Librarian Meeting Minutes from July 7, 2016

Present: Dana, Nick, Patrick, Calantha

Agenda for 07-14-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (25 min)
4. Budget (15 min)
5. Talk about network stations on 4th, 2nd floor (10 min)
6. Prepare next week's agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:

Everyone –
- Come to next meeting with 3 goals for department/library (7/14)
- Bring comments on Standard Terminology and Formatting for Documents (7/14)
- Send Dana top 5 liaison departmental preferences before next Librarian Meeting (7/14)

Calantha –
- Look over note taking standards and bring questions (7/14)

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

Dana –

Nick –
- Post Librarian Meeting Minutes to committee website (7/14)

Katie –
- Write article and get picture of Nick and Barry from Fireball Classic 10K for newsletter (7/14)
- Get with Brandi to purchase archival boxes from Gaylord with Pro-Card (7/14)

Discussion:

- Dana
  - Created preliminary material allocation budget and student budget
  - Will begin working on Casey's training manual
  - Will meet with CT to discuss training progress and experience

- Nick
  - Proposed implementation of new DVD section
    - Will make it easier for patrons with higher DVD use
Librarian Meeting Minutes from July 7, 2016

Present: Dana, Nick, Patrick, Calantha

- Felt new DVD section should be placed near DVDs
  - Will meet with KSto create proposal
  - Met with PB about bar code project
    - Barry taking point and starting to set up bib records
  - Cataloging new books from Chickasaw Nation
  - Ran Fireball Classic 10K with Barry

- Calantha
  - Updated LibCal My Scheduler widget and standardized appointment questions for everyone except KS
    - Will try to talk to Springshare about enhancing LibCal to allow creation of multiple daily appointments by days of the week and exclude weekends
  - Working on ref. staff proposal
  - Working on reference training manuals with NM
  - Conducted final Upward Bound sessions
    - Citation workshops
    - Chaotic but went well
  - Met with Liz about documentation

- Patrick
  - Working on equipment barcode project
    - Having students bring equipment back from Faust Hall storage room
  - Made updates to equipment set up policy
    - Will meet with DB to go over

- New faculty seminar update from DB
  - Library will get 30 minutes
  - Dana will meet with AL for more detail
  - Each librarian will meet with new faculty in liaison areas

- DB shared AL comments on annual report

  **Documentation update**

- Liz
  - Met with everyone except DB
  - Going over all notes from meetings
  - Focusing on newest position descriptions
  - Created “core categories” to section out all common tasks between positions
  - Will finalize each spreadsheet with DB’s guidance
Librarian Meeting Minutes from July 7, 2016

Present: Dana, Nick, Patrick, Calantha

Preliminary AY1617 budget discussion
- DB shares material allocation formula spreadsheet and student budget
- DB will make changes and email updated version early next week

New York Times switch discussed
- Nicole will do training
- Saves $2000
- Gets a lot of coverage
- ND, CT, PB voted for the switch
- DB will move ahead with switch
- Will get access in August
- DB will ask Nicole to do training with librarians at the end of July

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

Present: Dana, Nick, Patrick, Calantha, Katie

Agenda for 07-21-16:
7. Action items (10 min)
8. Around the Horn (25 min)
9. Documentation (5 min)
10. Liaison Areas (5 min)
11. Work Plan (20 min)
12. Talk about network stations on 4th, 2nd floor (10 min)
13. New Librarian Training (10 min)
14. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:
Everyone –
• Send Dana comments or suggestions about liaison switches (7-20, noon)
• Email departmental and library goals to Dana (7-15, 5 pm)

Calantha –
• Take Dana off Admin status in LibCal (7-21)
• Meet with Patrick about scaffolding in EHS (7-21)

Patrick –
• Create librarian documentation plan (9/15)
• Withdraw VHS and give to liaison departments (8-15)
• Send email to Dana requesting LLAF reimbursement for safety training snacks (7-21)
• Find computer from IT for Casey and place in her office (7-21)
• Meet with Calantha about scaffolding in EHS (7-21)

Dana –

Nick –

Katie –
• Withdraw VHS and give to liaison departments (8-15)
• Discuss with Jen about moving kick off Circulation training to a time/day when the library is open (7-21)
Librarian Meeting Minutes from July 14, 2016

Present: Dana, Nick, Patrick, Calantha, Katie

Discussion:

