# Librarian Meeting Minutes from July 2, 2015

**Present:** Adrianna, Dana, Patrick, Nick, Katie

## Agenda for 07-09-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Liaison Assignment Scenarios (30 min)
4. Discuss hours for move-in weekend (20 min)
5. Prepare next week’s agenda (5 min)

## Future:

1. LibAnalytics Insight Demo (July)
2. Discuss future of faculty IL workshop (July)
3. SAILS Report (July 23)
4. New Faculty Seminar

### Action Items:

**Everyone** –

- Liaisons
  - Look over the scenarios in the liaison areas—come back with thoughts, changes, or ways to weight things differently (7-9)
- LibGuides Migration
  - Review the following assets, deleting assets with zero mappings and de-duping as appropriate:
    - #-A (6/11)
    - B-C (6/18)
    - D-F (6/25)
    - G-I (7/2)
    - J-L (7/9)
    - M-O (7/16)
    - P-R (7/23)
    - S-U (7/30)
    - V-Z (8/6)
- Lost & Paid, Billed, Missing, etc. list
  - For Low-Use items, decide to hold for one year or replace (8-1)

**Adrianna** –

- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
- Follow-up with Marcus to see about re-wiring problem computers in the Reference area (7-9)
  - Talk to Dennis about installing projector in GSR (8-1)
  - Talk to Deans about weeding (11-30)

**Chelsea** –

- Draft email for staff safety meeting (7-9)

**Patrick** –

- Follow up on water exhibit (7-9)
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- Put new sheet with arrows where it’s needed on LibGuides—in Reusable Content and on handout sheets (7-30)

Dana –
- **Put Annual Report on website (7-9)**
- Show librarians LibAnalytics Insight demo (7-31)

Nick –

Katie –
- **Bring the last 3 years of Saturday/Sunday hours, along with trends (7-9)**
- Change Circulation process from Febreezing reference chairs to wiping them down (7-23)
- **Put rotating images into ADA-accessible format (2-12)**
- Re-code library front page so it resizes correctly (7-31)

Discussion:
- Nick
  - At training in Lawton
- Katie
  - Just got back from vacation
  - Event Committee meeting next week to talk about Fall event, whiteboards
  - Newsletter should be out today or Monday
  - Cross-training Kaylie on some Circulation duties
- Notices
  - Fixed ILL message errors this morning
  - Instituted faculty bills message, since faculty were freaking out about paying library fines
  - iCon proposal is now a presentation
- Patrick
  - Going to COIL; CB and ND also likely to attend
  - Continuing storage clean-out with Sam
  - ND now has virtual machine & will be setting up a meeting with David Weir
  - More information on the water resources exhibit—will be talking to Kaylie about marketing
- Chelsea
  - Reference chairs
    - will be shipped out on Tuesday morning
    - Moved on Monday afternoon
    - Will be borrowing various students for this project
    - Using the 16 plastic chairs from the 2nd floor closet for the Instruction room; If there aren’t enough of these, then will use green wood chairs
      - KS—were there only 16 chairs in there? Seemed like a lot more
      - DB—we can look in offices around the library to see if they have wandered away
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- Safety Committee training changes
  - Will be reusing the Survivor training for staff training
    - Scheduled for July 30th at 2pm
    - AL will send out email and CB will draft email
  - Student training for Fall will be August 16th, tentatively, but may interfere with plans for move-in weekend hours
- Will be out next week except for Wednesday and Thursday morning

- Dana
  - Talked it over, and there will be no covers or tables of contents for annual reports
  - Minutes need to be compiled for uploading onto the website
  - When can we use our ProCards again?
    - AL—Joann, by way of Jenny, says they can be immediately used
  - Working on nothing but budgets—standing orders, students, and liaisons

- Adrianna
  - Wireless project: is it “on”, or just prepared?
    - DB—from what I understand, it’s just prepared
    - PB—what about the lighting?
      - Starts next week
  - AAC on Tuesday
  - Will have to bring weeding to Deans
    - May hold onto it for a while
    - Will also have to handle the History faculty differently
    - No weeding progress is due this year
  - David Weir’s new grant will include provisions for study rooms
  - University Budget
    - 3.5% cut and mandatory cost increases
    - Foundation is covering the gaps this year
    - Will be lots of cuts in ECU’s budget next year
  - Our student budget is the same
  - Annual reports
    - Very good this year—only want one small section added about the fax machine
      - Even though not all of this ends up in the big Library Annual Report, AL reads all of it
    - Concerned about the prevalence of “other” instruction—it’s not our bread and butter
      - Lots of potential in Syllabi Analysis
  - Liaison Structure
    - This is one of the only places where our decisions aren’t data-driven; asked DB to help change that
    - Came up with scenarios weighted by potential for budget and instruction to better balance the load
      - Everyone needs to look over these scenarios and get back to DB about their preferences and/or suggested changes
Master Table
- This year, it was made into a full report instead of just an Excel document
- Report was handed out and walked through
- Makes it much easier to write budgets
- Still difficult to get Faculty FTE from Jenzabar

Hours for Move-In Weekend
- Everyone votes to be open on Saturday of move-in weekend
  - A full-time employee needs to be here for that day
  - Do we want to make it a festival and open to the public, or just that if someone pulls on the doors they'll be open?
    - KS—like the idea of a festival
    - This will require a lot of advertising
  - Who do we contact to talk about this? Admissions?
- If we're talking about being open on a Saturday, we should also talk about our Saturday hours in general
  - Do we move our hours to being open later? Do we make a full day of it?
  - We need to have Wendy's input in this, since her position is directly affected
  - DB—will we do this in the fall, or just get input and implement in Spring?
  - KS will look at the Saturday/Sunday hours for the last 3 years and see trends
- Determining hours
  - Do we ask on the whiteboard what the preferred hours are?
  - Maybe a Blackboard survey (since no student checks their student email)
    - System-wide announcement?
    - Advertise on library homepage or ECU announcement page?
  - Let's do a survey where one in 100 students will win a $5 prize—coffee, copies, or printing
  - Go to IRB, then make a survey, then hold a drawing
  - We can do this in the fall and then implement when we have enough responses

Next Meeting: July 9, 2015
Agenda for 07-16-15:  

1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Discuss future of faculty assignment workshop (30 min)  
4. Materials budget (20 min)  
5. Prepare next week’s agenda (5 min)  

Future:  

1. SAILS Report (July 23)  
2. LibAnalytics Insight Demo (July 30)  
3. New Faculty Seminar (July 30)  

Action Items:  

Everyone –  

- **Standing orders (7-14 10 A.M.)**  
- LibGuides Migration  
  o Review the following assets, deleting assets with zero mappings and de-duping as appropriate:  
    - M-O (7/16)  
    - P-R (7/23)  
    - S-U (7/30)  
    - V-Z (8/6)  
- If your liaison area went to someone else, meet with them before transferring over liaison responsibilities (8-1)  
- Lost & Paid, Billed, Missing, etc. list  
  o For Low-Use items, decide to hold for one year or replace (8-1)  

Adrianna –  

- *Follow up with IT on the following priorities (2-19):*  
  o Intercom  
    - Move speaker out of the Conference Room  
    - Add speaker to Quaid Lounge  
- *Follow-up with Marcus to see about re-wiring problem computers in the Reference area (7-9)*  
- Talk to Deans about weeding (11-30)  

Chelsea –  

- **Make sure projector in GSR is installed (8-10)**  

Patrick –  

- **Decide publicity strategy for water exhibit (7-16)**  
- **Tell Jenny how much COIL will be (7-16)**  
- Put new sheet with arrows where it’s needed on LibGuides—in Reusable Content and on handout sheets (7-30)  

Dana –  

- Show librarians LibAnalytics Insight demo (7-31)  
- Update collection maintenance calendar (8-20)
Nick –
  • **Set up meeting with David Weir to discuss digital repository (7-16)**

Katie –
  • **Send out finished graphs (7-16)**
  • Change Circulation process from Febreezing reference chairs to wiping them down (7-23)
  • Re-code library front page so it resizes correctly (7-31)
  • Work on faculty information flyer for convocation (8-1)
  • **Put rotating images into ADA-accessible format (2-12)**

Discussion:
  • Nick
    - Was at Lawton last week for systems training
    - Ubuntu and Virtualbox are installed on PC, next step is to talk to David Weir about grant funds for server
    - Instruction/reference training – going well
    - PuTTY – password expired, will contact Helpdesk
  • Katie
    - Outreach is working on water display theme for August
    - Meeting of Events Committee
      - Productive discussion
      - Worked on events for fall
      - Plan is to get School of Business & College of Health and Sciences involved
    - Submitted (with CB and DB) ALA book chapter proposal
  • Patrick
    - Out tomorrow
    - Working on water resources exhibit for August
    - COIL – work with Jenny on requisition form
  • Dana
    - Worked on spreadsheet on student workers
    - Updated standing orders – deadlines must be met
  • Chelsea
    - Chairs
      - Pick up went smoothly
      - 2-3 weeks until they are returned
    - Blackboard committee
      - Quality standards discussed
        - Will require a lot of training
        - Reciprocity agreement with institutions in other states for training
  • Adrianna
    - AAC meeting
      - Education Building renovation almost complete
      - Summer school enrollment down
Librarian Meeting Minutes from July 9, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

- ECU down 13% (most among regional universities)
  - Fall enrollment up 30% for Freshmen from same time last year
  - Staff evaluation dates TBA
- Dates
  - Convocation – August 13th
  - Research Day – March 11th
- University Budget
  - 3.5% cut and mandatory cost increases
  - Foundation is covering the gaps this year
  - Will be lots of cuts in ECU’s budget next year

Liaison Areas
- New liaison areas appear to work for everyone.
  - Run with Scenario #1
    - Although Scenario #2 is more even, Dana would prefer Human Resources to Biology
- If your liaison area(s) went to someone else, meet with them before transferring over liaison responsibilities

Saturday Hours – Including Move-In Weekend (WM present)
- AL – had sent out email asking what happens Saturday before school starts
  - Did not receive response
  - Start rethinking Saturday hours
  - Ask Wendy her thoughts
    - Would prefer either all morning or all afternoon hours (instead of starting midday)
  - CB – could survey students
    - AL – they’ll just want full hours, will not be indicative of actual needs
- KS – gate count 5 year trends
  - Saturdays are low – mostly community patrons
  - Sundays are steady – but not as many patrons as weekdays
  - AL – doesn’t want to close on Saturday
  - KS – proposes later opening
    - Instead of 9-1, move to afternoon (e.g. 1-5 PM)
  - Public library closes at 1 PM
    - DB – Open 1-5? That way there will be a library available to patrons all day Saturday (public library in morning, Linscheid in afternoon)
- Special hours for weekend before school starts
  - Saturday (8-15) – 1-5 PM
  - Sunday (8-16) – 4-8 PM
    - Student orientation & safety training – 1-4 PM
- Saturday semester hours
  - 1-5 PM
  - AL will run this by Dr. Pierson

