   • Will be reworking freshman seminar modules
Angie –
   • Working on new display ideas.
New Action Items:

Everyone –
- Have a draft of departmental training/mentoring plan June 17th
- Annual reports due June 11th

Adrianna –
Dana –
Patrick –
Angie –
Verlene –

Discussion:

All –
- Review of new applications for librarian position
- Review of general checklists for new employees
  - Minor changes suggested, final draft will be drawn up

Adrianna –
- Laurie Schweinle and Sam Baker will meet with Dr. Anderson on Friday. Barring any concerns from him, they will start on the 15th of June.
- Will meet with Dr. Anderson to ask about bringing all three candidates to campus for interviews
- Still waiting on a couple of references to call back.

Dana –
- No more work study budget
- All students will be on regular payroll
- Student budget runs through July 28th
- Bindery items went out
- Has student coming to tour the library who is considering library school
- Will be checking in on GovDocs to prepare for new staff

Patrick –

Verlene –
- Weeding CDs, need librarians to check liaison areas for items to remove
- Working on updating freshman seminar modules for 2010-11 school year and will rebuild them for 2011-12 school year
- Problems with circulation shredder

Angie –
- Completed training outline for new employees
- Lyceum for summer cancelled
New Action Items:
Everyone –
  • Have a draft of departmental training/mentoring plan June 17th
  • Annual reports due June 11th
    o Print reports for Jenny
    o Put copy on K:drive
    o Email copy to Adrianna
Adrianna –
Dana – Have paperwork to HR by the 11th for Laurie
Patrick – Have paperwork to HR by the 11th for Sam
Angie –
Verlene –

Discussion:
All –
  • Plan for Theda Schwing's interview
    o Will come on June 22-24.
  • Itinerary set (see below)
Adrianna –
Dana –
  • Year end reports need to be blocked in six-month increments.
Patrick –
  • Sam will be working in AV as a student until he is officially hired as staff to get some early training in the department.
  • Still searching for back-up fax machine
  • Furniture quotes are coming in for annex lounge
  • Supplies are stocked
Verlene –
  • Instruction session for Marty Pennington
  • Still compiling incidences with Linda Davis
  • Working on better procedures guidelines for reserves
Angie –
  • Working on annual reports
  • Reference stats are up from last year
  • Will be gone next week
Itinerary for Theda Schwing

Tuesday- Dana/Patrick will pick her up

3:30- Tours of Ada- Dana

___ Tours of Campus- Angie

___ Dinner- Adrianna

Wednesday

8:30- Breakfast- Patrick (Aldridge)
9:15- Tour of Library
10:00- Linda/Laurie
10:30- Group
11:30- Lunch
1:00- Free time
2:00- Dr. Anderson
3:00- Presentation
4:00- Adrianna
4:30- Dinner- Verlene

Thursday

9:00- Breakfast- Dana/Verlene
10:00- Free time
1:00- Airport- Adrianna/Verlene
New Action Items:
Everyone –
  • Review drafts of departmental training/mentoring plans for discussion on June 24th
Adrianna –
  •
Dana –
  •
Patrick –
  •
Angie –
  •
Verlene –
  •

Discussion:
All –
  • Plan for Theda Schwing’s interview
    o Will come on June 22-24.
  • Itinerary set (see below)

Adrianna –
  • Linda Davis is on personal leave until mid October.
  • Review of itinerary for Theda Schwing. Minor changes made in scheduling. (see attached)

Dana –
  • Laurie is catching on to GovDocs well
  • Spoke with ODL and training will be scheduled once cataloging librarian is hired.
  • GovDocs manual is completed.
  • Cataloged backlogged microforms
  • Bindery items are back
  • 2nd floor keys are missing again. Will now have to be signed out to account for who is using them.
  • Dr. Greenstreet was having some errors accessing EBSCOhost with his Upward Bound students. This is not a library error. They need to contact IT.

Patrick –
  • Sam is doing well in AV. Already starting on projects
  • Need to shift for new DVDs
  • Hired two students from Upward Bound
  • Ordered ink cartridges for laser printer
  • Public advisory committee met
    o Hoping to raise awareness about accreditation

Verlene –
  • Working with Christopher to maintain circulation until replacement is available.
  • Working on better procedures guidelines for reserves
Librarian Meeting Minutes from June 17, 2010

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

- Working on Freshman Seminar modules
  Angie –
  - More Civil War books being donated. Will go to pick them up on Friday the 25th with Verlene
  - Doing quality checks on digitized Pesagi and newspaper files
  - Files will go on server soon
Itinerary for Theda Schwing

Arrive Tuesday 12:00- Dana/Patrick will pick her up

3:30- Tours of Ada- Dana

_____ Free time

_____ Dinner- Adrianna

Wednesday

8:00- Breakfast- Patrick

9:15- Tour of Library

10:00- Dana/Laurie

10:30- Group

11:30- Lunch

1:00- Free time

2:00- Dr. Anderson

3:00- Presentation

4:00- Adrianna

4:30- Meet to discuss interview

_____ Dinner- Verlene

Thursday

8:00- Breakfast- Dana/Verlene

9:00 Librarian’s Meeting

10:00- Tours of Campus- Angie

11:00- Airport- Adrianna/Verlene