• Dana
  o Asked librarians to send reminder emails to her when taking leave
  o Sent email to Daryl Overstreet about grant for collaborative space on 2nd floor
  o Asked librarians what should be covered in the new faculty orientation
    ▪ Decided to do a 5 min intro
    ▪ Will allow the remainder of the time for librarians to spend with new faculty in liaison areas
  o Informed librarians that library will be involved in two training courses for new faculty:
    ▪ Assignment development with CETL
    ▪ Academic resources
  o Worked on budgets
  o Requested librarians to choose where to place picture frame at the Reference Desk

• Katie
  o Catching up from vacation
  o Informed the librarians about the progress on the 4th floor shifting
    ▪ Dana will send Director’s office students to help
    ▪ Will prioritize 4th floor shifting
    ▪ Will do Reference Area shift during intersession
    ▪ Will talk to Sam about using Media Services students assistants
  o Finished and sent out newsletter
  o Will edit the “call for student assistants” on the ECU bulletin board
  o Made progress on flag framing project
  o Transferred newsletter from Scribd to LibGuide
    ▪ Will transfer the newsletter archive to k-drive and
    ▪ Will add most recent 3 onto Outreach Department’s libguide

• Nick
  o Completed original cataloging of Chickasaw items
  o Removed database records
  o Started on updating new librarian training steps for ILS

• Calantha
  o Updated LibCal My Scheduler widget to be ADA compliant
  o Revised reference staff proposal
  o Working on reference training manuals with NM
  o Created assessment proposal
  o Updated sample faculty SAILS letter
  o Met with Adrianna and Wendy about Quality Matters

• Patrick
  o Has jury summons for July 22nd
  o Met with Safety Committee to finalize safety procedures
Librarian Meeting Minutes from July 14, 2016

Present: Dana, Nick, Patrick, Calantha, Katie

- Sent supply list to Brandi for safety supplies
  - Informed librarians that the VHS to DVD transfer copyright policy is on hold, as it must go to ECU lawyers for approval
  - Will send reminder email to managers and librarians for student safety training days
  - Talking to Stephanie Moss to add Casey to system and Ilstaff calendar
  - Working on iMac in Media Services
  - Finalized audiovisual equipment policy

Documentation update

- Liz
  - Hopes to have ND & CT’s spreadsheets finished by Monday
  - Finished and sent PB & KS’s spreadsheets
  - Working on DB’s worksheet
  - Hopes to have the project done by July 25th

AY1617 budget

- DB shared AL’s comments on budget
  - DB asked librarians if some liaison departmental budgeted money should be held in reserve or given to departments
  - Decided to give all to departments
- DB gave librarians preliminary liaison areas
  - Added preferences column and undergraduate degrees of librarians to spreadsheet
  - Will finalize during next Librarian Meeting

Library and Departmental Goals

- Nick
  - Get faculty more involved
  - Do a better job of using student budget hours
  - Recognize qualitative achievements
- Calantha
  - IS Department:
    - Updating and standardizing of Academic Integrity tutorials
    - Implementing new reference staffing model and training program
    - Developing a new Instructional Services Plan
    - Redesign of Reference Desk
    - Include a more wheelchair accessible desk in Reference Area
  - Library:
    - Implementing information literacy scaffolding in English & Languages, Biology, and Environmental Health Sciences Departments
    - Increasing Level IV reference consultations through the use of LibCal’s My Scheduler
Librarian Meeting Minutes from July 14, 2016

Present: Dana, Nick, Patrick, Calantha, Katie

- Increasing use of LibWizard tools wherever appropriate
  - Katie
    - Public Services Department:
      - Fully shift all of 4th floor and Reference Area by start of school
      - Fully create Linscheid Facebook page and increase followers by fall
      - Decrease humidity
    - Library:
      - More communication with liaison departments
      - Successful implementation of new assessment plan
  - Dana
    - Increase instruction by 3%
    - Implement collaborative space on 2nd floor

Next Meeting: July 21, 2016
Agenda for 07-28-16:

1. Welcoming Casey (5 min)                Future:
   1. Disaster Recovery
2. Action items (10 min)                  2. Evaluation documentation – supervisor input
3. Around the Horn (25 min)               
4. Documentation (5 min)                  
5. Liaison Communications for August (5 min)  
6. Work Plan (20 min)                    
7. Prepare next week’s agenda (5 min)