Next Meeting: July 16, 2015
Librarian Meeting Minutes from July 16, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

**Agenda for 07-23-15:**

1. Action items (10 min)
2. Around the Horn (25 min)
3. SAILS Report (30 min)
4. Social media report (20 min)
5. Prepare next week’s agenda (5 min)

**Future:**

1. Status of Departmental Workshop (July 30)
2. LibAnalytics Insight Demo (July 30)
3. New Faculty Seminar (July 30)

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**Action Items:**

**Everyone –**

- LibGuides Migration
  - Review the following assets, deleting assets with zero mappings and de-duping as appropriate:
    - P-R (7/23)
    - S-U (7/30)
    - V-Z (8/6)
  - If your liaison area went to someone else, meet with them before transferring over liaison responsibilities (8-1)
  - Lost & Paid, Billed, Missing, etc. list
    - For Low-Use items, decide to hold for one year or replace (8-1)

- Collection maintenance – VHS (1-1-2016)

**Adrianna –**

- Talk to BJ about freshman orientation (8-1)
- Email Kyle Gardner about transfer orientation (8-1)
- *Follow up with IT on the following priorities (2-19):*
  - Move speaker out of the Conference Room
  - Add speaker to Quaid Lounge

**Chelsea –**

- Make sure projector in GSR is installed (8-10)

**Patrick –**

- Put new sheet with arrows where it’s needed on LibGuides—in Reusable Content and on handout sheets (7-30)
- Contact Education chair and discuss interest in a fall semester faculty assignment workshop (8-1)

**Dana –**

- Contact Chelsea and Katie for assistance on form labels in Sierra (7-23)
- Show librarians LibAnalytics Insight demo (7-31)
- Contact Nursing and Business chairs and discuss interest in a fall semester faculty assignment workshop (8-1)
- Update collection maintenance calendar (8-20)

**Nick –**
Set up time with everyone for reference observation (7-23)
Contact History chair and discuss interest in a fall semester faculty assignment workshop (8-1)

Katie –
Change Circulation process from Febreezing reference chairs to wiping them down (7-23)
Re-code library front page so it resizes correctly (7-31)
Work on faculty information flyer for convocation (8-1)
Contact PoliSci/Legal Studies chair and discuss interest in a fall semester faculty assignment workshop IF History is interested (8-1)
Put rotating images into ADA-accessible format (2-12)

Discussion:
Nick
- Meeting with David Weir today @ 3
- Mock instruction
  - A lot to work on
  - Practicing again next Friday
- Going to COIL conference tomorrow

Dana
- New microwave in BR
- Budget is done – everything encumbered
- SO analysis complete
- Immersed in LibAnalytics
- Out tomorrow, Monday morning

Katie
- Working on re-coding front page of website
  - Carousel works
- Went to marketing meeting for OLA

Patrick
- Working on water resources exhibit for August
  - Field trip to Anadarko
  - Go on radio to promote
  - AL: Chickasaws might be interested
- Working with IT department
  - Print errors
- Working on ICON presentation

Chelsea
- Working on ICON presentation
- Preparing for SAILS
- Working on LibChat implementation
- Going to COIL conference tomorrow

Adrianna
- Intercom
Librarian Meeting Minutes from July 16, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

- Will be done this week (says Marcus)
  - Marcus will check wiring of problem computers in Reference area
  - BJ responded about freshman seminar
    - Will get schedule from him

**Future of Faculty Assignment Workshop**

- Recruitment ideas
  - AL: recruit previous attendees
    - Have them send emails to faculty who have not attended
  - DB: send to new faculty
  - AL: new faculty in spring
    - Invite mentor and new faculty?
      - Do two different sessions?
  - AL: have faculty cheerlead for us
  - What faculty should we invite and how?
    - Attach link to video blurb in invitation?
    - CB: pitch it at fall meetings
    - AL: go to department chairs

- Plan
  - 1. Talk to department chairs to gauge interest
    - History
      - If interested, go to PoliSci/Legal Studies
    - Nursing
    - School of Business
    - Education
  - 2. IF proposed departmental workshops don’t pan out, ask faculty who came to previous workshops if they would do a pitch for us
    - If via e-mail, ask who should be recipient(s)

Next Meeting: July 23, 2015
Librarian Meeting Minutes from July 30, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

Agenda for 08-20-15:
1. Action items (10 min)
2. Around the Horn (25 min)
3. “Status of Chelsea’s business” (10 min)
4. Prepare next week’s agenda (5 min)

Future:
1.  
2.  
3.  

Action Items:
Everyone –
- LibGuides Migration
  - Review the following assets, deleting assets with zero mappings and de-duping as appropriate:
    - V-Z (8/6)
- Lost & Paid, Billed, Missing, etc. list
  - For Low-Use items, decide to hold for one year or replace (8-1)
- Look at questions list – bring 2 questions that should be put on sticky notes (8-4)
- If your liaison area went to someone else, meet with them before transferring over liaison responsibilities (8-14)
- Email CB after talking to departments (8-14)
- Periodicals changes to Dana by noon (8-26)
- Collection maintenance – VHS (1-1-2016)

Adrianna –
- Talk to KS about affordable learning solutions (7-30)
- Communicate to everyone change in Sat. hours (8-7)
- Talk to David Weir (8-7)

Chelsea –
- Send full SAILS packet to Dr. Pierson (7-30)
- Email faculty about leaving ECU (8-7)
- Make sure projector in GSR is installed (8-10)

Patrick –
- Put new sheet with arrows where it’s needed on LibGuides—in Reusable Content and on handout sheets (7-30)
- Talk to IT about creating outreach email (8-14)
- Contact Education chair and discuss interest in a fall semester faculty assignment workshop (8-14)

Dana –
- Send use spreadsheet to everybody (8-7)
- Update collection maintenance calendar (8-20)
Nick –
- Contact History chair and discuss interest in a fall semester faculty assignment workshop (8-14)

Katie –
- **Work on faculty information flyer for convocation (8-1)**
- Send AL email about talking about hours (8-7)
- Run FB plan by Amy Ford (8-14)
- Contact PoliSci/Legal Studies chair and discuss interest in a fall semester faculty assignment workshop IF History is interested (8-14)

Discussion:
- Adrianna
  - Out yesterday
  - Dr. Pierson is ok with changing Sat. hours
- Dana
  - Met with chairs about budget
    - Went with ND to Dr. Ferdinand
    - Met with Dr. Burke
    - Both wanted to see use of library statistics
      - Will send file to librarians to send out
  - Lots of changes in nursing
  - Sent OLA notes
  - Working on iCon presentation
  - Fixed search boxes in guides
  - EBSCOhost icon has changed
    - Needs to be changed in search box
  - Out on Monday
- Katie
  - Outreach
    - Making promotions for water exhibit opening week
  - Spent most of the past week working on Facebook proposal
  - Borders on website should be ok
- Nick
  - Met with Dr. Ferdinand about math/CS budget
  - 2nd instruction session went well
    - Continuing to read literature about instruction
  - Has been observed by everyone on reference desk
  - Has not heard from David Weir yet
- Patrick
  - Wireless project started
Librarian Meeting Minutes from July 30, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

- Preparing for iCon presentation
  - Figuring out lodging
- Going on radio to promote water exhibit
- Sam will be out next week
- Everyone likes graphic with new lines
- Projector in GSR?
  - Don’t worry about it

- Chelsea
  - Talked with Marcus about intercom
    - Conf. room good
    - But what about lounge?
  - Chairs update
    - Returning next Wednesday
  - August 21st – last day
    - DB proposal:
      - Dana - English
      - Katie – Psych
      - Patrick - Sociology
  - AL: changes things for new faculty presentation

New Faculty Seminar
- Look over last year’s minutes
  - Sharing answers to questions - change from 30 minutes to 25
  - Tour of library – change from 20 minutes to 25

Social Media
- Approach IT about outreach email for account
- AL: try to provide Facebook statistics periodically
- Copyright
  - Communications & Marketing – give credit when able
- Content:
  - Images > text
  - “Did you know?” posts
- Subject matter
  - Cool books
  - Library humor
  - ILL
  - Student life
  - Faculty support

LibAnalytics Demo – DB

Next Meeting: August 4, 2015 (new faculty seminar run-through)
Agenda for 07-30-15:  
1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Status of Departmental Workshops (10 min)  
4. LibAnalytics Insight Demo (20 min)  
5. New Faculty Seminar (20 min)  
6. Prepare next week’s agenda (5 min)  

Future:  
1. None  
2.  
3.  

Action Items:  
Everyone –  
- LibGuides Migration  
  - Review the following assets, deleting assets with zero mappings and de-duping as appropriate:  
    - S-U (7/30)  
    - V-Z (8/6)  
- Look over SAILS letter to faculty (7-30)  
- Lost & Paid, Billed, Missing, etc. list  
  - For Low-Use items, decide to hold for one year or replace (8-1)  
- If your liaison area went to someone else, meet with them before transferring over liaison responsibilities (8-14)  
- Email CB after talking to departments (8-14)  
- Periodicals changes to Dana by noon (8-26)  
- Collection maintenance – VHS (1-1-2016)  

Adrianna –  
- Talk to KS about affordable learning solutions (7-30)  
- Send agenda – new faculty orientation (7-30)  
- Email Kyle Gardner about transfer orientation (8-1)  

Chelsea –  
- Send AL SAILS instructions UNIV3001 (7-30)  
- Send full SAILS packet to Dr. Pierson (7-30)  
- Make sure projector in GSR is installed (8-10)  

Patrick –  
- Put new sheet with arrows where it’s needed on LibGuides—in Reusable Content and on handout sheets (7-30)  
- Contact Education chair and discuss interest in a fall semester faculty assignment workshop (8-1)  

Dana –  
- Show librarians LibAnalytics Insight demo (7-31)  
- Contact Nursing and Business chairs and discuss interest in a fall semester faculty assignment workshop (8-1)
Librarian Meeting Minutes from July 23, 2015
Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

- Update collection maintenance calendar (8-20)

Nick –
- Contact History chair and discuss interest in a fall semester faculty assignment workshop (8-14)

Katie –
- **Present short plan on FB (7-30)**
- Work on faculty information flyer for convocation (8-1)
- Contact PoliSci/Legal Studies chair and discuss interest in a fall semester faculty assignment workshop IF History is interested (8-1)

Discussion:
- Nick
  - Met with David Weir on Thursday
    - Thinks funding server is feasible
  - Went to COIL
    - Interesting session on plagiarism and international students
  - Has observed everyone on reference desk
  - CB has observed ND on reference desk
- Katie
  - Fixed website, broke website, fixed it again
    - Works perfectly now
  - Fixed form label
  - MPLA presentation picked up
    - On Marketing
    - Held in Wyoming
- Patrick
  - IT hasn’t responded to request for circulation computer to have access to circ 1+2 printers
  - Researching for Education faculty member
  - Sam + Patrick met with AL about poster printing allotments
    - Moved some departments around
    - Add lamination as part of dep. Allotments
      - Cartography only one really affected
- Dana
  - Periodical +Standing Order Analysis
    - Able to eliminate 4 S.O. vendors
  - Working in LibAnalytics a bit
    - Documentation isn’t there yet
- Chelsea
  - Off on Monday
  - Working on reassignments
  - Upward bound Math/Sci
Librarian Meeting Minutes from July 23, 2015

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- 4 students who have not returned items
  - Amy has requested titles of missing books
  - Possible privacy issue?
    - Not privacy issue, send Amy list to buy items
  - Coil was good
    - But not much on actual framework

- Adrianna
  - New laptop for Conference Room
  - Nursing ITV
    - 1 Fall, I Spring
    - Moving to F2F meeting
  - Regents – distance education initiative
    - Helps in three areas:
      - Professional development
      - Affordable content
      - Technology tools

SAILS
- According to survey, 40% of freshmen been through classes
  - Wildly inaccurate
- Everyone did poorly on skill set 8
- Freshmen scores for skill set 1,2,3,4, close to freshmen from other regional uni’s
  - Skill set 6 higher
  - Remaining skill sets lower
- AL: have we looked at 3001 (this year) + 1001 (two years ago) comparison?
  - CB: no
- AL: Should Sophomores, Seniors be included?
  - Such a small population
- AL: Letter in future – talk about 1001+3001

Social Media
- KS: most people use Facebook + Twitter
  - Recommendation: focus on Facebook
- What to use Facebook for?
  - Twice a week, some kind of posting
    - Post images
      - Copyright issue? KS will look through literature and email other social media librarians
      - CB: pending moderator approval option available?
        - KS: yes
        - People get news/information from Facebook
          - Build library as social, approachable place
- Facebook automatically generated page for library
  - Can use this page, or create new one

Next Meeting: July 30, 2015
Librarian Meeting Minutes from August 20, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

Agenda for 09-10-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Instructional Services Applicants (25 min)
4. Faculty Assignment Workshops (25 min)
5. Prepare next week’s agenda (5 min)

Future:

1. 
2. 
3. 

Action Items:

Everyone –

- **OCALD survey** – what would be our preferences? (9-10)
  - List top three
- Collection maintenance – VHS (1-1-2016)

Adrianna –

Patrick –

- *Put new sheet with arrows where it’s needed on LibGuides—in Reusable Content and on handout sheets (7-30)*
- *Talk to IT about creating outreach email (8-14)*
- *Contact Education chair and discuss interest in a fall semester faculty assignment workshop (8-14)*

Dana –

Nick –

- *Contact History chair and discuss interest in a fall semester faculty assignment workshop (8-14)*

Katie –

- *IF History is interested, contact PoliSci/Legal Studies chair and discuss interest in a fall semester faculty assignment workshop (8-14)*

Discussion:

- Katie
  - Talked to Amy Ford about Facebook account
  - Next Month Outreach
    - Hispanic Heritage
  - Working Saturdays until Wendy is replaced
  - Updated Google Analytics
  - Has BI in Biology
  - Jen is working through ILLs
Librarian Meeting Minutes from August 20, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

• Dana
  o FTF up and working
  o Many BIs (especially in Business)
  o Heather coming to town
  o OCALD survey

• Patrick
  o Getting people to talk for Water Exhibits
    ▪ Pres. Hargrave kicking it off
  o Has had some chats
  o There are adjuncts not in library system
    ▪ TLC
  o Three classes this week
  o Safety committee
  o Taking over scaffolding
  o Hiring some students in MS

• Nick
  o Has had first reference shifts
  o Contacted Amy Ford about IR URL
    ▪ Our preference
      ▪ Library.ecok.edu/digital_collections
  o Preparing for
    ▪ First BI
    ▪ Freshmen Seminar

• Chelsea
  o New student assistant: Ashley
  o Safety training went well
  o Chat
    ▪ Made some tweaks
  o Wrapping things up
  o Met w/ DB
    ▪ English and languages
    ▪ Freshmen seminar
    ▪ SAILS
  o Met w/ PB
    ▪ Scaffolding
    ▪ sociology
  o Met w/ ND
    ▪ Assessment
    ▪ SAILS
    ▪ Freshmen seminar
Librarian Meeting Minutes from August 20, 2015

Present: Adrianna, Dana, Patrick, Chelsea, Nick, Katie

- Adrianna
  - Librarian search to commence – doesn’t know details yet
  - Dr. Pierson implemented Deans’ meetings
    - Copyright violation discussion
    - Online/blended courses

Chelsea’s Last Week

Next Meeting: September 10, 2015
Agenda for 09-24-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Instructional Services Applicants (25 min)
4. Grant Workshop (25 min)
5. Prepare next week’s agenda (5 min)

Future:

1.
2.
3.

Action Items:

Everyone –

- OCALD survey – what would be our preferences? (9-11)
  - List top three
- Communicate with individual faculty who have requested instruction, and those you’ve targeted from the Syllabi Analysis. (9-24)
- Collection maintenance – VHS (1-1-2016)

Adrianna –

- Email Jeremy after meeting about tech. problems (computers updating, printers not connecting, etc.) (9-10)

Patrick –

- Order computers (9-24)
- Establish date for Education Spring faculty assignment workshop (10-14)

Dana –

- Establish date for Nursing and Business Fall faculty assignment workshop (9-24)

Nick –

- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)

Katie –

- Outreach Librarian will send out newsletter. (9-24)
- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)

Discussion:

- Adrianna
  - Seminar tours: how’d they go?
    - KS: first time had bribes to win prizes
    - PB: had some students uninterested in tours
  - Circulation Assistant open position update
    - 2 applications so far
      - 1 wants part-time
        - So really, just one applicant
    - DB: ad not in weekend paper!
Librarian Meeting Minutes from September 10, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

- AAC retreat
  - Next Mon-Tues.
- OCALD
  - Next week
  - Meet w/o me?
- Assessment Workshop
  - On Sept. 25 in Langston
  - Start at 8 or 9 AM
  - Leaving Thursday night?
    - Means ND would not be on reference
      - Sam takes reference?
    - KS: Shouldn’t NM come too?
      - AL: Yes
- Patrick
  - Frustrated with computers and printers
    - Circ2 printer – jamming problems
    - Has it been put on list of equipment to get?
      - AL: no
  - First speaker for water exhibit this afternoon
    - Amy Ford (not from ECU)
  - 2nd speaker is next Thursday
    - Stephen Greetham
  - 3rd speaker is scheduled for Thursday 9/24
    - Dr. Randall Ross
  - BI today at 12:30 PM
- Nick
  - Still running into IR issues
    - Would be easier to resolve if someone from IT stops by
  - Had first BI
    - Overall, went well
  - Freshmen tours went smoothly
    - Had some creative presentations
- Katie
  - Next Outreach theme
    - Banned books
      - May use some displays from last year
      - Videos (e.g. To Kill a Mockingbird)
  - Facebook page is set up
    - Has problems
      - Will have to talk to FB
  - Newsletter
    - Going to be late
      - Many Bio BIs
    - AL: include something on Sat. hours
Librarian Meeting Minutes from September 10, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

- Dana
  - Weeding handouts
  - Instruction is booming
  - B/W Copier works
  - Copy cards working
    - But for how long?!
  - Rick is being reassigned
    - Possibly go in a different direction from Xerox
  - SAILS
    - Are done
    - 4428 student total
      - 607 UNI 1001 took test
      - 138 UNI 3001 took test
  - Color copier needs to be replaced
  - Transactions statistics
  - Chat data

Phone interviews tomorrow.

Next Meeting: September 24, 2015
Librarian Meeting Minutes from September 24, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

Agenda for 10-08-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. None
4. None
5. Prepare next week’s agenda (5 min)

Future:
1. Database budget
2. 
3. 

Action Items:

Everyone –
- Send out second email about instruction to the entire department (end of October)
- Email the professors you worked with earlier in the semester to discuss spring instruction (“In September, I did this for you/your colleague. Can we do this again in the spring?”)
- Communicate with liaison departments about budget
- Collection maintenance – VHS (1-1-2016)

Adrianna –

Patrick –
- Communicate with individual faculty who have requested instruction, and those you’ve targeted from the Syllabi Analysis. (9-24)
- Order computers (9-24)
- Establish date for Education Spring faculty assignment workshop (10-14)

Dana –
- Number of instruction sessions and students taught for the semester
- Update database maintenance spreadsheet (Nov. 1)

Nick –
- Communicate with individual faculty who have requested instruction, and those you’ve targeted from the Syllabi Analysis. (9-24)
- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)

Katie –
- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)
- Outreach Librarian will send out newsletter (10-29)

Discussion:
- Nick
  - Curriculum books/kits have been moved to 2nd floor
  - BLs
    - 2 this week (Chem, Comp. Sci)
    - 2 next week (Chem)
Still need to get in touch with IT
  • Sent email to IT on 9/8 describing issue
  • Never received a response

Patrick
  • Got splitter from Dennis to hook up 2nd monitor at ref. desk
  • Water exhibit almost done
    • Send off Monday morning

Katie
  • Bio interested in scaffolding
  • Faculty senate reports
    • Met Sept. 2
    • Getting rid of service learning as requirement for graduation
    • Updated grade appeals
    • Insurance changing
    • Long discussion on best practices
  • Outreach
    • Halloween
      • Library event on 29th
      • Spooky books
    • Spring event: working with Errol King
      • Exhibit: 16th and 17th century Spanish theatre
        • Speakers coming to library
  • Cleaned out donations from office

Dana
  • New machine here (microform)
    • Intuitive
    • Easy to use
  • Many October BIs
    • 6 English
    • 1 Business
  • Encourage departments to spend $ sooner than later
  • “Deciphering your assignment” taken down
    • Natalie working on converting videos
  • Staff evaluation form
    • Use word document
  • Public Services books brought down to TS
  • Jared (Helpdesk): permission to open on Sundays
    • Need to make it clear what door(s) will be unlocked

Adrianna
  • AAC met
    • 4 priorities
    • State budget cuts
      • Need to be frugal
  • OCALD met
    • ODL can’t maintain database expenses
Librarian Meeting Minutes from September 24, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

- Need to start looking at what we can cut
  - Work plan
  - If you have work plan items, send to AL
- OCALD not clear on what they want to do
- Confusion about what survey ranking is about
  - Interpret as: what do you want most?