Action Items:

Everyone –

- Look at Special Collection’s Collection Development Policy and send comments to Katie (7-27, noon)
- Create due dates for action items on work plan and bring to next meeting (7-28)

Calantha –

- Meet with Patrick about scaffolding in EHS (7-21)
- Have Natalie add Casey to IS Committee Meeting appointments (7-28)

Patrick –

- Create librarian documentation plan (9/15)
- Email supervisors about new staff computers (7-28)
- Update Public Services office sign to include Instructional Services (7-28)
- Update library map and directory to include correct room numbers for Collection Services (7-28)
- Create and place office sign for Casey (7-22)
- Meet with Calantha about scaffolding in EHS (7-21)

Dana –

Nick –

- Find template for LC explanations in Tech Services (7-28)
- Make sure all VHS materials are removed (7-28)

Katie –

- Update library map and directory to include correct room numbers for Collection Services (7-28)
- Meet with Liz to clear up ILL job categories for Casey’s spreadsheet (7-26)

Discussion:

- Calantha
  - Attended UnCOILed conference with PB and Natalie
    - Went well
Librarian Meeting Minutes from July 21, 2016

Present: Dana, Nick, Patrick, Calantha, Katie

- Got a lot of ideas
  - Will fix the footer on notes
  - Conducted mock instruction session
    - Went fairly well
    - Helpful to get librarians’ feedback
  - Created training activities for PRA training manual
    - Also working on librarian reference training manual
    - Hope to have done by 7-28 for IS Committee meeting
  - Discovered disappearance of Understanding Types of Periodicals tutorial from LibGuides
    - Began looking over HR LibGuide
    - Started reading a book on data visualization for mentoring
    - Met with Dana about assessment proposal
      - Will meet with Robin Roberson in the next few weeks
      - Hopes to have formalized before school starts
    - Working on bootstrapping tutorials for mentoring

- Patrick
  - Attended UnCOILed and typing up notes
  - Met with Liz and finalized spreadsheet
  - Looking for fuse to fix large laminator
  - Downloaded software for audio transfer
  - Began process for ordering new computers
  - Working on updating safety procedures document
  - Ordered supplies for first aid supplies
  - Will have Noelle check reference computers for updates

- Katie
  - Made progress on scaffolding
    - Updated pre and post tests for psychology
    - Will be a part of the blackboard shell soon
  - Updated library maps
  - Working on Special Collection Department’s collection development policy
  - Received materials for American flag display and Taylor collection cards
  - Looking through donations
  - Making progress on shifting – almost to the end of the PS
  - Informed librarians of the makerspace opening in Education Department next Wednesday
  - Will forward possible dates for the software carpentry workshop

- Nick
  - Will include additional information for the labelling on the oversized map drawers
  - Will include maps as a part of the Technical Services WOPD with Casey
  - Thanked librarians for help pulling VHS materials
  - Cleared out headings report
  - Almost done with original cataloging
Librarian Meeting Minutes from July 21, 2016

Present: Dana, Nick, Patrick, Calantha, Katie

July 22, 2016

Library Committee Work

- Will start running duplicate barcode reports
- Dana
  - Updated periodicals’ website to say periodicals and electronic resources
  - Creating job specific documentation for Collection Services
  - Finished Casey’s training notebook
  - Cleaned up periodicals
  - Informed librarians that the University of Tulsa will be migrating to Sierra
  - Will be gone Monday and Tuesday of next week

Documentation update

- Liz
  - KS’s is finished
  - ND’s is turned in
  - PB’s almost done
  - CT’s slightly delayed
  - Questions for Dana about job categories, especially ILL
  - Going to start on CL’s
  - Questions for Dana about final format
  - Will take safety committee off of PB’s

Liaison Areas

- Everyone is okay with the divisions
- Scaffolding targets:
  - AY1718: History (start preparing in fall; meet and present to department in spring)
  - AY1819:
    - Nursing
    - Business Administration
- CT will start creating a scaffolding plan to be formalized throughout AY1617
- Eventually the goal will be to have each librarian overseeing scaffolding in at least one department

Library Work Plan

- Years for next IS plan will be 2017-2020
- Assessment pieces to be transferred to LibWizard will be up to the librarians’ discretion
- Change ownership of Facebook item from KS to Outreach
- Change social media posts to mentions
- DB provided left over goals to librarians for departmental goals
- Librarians should update DB on the progress of departmental goals