Katherine arriving Sunday night.

Next Meeting: October 8, 2015
Agenda for 10-23-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Transition (25 min)
4. Librarian candidates (25 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Database budget
2.
3.

Action Items:
Everyone –
- Send out second email about instruction to the entire department (end of October)
- Email the professors you worked with earlier in the semester to discuss spring instruction (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10-30)
- Collection maintenance – VHS (1-1-2016)

Adrianna –

Patrick –
- Contact IT – take OneNote off computers (10-14)

Dana –
- Number of instruction sessions and students taught for the semester (10-30)
- Update database maintenance spreadsheet (Nov. 1)
- Report back on Business + Nursing (Nov. 3)

Nick –
- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)
- Communicate with liaison departments about budget – spend by December (10-30)

Katie –
- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)
- Outreach Librarian will send out newsletter (10-29)

Discussion:
- Nick
  - Week of Vendors
    - Dennis Carter from Innovative
    - Jeff Hastings from OCLC
  - Institutional Repository
    - Supplied IT with information they had requested
    - Once response is received, should finally be able to start working on IR
  - Barry’s evaluation
    - Working on staff evaluation for Barry
Librarian Meeting Minutes from October 8, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

- Katie
  - Faculty Senate
    - Todd Thompson – State Senator present
    - Pres. Hargrave - 4 Point Plan
      - Enrollment
      - Grad programs
      - Sites
      - Look at revenue sources
    - Susan Paddack calling Alumni for contributions
  - ECU Safety Committee met yesterday
  - Biology scaffolding
    - Met with Dr. Andrews
    - Develop rubric for mid-level courses; one big project for senior courses
  - Art Consultations
    - Dr. Chubb’s students must meet
  - Working on LibCal/ LibSurveys
  - DB suggestion: people coming into the library are thinking the Banned Books display shows books we have banned... maybe include information as to why these books were once banned for clarity
  - Newsletter will be late
  - AL: KS also created new blackboard shell request form

- Patrick
  - Water exhibit gone
    - Went well
  - Planning on lining up more classes
  - Switched out monitor in instruction room
  - Ordered 10 more headphones
    - Nicer than previous sets
  - Circ. printer was jamming
    - Might consider putting it in budget
  - Someone from IT set up circ. computer to see each printer
  - Would like to take OneNote off of computers
    - Computers sometimes default to OneNote
  - Order more easels
    - DB: check out on Sierra + make clear loan period

- Dana
  - Business looking to add:
    - Master’s in Management (1st priority)
    - Master’s of Water Policy (2nd priority)
    - 3rd priority
      - Sports Psychology
      - Addictive Counseling
      - Athletic Training
    - HR – combining everything (doing away with ‘Counseling’)

2
Librarian Meeting Minutes from October 8, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

- Customer Training for students, staff, librarians?
  - Everyone: could be helpful

- Adrianna
  - Staff evaluations Friday
  - Any Questions on future?

Next Meeting: October 22, 2015
Agenda for 11-5-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Transition (20 min)
4. Database Budget (15 minutes)
5. Open Positions (15 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Database budget
2. 
3. 

Action Items:
Everyone –

- Send out second email about instruction to the entire department (end of October)
- Email the professors you worked with earlier in the semester to discuss spring instruction (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10-30)
- Look at all 5 policies up for review – if you have changes talk to person who owns policy (11-4)
- Look over respective job description and report changes/additions (11-4)
- Collection maintenance – VHS (1-1-2016)

Adrianna –

Patrick –
- Poster printing policy (11/3)
- Follow up with IT about OneNote removal (11/4)

Dana –
- Library instruction and collection development policies (11/3)
- Update database maintenance spreadsheet (11-1)
- Report back on Business + Nursing (11-3)

Nick –
- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)
- Communicate with liaison departments about budget – spend by December (10-30)

Katie –
- Establish date for History + PoliSci Spring faculty assignment workshop (10-14)
- Reserves and displays policy (11/3)
- Outreach Librarian will send out newsletter (10-29)

Discussion:
- Nick
  - Institutional Repository
IT came through
Omeka has been installed on server
Periodicals cataloged as books
  Have Katie examine ‘Psychological monographs’ periodicals to determine whether to keep/re-catalog

Katie
  Newsletter
    Many ILLs reason it is late
    Almost done
  Next month’s outreach
    Native American heritage month
  Halloween
    Coffin almost done
    Sorority sisters helping out
    Games: pumpkin bowling, guess-the-book, etc.
  Enrollment time
    Fine forgiveness
  Fixing surveys, CETL pages
  Committee on The Big Read

Dana
  Policy review time
    11/3 changes made and submitted (email out)
    11/4 everyone review
    11/5 discuss
  Instruction today
    ND + PB observing
    2 more instruction sessions next week (K. Hada)

Adrianna
  Dr. Pierson established Prioritization Committee
    Prioritize services + programs
  Formed budget committee
    Meet every other week
  Conference in San Antonio – Quality matters
    11/1 – 11/5
  Reminder
    Let’s not talk over each other during meetings
  Library closed on Saturday in Spring
    Computer Lab in Danley will be open
  Open positions
    Get add out on ILL position
    Ass. Director position open ASAP

Next Meeting: November 5, 2015
Librarian Meeting Minutes from November 5, 2015

Present: Adrianna, Dana, Nick, Katie, Patrick

Agenda for 11-12-15:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Transition (10-15 min)
4. Disaster Recovery (10-15 min)
5. Open Positions (25 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery

Action Items:
Everyone –
• Collection maintenance – VHS (1-1-2016)
• Collection maintenance – selected departments (1-1-2016)
• Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut

Adrianna –

Patrick –
• Work on getting a speaker bar at circ (11/11)
• Follow up with IT about Adobe Converter removal (11/11)
• Get Brandi a Lynda log-in (11/11)

Dana –
• Report back on Business + Nursing (11-3)

Nick –

Katie –
• Send out second email about instruction to the entire department (end of October)
• Follow up on Halloween photos (11-11)

Discussion:
• Dana
  o Student appreciation party
    ▪ Wednesday, December 2nd
    ▪ Should we do pizza again?
    • Everyone: yes
    • $25 contribution from each librarian
  o Job description + policy review done
  o Updated budget from Brandi
    ▪ $4600 left for Reference
    ▪ $1000 left for Limes
  o “Flight”
Librarian Meeting Minutes from November 5, 2015

Present: Adrianna, Dana, Nick, Katie, Patrick

- Ada High School Indian Education budget bought 40 copies
  - Giving copies too us (too controversial for hs students)
    - VHS collection maintenance lists
      - All must be gone by xmas
    - At Academic Affairs Council (AAC)
      - Timers on all the lights
        - Might expect lights to be installed in library someday
- Katie
  - Big Read – Spring Event
    - Kaylie working on posters
    - Events on LL staff calendar
      - Jan to March weekly events
    - Events planned include (sometimes at APL sometimes at Linscheid – check LL staff calendar for specifics):
      - One-act play
      - Exhibit on Medieval Spanish plays
      - Bridge building contests at local schools and at APL
      - Film showings
      - lectures
    - Tyler Files
      - Donation of an index of medieval Spanish play summaries
      - Donated by creator’s daughter
      - Could put on IR with permission
  - Newsletter
    - Draft out next week
  - Circulation
    - Found odd entries in catalog
      - Notified TS
    - Working on ILLs
- Nick
  - Institutional Repository
    - Developed priority list
      - 1. Work on theme + structure
      - 2. Migrate all PDFs from Sierra to IR
      - 3. Read literature on how to make site more sophisticated (i.e. uploading software to create a “virtual reader”)
      - 4. Implement new features
      - 5. Start determining what else can be added to IR
        - English department
        - Oral histories
  - Looking into Innovative training options
    - Got in touch with Caitlin Spears from iii
      - Asked for webinar options, free videos
  - Will start work on weeding soon
- Patrick
Librarian Meeting Minutes from November 5, 2015

Present: Adrianna, Dana, Nick, Katie, Patrick

- Safety Committee review
  - Checked emergency kits
  - Checked first aid kits
  - All agree we won’t replace shakable flashlights (too unreliable)

- Work plan – assessment page
  - Looking through what Safety Committee had lined up in the past
    - Finish evacuation and lockdown procedure

- New headphones
  - Have 10 new headphones
  - Would like to order 10 more

- New computers are in
  - Ref computers have been replaced
  - Libpat login wasn’t working
    - IT student will add it to active directory
  - Next computers to be replaced:
    - Scanning
    - Circulation
      - Using computer on right to replace the other (because of monitor issues), place new computer on right
  - Lynda.com – able to log-in
    - Working on admin situation
    - DB: Brandi never got log-in, needs one
  - Working on scaffolding w/ Dr. Weir
    - Mostly junior courses

- Adrianna
  - Program Prioritization Committee
    - Relevant book on reserve
    - Dr. Pierson looked at other universities that have done program
      - Sent list to committee

- Budget Committee met
  - Executive Order
    - All state agencies must send to state 10% decreased spending modified budget
  - Public hearings expected to be held soon
    - Voice ideas on what we can do
  - Dr. Pierson looking at:
    - Where we can make cuts
    - But also where we can get revenue

- Biology department
  - Library scaffolding in work plan

- Database budget
  - DB hands out electronic database analysis packet
    - Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut
Next Meeting: November 12, 2015
Agenda for 01-14-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Transition (10 min)
4. Lynda (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2.
3.

Action Items:

Everyone –
- Attach liaison report + evaluation to calendar appointment (prior to meeting)
- Send rankings of new applicants to DB (1-8-2016)
- If wanting to go to OLA, tell DB (1-21-2016)
- Send work plan updates to DB [ND -1A; PB+KS – 2A] (1-28-2016)
- Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut

Patrick –
- Confirm that Adobe Converter has been removed from ref. computers (1/14)
- Send missing, lost, billed list to DB (1/14)

Dana –
- Talk to BS + NM about Lynda (1/14)

Nick –
- Look up when next payment is required for Dreamhost (1/14)

Katie –
- Talk to KC about Lynda (1/14)

Discussion:
- Patrick
  - Lynda – renew or not?
    - Think we should keep
      - But don’t need to have 5 licenses
    - KC, BS didn’t know they had accounts
    - Cost
      - $75 consortium cost
      - $100 per license
      - Can’t get one license and share
- Nick
  - General training with Jake this morning
    - Seems to have an understanding of how Sierra works
Librarian Meeting Minutes from January 6, 2016

Present: Dana, Nick, Katie, Patrick

- Went to School of Fine Arts meeting after Convocation
  - First introduction in person
    - Had previously communicated with many faculty members by email
  - Reiterated “am here to help you”

- Institutional Repository
  - Will resume work soon
  - Had developed some ideas w/ Katie before the break
    - Cut down size of PDFs
    - Possibly have one sheet per page

- Katie
  - Emailed liaison departments before break
    - Made sure departments had everything they need
    - All departments have spent 100% of allocated budget or over

- LibCal
  - Feedback?
    - Good as is, ready to be implemented

- Human Diversity Committee
  - Screening issue for “Selma” (getting rights to show it) mostly resolved

- Training Jake on ILL

- Computer Replacement Proposal
  - Looking at how much ref computers have been used
    - Computers are used pretty steadily
    - Adding computers isn’t solving the issue

- Faculty Association
  - Discussion on budget cuts, lack of recruiting
  - Senate minutes, budget focus groups info will be available in the near future

- Dana
  - Not changing meeting times
  - Updated amounts in accounts
    - Using the $1000 from Limes for missing, lost, billed items
      - Finish evacuation and lockdown procedure
  - Wanted to make sure everyone received business impact analysis email (from 12/7)

- Evaluation
  - #5, section 4, make comments on goals

- Transition
  - New phone # for DB’s old office
    - Nobody else changing #s
  - Signage + documentation
    - Look at policies, change all instances of ‘Dean’ to ‘Director’
    - KS – interim ILL librarian
    - More presence for director on website
Librarian Meeting Minutes from January 6, 2016

Present: Dana, Nick, Katie, Patrick

- School car – moved over to fleet of cars behind tennis courts

Next Meeting: January 14, 2016
Librarian Meeting Minutes from January 14, 2016

Present: Dana, Nick, Katie, Patrick

**Agenda for 01-21-16:**

<table>
<thead>
<tr>
<th>Number</th>
<th>Agenda Item</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Action items (10 min)</td>
</tr>
<tr>
<td>2</td>
<td>Around the Horn (25 min)</td>
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<tr>
<td>3</td>
<td>Transition (10 min)</td>
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<tr>
<td>4</td>
<td>Budget (15 min)</td>
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<tr>
<td>5</td>
<td>Open Positions (10 min)</td>
</tr>
<tr>
<td>6</td>
<td>Prepare next week’s agenda (5 min)</td>
</tr>
</tbody>
</table>

**Future:**

1. Disaster Recovery
2.  
3.  

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**Action Items:**

**Everyone** –

- **Figure out what supplies needed for the next year (1-20-2016)**
  - Include detailed item list with relevant info (what, how much, where was purchased last)
- **Email KS with names of textbooks requested at reference (1-21-2016)**
- **If wanting to go to OLA, tell DB (1-21-2016)**
- **Send work plan updates to DB [ND -1A; PB+KS – 2A] (1-28-2016)**
- **Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut**

**Patrick** –

- **Ask IT to remove OneNote (1/21)**
- **Talk to IT about print manager not fully loading (1/21)**
- Get equipment requests together (1/28)
- **Figure out Curriculum move with ND (1/28)**
- **Figure out standard size + font for name signage (end of semester)**

**Dana** –

- **Discuss Lynda w/ AL (1/21)**
- **Contact vendor for INDP training (1/21)**
- **Talk to AL about Dr. Gilbert’s comments on textbooks/reserves (1/21)**

**Nick** –

- **Ask David Weir about Dreamhost funding (1/21)**
- **Figure out Curriculum move with PB (1/28)**

**Katie** –

- **Email professors who have students requesting textbooks at reference (1/21)**

**Discussion:**

- **Nick**
  - **Indigenous Peoples: North America**
    - New database
    - Widget has been uploaded to History Libguide
    - DB: we can have vendor come in for training session
  - Gale eBooks have been batch uploaded
Librarian Meeting Minutes from January 14, 2016

Present: Dana, Nick, Katie, Patrick

- Took some tinkering, but procedure now documented
  - Edited 856 field for supplemental materials
- Institutional Repository
  - Getting back into things
  - Have had some issues with thumbnails
    - Moving past them for now, concentrating on getting all other Journals up
- Sierra Update
  - Patrick found documentation for process
  - Will contact Sierra in April for update in May
  - Possible IT does not have to be involved

- Katie
  - Faculty Senate last week
    - Went over AAC report
    - Pres. Hargrave there again
      - $81,000 less per month in budget
    - Education Building will be renamed
    - Discussed $ moving from instruction to administration
    - IT announced HelpDesk open on Saturdays
  - ILL – continuing training for Jake
  - Textbooks – a lot of reserves requests
    - Math: CHS was told cannot tell students about textbooks/reserves
    - Will email professors when textbooks are requested at reference

- Patrick
  - Agreed to be on OLA panel
    - Talk about media services
  - Ambrose rep coming in on Jan. 27th
  - Budget equipment requests
    - Digital camera
    - Order another printer for reference
  - Created form for cash books
    - Can make change if needed

- Dana
  - Supplies – need to figure out what supplies to get for the next year
    - Check supply closet first for back order
  - Renee’s office has been dismantled
  - Hoping that $ saved from CB’s open position will go toward budget
  - IT disaster preparedness plan
    - Want all backups to be virtual (not tape)
      - Enterprise backup
        - $3750 up-front, +$450 annual maintenance
  - SARKYS grant - $50,000
    - Still working on it
    - For NW corner
    - Will hopefully cover
      - Glass
Librarian Meeting Minutes from January 14, 2016

Present: Dana, Nick, Katie, Patrick

- Partitions
- Maybe electricity
  - Will go live with FAQ page
    - Texts go to chat

- **Lynda**
  - If could get it, who would have?
    - PB, KC, NM, BS, SB - $575

- **Transition**
  - Signage
    - Name signage
    - Elevator: make sure spacing is consistent
  - Webpages
  - Directory

Next Meeting: January 21, 2016
Librarian Meeting Minutes from January 21, 2016

Present: Dana, Nick, Katie, Patrick

Agenda for 02-11-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Transition (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2.
3.

Action Items:

Everyone –
- Email KS with names of textbooks requested at reference
- Send work plan updates to DB [ND -1A; PB+KS – 2A] (1-28-2016)
- Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut

Patrick –
- Get equipment requests together (1/28)
- Figure out Curriculum move with ND (1/28)
- Work out signage details with KS

Dana –
- See if we are able to renew Lynda (1/28)
- Send out new building hierarchy (1/28)

Nick –
- Ask David Weir about Dreamhost funding (1/21)
- Figure out Curriculum move with PB (1/28)
- Resolve Google Analytics issue with KS

Katie –
- Email professors who have students requesting textbooks at reference
- Work out signage details with PB
- Resolve Google Analytics issue with ND

Discussion:
- Katie
  - Big Read
    - Postponing opening
    - Students injured before play
    - Working on advertisements
      - 400 postcards
        - Talk to PB about printing
  - Changes in PS/IS office
    - Shelving has moved
    - Cleared tables for use by circ., KC
Librarian Meeting Minutes from January 21, 2016

Present: Dana, Nick, Katie, Patrick

- Papercutting supplies at circ.
- Circ. area cleaned up too
  - Q: Could we institute way for ref computers to log out after being inactive for 30 mins?
    - PB will look into it
    - [Tangential] DB: make sure students are not idle at closing time: “stuff needs to be done” (they’ll know what that means)
  - Meeting with Psych about Fall scaffolding results
  - Meeting with Bio next week to talk about scaffolding

- Patrick
  - Ask Bill to start vacuuming after close
    - DB: Not going to happen – on a tight schedule
  - Errol King still printing for Big Read
  - Interviewed by Nan Schmitt
    - Interview used to explain to students research process/practices
  - Somewhere down the line – would like to create recording studio in back office

- Nick
  - Received request for gov. doc to be ILL’ed/digital document sent
    - Will ask Jen to have student copy/scan document
  - IR
    - Majority of ECU Journals have been uploaded
      - Deadline: Have all up/site available by March 1st
    - Some pdfs are too large to be uploaded
      - Will have to reduce size
  - Google Analytics
    - Events Tracking not working
      - Academic Integrity Tutorial hits
      - Will try to correct code
  - Database training
    - Contacted both Gale rep. and history department (Dr. Cowger)
    - Friday, March 4th, possible date for training

- Dana
  - 1916 Pesagi will be donated
    - Not sure where it’s going
  - Love KS’s new call sheet
  - NM created great APA worksheet
  - Jen can sign off on LLAF reimbursements

- Transition
  - Signage
    - Webpages done
    - Directory done
    - Think on “Let us do the reshelving” sign
Librarian Meeting Minutes from January 21, 2016

Present: Dana, Nick, Katie, Patrick

- **Budget**
  - No news on budget

Next Meeting: February 11, 2016
Agenda for 02-25-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:

1. Disaster Recovery
2.
3.

Action Items:

Everyone –

- Email KS with names of textbooks requested at reference (until midterms)
- Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut

Patrick –

- Figure out Curriculum move with ND (1/28)
- “Let us do the reshelving” sign (2/18)
- New Signage up (2/25)
- Work out state curriculum procedures between EDU liaison + TS librarian (end of semester)

Dana –

- Send out new building hierarchy (1/28)
- Update work plan (2/25)
- Tell NM to change resource slip/booklet for Children’s Literature (2/25)

Nick –

- Figure out Curriculum move with PB (1/28)
- Resolve Google Analytics issue with KS (2/18)
- Change Children’s Literature code (2/25)
- Let Barry know about changes (2/25)
- Work out state curriculum procedures between EDU liaison + TS librarian (end of semester)

Katie –

- Email professors who have students requesting textbooks at reference
- Resolve Google Analytics issue with ND (2/18)
- Children’s Literature sign (2/25)
- Tell Jen about Children’s Literature changes (2/25)

Discussion:

- Patrick
  - Down one poster printer
    - Called for maintenance
Librarian Meeting Minutes from February 11, 2016

Present: Dana, Nick, Katie, Patrick

- Other printer can print signs
  - IT
    - Circ printers can cancel print jobs
    - Auto-updates are still happening
    - Some computers are still defaulting to OneNote
    - Haven’t heard back about netbooks
  - Workshop attended last Friday was informative, but maybe a bit idealistic
  - Discussed curriculum move with ND
    - Will document responsibilities
  - DB: Sam deposits $
    - Give copy of deposit to Brandi
  - DB: how much will MS spend out of copier account?
    - PB estimate: $6,000

- Katie
  - New gate counter installed
    - Can now download numbers
  - Circ
    - Held meeting with students about sleeping during work hours (and discipline)
    - Shelving removed in back
    - May look into restructuring reserves
      - Running out of room
    - Students are building bridge for Big Read competition
    - Long-term plans – shift reference, MLL for more DVD space
  - Outreach
    - Big Read underway
      - Errol King handing from now on
    - Newsletter out early
      - Running out of departments to write about
        - Alternate plans?
        - Maybe interesting collections of items?
      - Running out of quotes
        - Took some from feedback forms – freshman seminar
  - Faculty senate
    - Budget cut discussion
    - HLC credentialing required
    - If there is a social sec. # on form, report to director of department
    - Move to fully-online enrollment, employee forms
    - Print manager hopefully coming in May
    - Athletics – survey on faculty mentorship
    - May be moving to 200 seat gen eds.
      - Dorothy Summers as location
  - Liaison
    - Met w/ Bio about scaffolding
      - Sent faculty preliminary, discipline-wide rubric
Librarian Meeting Minutes from February 11, 2016

Present: Dana, Nick, Katie, Patrick

- Psych scaffolding
  - Will be editing w/ Roberson

  - Safety
    - Science Hall fire alarm does not notify anyone
  - Will bring to Physical Plant + L. Lofton

- LibInsight
  - Added gate + computer count for last 5 years

- Nick
  - All Pesagis have been uploaded to the IR
    - Will now work on making site pretty
  - Government Documents
    - 2 that had been requested have been scanned and digitally delivered
    - Borrower is very appreciative
  - Have joined the Student Welfare Committee
    - First meeting is 2/18
  - BIs
    - Had one last Friday for Dr. Mount’s class (finding primary sources)
    - Had three yesterday – all Freshman Comp. classes

- Dana
  - Sat. hours backlash is over with
  - Had lunch in café with D. Weir
    - Has set aside $60,000 from CURL fund for GSRs
  - Cheaper to do one reimbursement for the month rather than multiple reimbursements

- Transition
  - Can make liaison evaluations more concise by consolidating info in tables

- Budget
  - $23,000 left in the book fund
  - Have $8,700 to use on Children’s Literature, JOVE, psych DVDs

Next Meeting: February 25, 2016
Librarian Meeting Minutes from February 25, 2016

Present: Dana, Nick, Katie, Patrick

Agenda for 03-02-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3.

Action Items:
Everyone –
- Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut (end of March)

Liaison:
- Send out second email about instruction to the entire department (end of March)
- Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”)
- Communicate with liaison departments about budget, including end of March deadline

Patrick –
- Make appointment w/ BS by EOB (2/29) – travel request, register for OLA
- Look for computer for circ. students (3/3)
- Get ruling from Jo Ann about using procard to buy mice (3/3)
- Double-check on network drive situation (3/3)
- Follow-up on kiosk systems (3/3)
- Square feet of research posters for the FISCAL YEAR: 2 #s (Research Day posters & all other posters) – Media Services Librarian [AAC is March 22]
- Have documentation direction (April)
- Work out state curriculum procedures between EDU liaison + TS librarian (end of semester)

Dana –
- Double-check w/ Amigos about date dues (3/3)

Nick –
- Resolve Google Analytics issue with KS (2/18)
- Make appointment w/ Brandi for SQL training payment (March)
- Work out state curriculum procedures between EDU liaison + TS librarian (end of semester)

Katie –
- Resolve Google Analytics issue with ND (2/18)
- Make appointment w/ BS by EOB (2/29) – travel request, register for OLA
- Send out the newsletter
Ask Bill for another sanitizer pump for reference area
Figure out how many command strips are needed, order with BS (May)

Discussion:
- Nick
  - Curriculum move
    - Spreadsheet of adopted textbooks in 3600+ rows long
    - Have Elizabeth match ISBNs from shipping lists rather than print spreadsheet out
    - Take non-approved items off shelves first
    - Put approved textbooks on cart
    - Send over to Education
  - Working with KS on correcting Google Analytics code
  - History workshop went well
    - Sets up possibility of future workshops
  - BI for David Weir pushed back one week
  - Attended Student Welfare Committee
    - Scope narrowed to student safety issues
    - Working on making crosswalks safer
  - All juvenile codes/names changed to children's literature
    - Except for modify search location
      - Put in ticket
  - IR color scheme has changed
    - One week extension for deadline (1st week of March)

- Katie
  - Circ
    - PS meeting yesterday
      - Discussed 4th floor catalog station
      - DB: would not be catalog station, would be connected comp.
        - Would have to go on 2nd floor, too
    - Sticky keyboards
      - Maybe place more sanitizer stands from PP close to ref comps.
        - DB: could maybe get one more
          - If gets to be major problem, bring up again
    - Disciplinary meetings for students done
      - One student brought up training for dealing w/ rude customers
        - Talked to Jolene – will have brief training in March
          - Extensive training in Fall
    - Working on tracking code
    - Problem w/ chair covers on ref chairs
      - DB: superglue ones that still have them
    - Working w/ Bio on scaffolding

- Patrick
  - Sending emails out about printer issues
Present: Dana, Nick, Katie, Patrick

- Working on getting all standard signs on k drive
- Tomorrow – copyright workshop in Tulsa
- Editing room
  - Getting cleaned up
  - Anticipating next surplus auction
- Thinking about moving to Stan’s old office
  - DB: move some of SB’s stuff to PB’s current office
    - Get room painted, floor steam-cleaned
- Mice need to be replaced
  - DB: could put on supply list if cannot use procard

  **Dana**
  - *discuss meeting schedule*
  - Overwhelmed w/ HLC
    - Completely online
    - Doc. Is not mine until Monday before OLA
      - That is reason for not going
  - Will pass Fresh. Comp. BI’s off to librarians

  **AAC information:** Square feet of research posters for the FISCAL YEAR: 2 #s (Research Day posters & all other posters) – Media Services Librarian [AAC is March 22]

  **Documentation**
  - PB guide us on documentation
  - Maybe have a ‘timeline’ manual

  **Budget**
  - *discuss travel budget*
  - Will not be replacing copiers
    - Generate only $158
    - Minimal use
  - Scanning stations will be implemented
    - Replaces copiers
    - Figure out location(s) when IS librarian hired

Next Meeting: March 2, 2016
Librarian Meeting Minutes from March 2, 2016

Present: Dana, Nick, Katie, Patrick

Agenda for 03-10-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3. 

Action Items:

Everyone –
- Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut (end of March)

Liaison:
- Send out second email about instruction to the entire department (March 24)
- Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”) (March 24)
- Communicate with liaison departments about budget, including end of March deadline (March 24)

Patrick –
- Double-check on network drive situation (4/7)
- Follow-up on kiosk systems (4/7)
- Square feet of research posters for the FISCAL YEAR: 2 #s (Research Day posters & all other posters) – Media Services Librarian [AAC is March 22]
- Have documentation direction (5/12)
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Dana –
- Double-check w/ Amigos about date dues (3/3)

Nick –
- Make appointment w/ Brandi for SQL training payment (3/10)
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Katie –
- Send out the newsletter (3/10)
- Send out email gauging interest in staff potluck (3/10)
- Ask Bill for another sanitizer pump for reference area (3/10)
- Figure out how many command strips are needed, order with BS (3/10)
- Email Adrianna w/ IR preview (3/10)

Discussion:
- Patrick
Librarian Meeting Minutes from March 2, 2016

Present: Dana, Nick, Katie, Patrick

- Out this Friday (comp)
- Copyright workshop – pretty good
- Getting together big supply order for research poster printing
  - Should get us thru July
  - DB: would prefer supplies get us through September

- Nick
  - BIs
    - w/ David Weir’s class on Monday
    - 2 Gen Chem BIs next Friday
  - IR has reached presentable state
    - Will change links in Sierra when IR is approved
  - Indigenous Peoples training on Friday
    - Have reached out to history, notified library
  - Replacement process
    - Items that have been suppressed are being replaced
      - Creates more work for Barry
        - Need to come up with better procedure

- Katie
  - Received email and call from “quote investigator”
    - Found quote in periodical downstairs
  - Someone from OETA will do PBS program on Judge Tal Crawford
    - Might use items from archives
  - Keynote from Big Read last night
    - University-related events have a lower turnout
    - Others (e.g. bridge building) have higher turnout
  - Working w/ housing on logo research
  - Someone from bindery coming to discuss rebinding
  - Working on scaffolding with Bio
    - Coming up with overarching rubric

- Dana
  - 3 new JOVE psych-related databases
  - Replacement process
    - If sending list to Brandi of items to be replaced, don’t send to Barry
  - Received donations from Gerald Williamson
  - If need more supplies let know NOW

- **AAC information:** Square feet of research posters for the FISCAL YEAR: 2 #s (Research Day posters & all other posters) – Media Services Librarian [AAC is March 22]

- **Documentation**

- **Budget**
  - 7% cut off the top of 2017 budget
Librarian Meeting Minutes from March 2, 2016

Present: Dana, Nick, Katie, Patrick

- Waiting for further details

Next Meeting: March 10, 2016
Librarian Meeting Minutes from March 10, 2016

Present: Dana, Nick, Katie, Patrick

Agenda for 03-24-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3.

Action Items:

Everyone –
- Start thinking about which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut (March 24)

Liaison:
- Send out second email about instruction to the entire department (March 24)
- Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”) (March 24)
- Communicate with liaison departments about budget, including end of March deadline (March 24)

Patrick –
- Follow-up with Sam about signage (3/24)
- Create documentation for printer-toner with Brandi (3/24)
- Double-check on network drive situation (4/7)
- Follow-up on kiosk systems (4/7)
- Square feet of research posters for the FISCAL YEAR: 2 #s (Research Day posters & all other posters) – Media Services Librarian [AAC is March 22]
- Have documentation direction (5/12)
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Dana –

Nick –
- New link in catalog to digital collections (3/24)
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Katie –
- Send out the newsletter (3/24)
- Ask Bill to move sanitizer pump toward tall computer desk (3/24)

Discussion:
- Patrick
  - Supply order ready to give to BS
    - DB: will it get us through July?
Librarian Meeting Minutes from March 10, 2016

Present: Dana, Nick, Katie, Patrick

- PB: Maybe up to July
  - DB: might have to put in a smaller order mid-April

  o Safety Committee meeting after spring break
    - Set up scenario training
      - On volunteer basis
      - On a weekday
      - KS: fine with mandating that circ. students take it
    - KS: have a training each semester
      - Enough turn-over
      - Have a summer session
      - DB: get all staff involved in training

  o Research Day tomorrow
    - Doing posters for that

  o New student computer set-up behind circulation
    - Will connect to own printer
    - Will also have ability to print to circ. printers

- Nick
  - Indigenous Peoples training last Friday
    - Went well
    - Attendance from important faculty
  - Curriculum
    - Items are in process of being looked up to see if adopted

- Katie
  - Working on newsletter draft
  - Coordinating Paws 4 Thought
  - Last lecture of Big Read is tonight
  - Jen from Forever Bound was here yesterday
    - Gave her 5 boxes or books
    - Held off on 1916 Pesagi (condition)

- Dana
  - May not have binding allotment in next budget
  - IR announcement
    - IR is not ECU’s archive
    - Take out part about allowing everyone to use space
    - Include part: willing to take ideas for future use
  - Newsletter
    - Bridge contest
      - Do we have a picture?
        - KS: yes
      - What award did the circ. students win?
        - KS: will have to check with Dr. King
    - English resources
Librarian Meeting Minutes from March 10, 2016

Present: Dana, Nick, Katie, Patrick

- Don’t have “Children's Authors” database, is “Children's Literature Review”

- **Budget**
  - Discussed budget information

Next Meeting: March 24, 2016
Agenda for 04-07-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor

Action Items:

Everyone –
- Decide which databases to cut in the event that ODL can no longer provide access (certain EBSCO databases)/ budget is cut (April 7)

Patrick –
- Create documentation for printer-toner with Brandi (3/24)
- Go through library – make sure all signs (that are not range signs) are current (4/7)
- Call Jo Ann – ask about printing supplies (4/7)
- Double-check on network drive situation (4/7)
- Follow-up on kiosk systems (4/7)
- Have documentation direction (5/12)
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Dana –
- Call meeting with student assistants (4/7)

Nick –
- Fix links to digital collections in catalog (4/7)
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Katie –

Discussion:
- Dana
  - New “thing” in higher ed. is “dual program”
    - College courses taught by HS teachers at HS
    - Also known as “middle college”
  - Tuesday = huge day
    - Ed. building renaming ceremony in library
    - MUST be clean
    - Need arrow at top of 3rd floor stairs pointing down
  - Going to Boston for EBSCO discovery meeting
    - Perfect timing
      - Mon. – Wednesday after grad, before Calantha arrives
Librarian Meeting Minutes from March 24, 2016

Present: Dana, Nick, Katie, Patrick

- Working on HLC until April 5th
  
  - Nick
    - SQL Training on April 5th
      
      - 11 to 6:30
        - Discuss in Instructional Meeting with Natalie about who can cover ref. shifts
    - Can we discuss how to resolve printing issues with IT during summer?
      
      - IT will be implementing a lot of things in summer, won’t have time
  
  - Katie
    - Newsletter out
    - Children’s lit. sign has been hung
    - TS + PS met to discuss lost, missing, paid and reserves process
      
      - TS will approve changes
        - Then PS will send out to everyone
    - Working with Jake on updating ILL manual

- Patrick
  
  - Color copier having issues
    
    - Needs to be reported to Jen who will then call Rick
  
  - Not heard from Jason Smith (Cameron) about OLA panel
  
  - Printing materials
    
    - Brandi trying to look for lower prices for items on copier account

- Discussion of Email Topics

- Fine Removals
  
  - DB: new billing all goes through PS, correct?
    
    - Keep as circ. issue
    - Do not remove fines

- Community Patron
  
  - Would like to have librarian help with research related to marriage
    
    - Could fall under several different subjects
    - Duration of one month
    - PB: I will talk to her

- DB: KS’s Project Management notes = fabulous
  
  - Potential summer workshop theme (not this summer)

- OLA
  
  - 51 vendors
  
  - KS+PB – check out together on Friday
• **Budget**
  o Discussed budget information (university level)
  o Library level
    ▪ Give up $75,000 from books budget
    ▪ Might have student meeting to fill out FAFSA
  o Emergency faculty meeting on budget
    ▪ Take notebook

Next Meeting: April 7, 2016
Librarian Meeting Minutes from April 7, 2016

Present: Dana, Nick, Katie, Patrick

Agenda for 04-21-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3. Evaluation documentation – supervisor input

Action Items:

Patrick –
- Make sure all signs are current (name plates, shelving, interior elevator) (4/7)
- Double-check on network drive situation (4/7)
- Put documentation for printer-toner on K Drive (4/21)
- Figure out circ. printer replacement with KS (4/21)
- Have documentation direction (5/12)
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Dana –

Nick –
- Work out state curriculum procedures between EDU liaison + TS librarian (5/12)

Katie –
- AAC: Total number of checkouts for FISCAL YEAR (4/21)
- Send out newsletter (4/21)
- Figure out circ. printer replacement with PB (4/21)

Discussion:
- Nick
  - BL’s on 2nd floor
    - Loud sometimes
    - DB: this is a service we provide… can explain to other patrons a class is here
  - Had SQL workshop on Tuesday
    - Good intro
    - Doesn’t replace anything (Create Lists)
      - Will be useful for statistics
      - Can do some commands more easily than in Create Lists
    - Training was a bit frustrating
      - Examples would include queries that required codes we don’t use or configurations we don’t have
  - Alizabeth has removed all of the non-adopted textbooks
Meeting Minutes from April 7, 2016

Present: Dana, Nick, Katie, Patrick

- PB and I will be meeting next week to discuss procedures for getting curriculum materials over to Education
  - Emergency Faculty Association Meeting
    - Sent out notes
    - Not too much to report

- Katie
  - Working on:
    - Statistics
    - Notes from OLA
      - Pre-conf. 7 pages so far

- Patrick
  - Sent OLA notes out
    - Mixed bag (conference)
      - Good: disaster planning session
  - Scenario training this afternoon
    - This is the trial session (first time doing it)
    - Will send out report on how it went
    - Next time will notify whole library
  - Circ. printer
    - Get replacement model?

- Dana
  - Have money for new PA system
    - PB selected $1500 PA system
  - “Good to Great” – RUSO newsletter
    - Worth reading
  - Title IX training
    - Make sure is completed
  - Taught BI for Angela Price
    - Student wants to do practicum w/ us
      - Interview librarians in June thru July
      - Develop timeline for writing documentation
  - Wendy moving out of building this week
    - Can have circular tables from break room if needed
      - Switch in for rectangular tables)
  - HLC done
  - Working schedule
    - Gone next Thurs+Fri
    - M,W,F 11-3 unavailable
  - Ordering
    - Ordered two more easels
    - Hanging sides are in
    - Let know about “little things” needed
• Discussion of Budget and Personnel

Next Meeting: April 21, 2016
Librarian Meeting Minutes from April 20, 2016

Present: Dana, Nick, Katie, Patrick

Agenda for 05-19-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Positions (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3. Evaluation documentation – supervisor input

Action Items:
Everyone –
• Final call for supplies (4/29)
• Send wish list (include department, requester’s last name) to DB (5/2)
• Send comments to PB on copyright documentation (5/18)
• Send comments to ND on curriculum documentation (5/18)

Patrick –
• Make sure all signs are current (shelving) (4/7)
• Put documentation for printer-toner on K Drive (4/21)
• Have documentation direction (5/12)
• Update documentation for laptop procedures (5/19)
• Send out documentation + K drive clean-up reminders (5/19)
• Bring updated copyright documentation to meeting (5/19)
• Schedule meeting w/ ND about barcodes on equipment (5/19)
• Talk with Sam about barcodes on equipment (5/19)

Dana –
• Send out updated database analysis digital copy (4/29)
• Start working on Calantha’s notebook + schedule (5/5)
• Set up meeting between ND + Mckenzie (5/6)
• Cancel meeting on 5/12

Nick –
• Bring updated curriculum documentation to meeting (5/19)

Katie –
• Send out newsletter (4/21)
• # of command strips to Brandi (4/28)

Discussion:
• Katie
  o Sent out email
    ▪ Updated favicon compatibility
  o Came up with workarounds for Sierra file types not originally supported
  o Putting together official version of logo
Donations from Foundation
  • Scrapbook needs book repair
Amnesty week
  • Meeting with Jen tomorrow to discuss
Data: circulation can use widgets to enter things directly into LibCal
Revising circ. page
  • Present more documentation there

Patrick
Students doing reference shadowing
  • Trevor already knows a lot
Big order of supplies in
  • Could use more magenta ink
Cutting down on supplies
  • Foam core
    • no longer get adhesive foam core
  • Go down to one poster printer
Copyright policy
  • Psych department might donate (commercially made) videos
  • Documentation should be written in “policy” tone
Created card to keep near phone
  • Has emergency codes on it
Will be ordering new PA system soon

Nick
Moved majority of curriculum materials to Ed. Building last Thursday
  • Ran out of carts
    • Will move rest (2-3 carts) once carts are returned
Sent out rough draft of curriculum documentation
  • Will need input
Elie shadowed yesterday morning on reference
  • Only one question but good experience anyway

Dana
Mentoring opportunity
  • Student interested
    • Can’t do internship
    • Doesn’t make sense to do independent study
    • Will shadow at reference
    • Interested in history (major), metadata, cataloging
      • Meet with ND (similar background)
Student meeting
  • Not a lot of questions
Copiers, laptop have been ordered
Librarian Meeting Minutes from April 20, 2016

Present: Dana, Nick, Katie, Patrick

- Procedures for laptop need to be updated before it is allowed to be lent out
  - $600 left in travel account
  - Will go to AL

- Discussion of Budget and Personnel

Next Meeting: May 19, 2016
Librarian Meeting Minutes from May 19, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

Agenda for 06-02-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Position (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3. Evaluation documentation – supervisor input

Action Items:

Everyone –
• Annual reports due no later than noon on (6/15)

Calantha –

Patrick –
• Have documentation direction (5/12)
• Send out documentation + K drive clean-up reminders (5/19)
• Schedule meeting w/ ND about barcodes on equipment (5/19)
• Talk with Sam about barcodes on equipment (5/19)

Dana –

Nick –
• Switch over Sierra codes (5/31)

Katie –
• Send photos of therapy dogs session to Amy Ford (6/2)
• Make sure CT can log into My Library (6/2)

Discussion:
• Calantha
  ○ Busy with training
    ▪ Continuing over the next few weeks
    ▪ WOPD this week and next
  ○ Using non-training time to work on LibGuides procedures
• Katie
  ○ Therapy dogs a success
    ▪ 150+ people
    ▪ Made cover of Ada evening news
  ○ Circ. clean-up
    ▪ Marking up reserves hanging out in system
      • Found 500+ old records
  ○ Trying to add faculty to system
Librarian Meeting Minutes from May 19, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

- Rob fixing program
  - Book handling issue in archives
    - Will be addressed in mandatory fall meeting
  - Senate discussion

- Nick
  - Sierra has been upgraded
    - No known issues
  - IR back up
    - IT has finally addressed problem
  - Curriculum materials all over to Ed. Building
  - Elizabeth has taken over Children’s Lit. project
  - ThatCampOK 2k16 at OSU tomorrow

- Patrick
  - Have been working on training CT
  - New equipment is in
    - PA system
    - Copier
      - Can send emails to selves
      - Not set-up as printer
        - DB: anyone (staff) on 3rd floor should be able to print from here

- Dana
  - Annual report time
    - Due no later than noon on June 15th
  - Send any neg. feedback about Fri. afternoon closing to me
  - Students are not to be in library during non-hours
  - Staff evaluations
    - Might disappear
    - Become a “plan for improvement”
  - Graduation
    - Against policy to decorate caps
    - Thinking of changing grad format/schedule
  - Use LibSurvey form for any statistics we want to track

- Discussion on Documentation

- Discussion on Budget

- Open Position
  - Sent out job notification

Next Meeting: June 2, 2016
Librarian Meeting Minutes from June 16, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

Agenda for 06-30-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (15 min)
5. Open Position (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3. Evaluation documentation – supervisor input

Action Items:
Everyone –
- Call references for two candidates (6/9)
- Annual reports due no later than noon on (6/15)
- Familiarize CT w/ different reference areas (6/16)

Calantha –
- Have NM remove DB from IS meeting on calendar (6/16)

Patrick –
- Have documentation direction (5/12)

Dana –

Nick –

Katie –
- Send photos of therapy dogs session to Amy Ford (6/2)
- Take charge of trip to Sulfur (6/7)

Discussion:
- Calantha
  - Continuing training
  - Helping Natalie do coding for freshman orientation
    - finished
  - Working on
    - Summer goals for IS
    - Sample course guide
    - Assessment report (familiarizing)

- Katie
  - Updating manuals for circ., ILL
  - Working on annual reports
  - Planning on a shift of materials on the 3rd, 4th floor
    - Gs have room, Ps have no room (4th floor)
    - Will have to make new range finders
    - Shift reference section so DVDs have more room to expand
Librarian Meeting Minutes from June 16, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

- Circ. training
  - Proper reading of call #s for reshelving
    - Will make requirement for all circ. training
  - Make sure doesn’t interfere w/ Safety Committee training

- Nick
  - Working on annual reports
    - Re-wording/updating some of the documentation
  - CT shadowed on reference yesterday

- Patrick
  - Will talk to Marc Klinpenstine about myECU
  - Using command strips for signs
  - Ref. Shadowing this afternoon w/ CT
  - Working on annual reports
  - Reminder: meeting minutes must be combined into a single pdf for the year

- Dana
  - + CT + NM + KS met w/ Robin Roberson about SAILS
    - Must include like-institution data in assessment report
    - Future of assessment conversation is a talk about scaffolding
      - Use similar questions from pre/post SAILS test for scaffolding
        - Also customize to department
    - Start mapping, documenting scaffolding
  - Summer hours
    - Outside doors MUST be UNLOCKED at 7:30 AM
  - Unavailable on Mondays and Wednesdays from 11:30-3:30 thru mid-July

- Discussion on Documentation
  - Liz will be interviewing/shadowing the librarians
    - Will type up notes for documentation, to write manuals
      - Timeline on a monthly basis
    - Meeting w/ Patrick tomorrow
  - Hope to have manual template by end of July
  - CT should involve NM in conversations
  - Timeline for Liz
    - Week of June 6 – PB
    - Week of June 13 – KS
    - Week of June 20 – ND
    - Week of June 27 – CT
    - Week of July 4 - DB

- Discussion on Budget
  - Info is in email sent out earlier this week
  - REGENTS doesn’t want more than 7% increase in tuition
Librarian Meeting Minutes from June 16, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

- ECU wants 8.9% increase
- If approved, budget likely to pass in July

- Open Position
  - Call references for two candidates

Next Meeting: June 30, 2016
Librarian Meeting Minutes from June 16, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

Agenda for 06-30-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Budget (10 min)
5. LibCal demonstration (30 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3. Evaluation documentation – supervisor input

Action Items:

Everyone –

Calantha –
- Meet with KS about Google Analytics issue (6/30)

Patrick –
- Create librarian documentation plan (9/15)

Dana –

Nick –

Katie –
- Send photos of therapy dogs session to Amy Ford (6/2)
- Put circulation in PS librarian job description (6/30)
- Meet with CT about Google Analytics issue (6/30)

Discussion:
- Liz
  - Met w/ PB
    - Very helpful
  - Able to view k drive
    - Compare current work to 2008 docs
  - Circulation is not in PS librarian job description
  - Pie chart data helpful
  - Only problem w/ KS
    - Already has a ton of documentation
  - Doc. goal
    - To identify tasks that can be pushed to assistants and students
  - Trying to understand library jargon

- Calantha
  - Conducted Upward Bound tours
  - Taught 2 primary BIs
    - Will have secondary BIs next week
  - Have done consultations for UB students
Librarian Meeting Minutes from June 16, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

- Annual reports are done
- Mentoring meetings w/ KS
- Met w/ Dr. Walling about scaffolding
- Working on training manuals w/ NM
- Went over ref areas w/ KS and ND

- Patrick
  - Annual reports done
  - MS + TS met about barcode project
  - Safety Committee met
    - Starting to prepare for student training in August
    - Will be on a Sunday
  - Phone safety cards
    - DB: when are we getting cards?
    - PB: we can print out at any time and hand out
  - Safety documentation
    - No longer have assistant director or dean
    - Must update documentation
  - CT needs safety manual in office

- Dana
  - Know nothing about budget
    - Assumption is that REGENTS accepted tuition increase proposal
  - AAC retreat next Tuesday and Wednesday
    - Will be out of office both days
    - Text if needed
  - Google Analytics not working for events tracking
    - CT: trying to use LibApps function as back-up

- Katie
  - Annual reports finished
  - Updating manuals
  - Getting supplies to do displays of Ada flags

- Nick
  - Annual report done
  - Course reserves marked for deletion have been removed from Sierra
  - VHS records match physical collection

- Discussion on Open Position candidates

Next Meeting: June 30, 2016
Agenda for 07-07-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (25 min)
4. Budget (25 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Talk about network stations on 4th, 2nd floor
3. Evaluation documentation – supervisor input

Action Items:
Everyone –
• Create PDF that contains all committee minutes for past year (7/7)
• Send thoughts on switch from ProQuest to NYTimes before next meeting (7/7)
• Come to next meeting with 3 goals for department/library (7/14)

Calantha –

Patrick –
• Create librarian documentation plan (9/15)

Dana –

Nick –

Katie –
• Get with Brandi to purchase archival boxes from Gaylord with Pro-Card (7/14)

Discussion:
• Katie
  o Unpacking Taylor cards donation
    • Spanish Renaissance theatre cards in terrible boxes
    • Need to order boxes once books are open again
      • 600 linear feet of boxes
      • $500-600
    • Boxes are open in PS office
      • Might have contributed to illnesses (from mold)
  o ECU pennants donated
    • Making shadow boxes
    • Got all supplies
    • Need to cut some to size
      • Talk to PB
  o Library climate
    • Terrible humidity
    • Tech Services and Media Services most greatly affected
      • Bad for book repair, scanning materials
      • MS hottest place in library
  o Circulation
Librarian Meeting Minutes from June 30, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

- Working on call # shift
  - Newsletter
    - CT’s introduction
    - Jen asked for new book area to receive attention
    - Infographic

- Nick
  - Considering writing a grant proposal
    - Focus on preservation
    - KS: will send documents from proposals that Angie wrote
  - Met with Liz
  - Met with Media Services
    - Starting to figure out barcode project

- Calantha
  - Met with Jen about Create Lists
  - Met with ND about Sierra overview
  - Working on ref. staff proposal
    - Figuring out how to balance on-call schedules
  - Met with Jamie Graham about updated script for Blackboard
    - Created SAILS process documentation
  - Conducted Upward Bound sessions
    - Went well
    - Discussion based
  - Working with NM on training manuals
  - Scaffolding Plan
    - CT needs to be present for initial meeting
      - Go to her before approaching faculty

- Patrick
  - Grouping things for barcode
    - KS helped run list of existing items
  - Created form in LibWizard for work orders
  - Met with Liz about timeline
  - Limits of LibSurveys
    - Can’t attach anything to form
    - Bring to DB
  - Haven’t gotten quarterly reports from fax machine
    - Haven’t been able to get hold of fax guy

- Dana
  - Annual reports are great
  - EHS + Cartography have merged in name
    - Now Environmental Sciences
    - Still treated as separate departments
  - Faculty workshops
Librarian Meeting Minutes from June 30, 2016

Present: Dana, Nick, Katie, Patrick, Calantha

- AL working on new faculty training
- Should we make workshops mandatory for new faculty?

- Discussion on designated individual list changes
  - Contact list originally set according to hierarchy
  - Change to proximity to 3rd floor
  - Brandi should be @ #2

- LibCal appointment demonstration

Next Meeting: July 7, 2016