Network Stations

- No way to lock the computer so it can only access the catalog
- Computers would be able to access the internet
- CT concerns:
Librarian Meeting Minutes from July 21, 2016

Present: Dana, Nick, Patrick, Calantha, Katie

- No way for computer use to be monitored
- Would possibly force other departments to answer reference type questions
- Vote: no one for the stations

New Librarian Training
- PB has Casey on Monday
- Brandi’s items will be postponed until she returns on August 8th
- CT will conduct the campus tour
- ND will be Casey’s mentor because of cataloging background
- Everyone signed off on training duties

Next Meeting: July 28, 2016
Librarian Meeting Minutes from July 28, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

Agenda for 08-18-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (10 min)
4. Liaison Communications for August (40 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:
Everyone –
- Send August liaison reminders (8-18)
- Email periodical changes forms for liaison areas to Dana (8-31)
- Add columns for tasks to documentation timeline (9-1)

Calantha –
- Pick up (purchase) candy, pens, etc. for UNIV 1001 (8-18)
- Meet with Dana and Casey to go over Periodical Analysis (8-1)
- Talk to Natalie about copies of IS brochure for New Faculty library session (8-18)
- Have Casey hold mock instruction and create mock course guide for Intro to Nursing (8-15)

Patrick –
- Create librarian documentation plan (9/15)
- Send copies of updated library map and directory to Dana and Brandi (8-18)
- Send emails to current liaison areas to inform them of switch and copy new liaison (8-12)
- Switch ownership of guides and assets to new liaison (8-18)

Dana –
- Send emails to current liaison areas to inform them of switch and copy new liaison (8-12)
- Switch ownership of guides and assets to new liaison (8-18)

Nick –
- Send emails to current liaison areas to inform them of switch and copy new liaison (8-12)
- Switch ownership of guides and assets to new liaison (8-18)

Katie –
- Update online maps with correct room numbers (8-18)
- Reorganize August liaison communication reminders document and get approval (12-1)
- Send emails to current liaison areas to inform them of switch and copy new liaison (8-12)
- Switch ownership of guides and assets to new liaison (8-18)
Librarian Meeting Minutes from July 28, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

Discussion:

- **Katie**
  - Will meet with Events Committee
    - Will develop whiteboard plan (Pokemon Go?)
    - Discuss ideas for fall events
  - Scheduled circulation training meeting for Monday, August 21st.
    - Book handling
    - Design principals
    - Basic call numbers
    - Other students welcome
  - Shifting program
    - Almost done with 4th floor
    - Move onto reference shift before school starts
  - Looking for DVD dividers

- **Nick**
  - Trained Casey on WOPD, Sierra, and OCLC
  - Cleaned up Tech Services k-drive
  - Finished original cataloging
  - Children’s collection project: Elizabeth is working on it

- **Patrick**
  - Trained Casey on computer set-up and scheduled WOPD for tomorrow
  - Barcoding project almost done
  - Sam will be out tomorrow
  - Will be gone next week and return Aug. 9th
  - Off the hook for jury duty until possibly September
  - Met with Katie to transfer liaison duties of Family & Consumer Science
  - Scheduled student safety training for Aug. 14th
  - Updated maps with correct room numbers

- **Calantha**
  - Met with Patrick about EHS scaffolding
  - Finished reference training manuals
  - Trained Casey:
    - IS WOPD
    - Campus tour
    - Reference – session 1
  - Examined Ref Analytics form on ways to improve

- **Casey**
  - Training:
    - WOPD
    - Generic – ILS, reference, webpages, instruction, liaison
    - ILL training with Jake

- **Dana**
Reminded librarians of freshman seminar, new faculty seminar, and convocation duties
Will miss convocation
Will be gone next week, except for Monday
  - Patrick will also be gone
  - Katie in charge
Casey training:
  - Reference and instruction training should be finished by Aug. 15<sup>th</sup>
  - CT will work Casey’s first evening shift with her
New York Times Update
  - Patrons will have to create individual log ins from the library computers
  - Liaisons should implement education portion whenever possible
  - Nicole will be coming for training

Documentation update
- Dana
  - Liz finished all timelines
  - Each librarian should:
    - look it over
    - add columns for tasks and when tasks are performed
    - make sure the delegated duties column isn’t hidden

Liaison Communications for August
- official day to take over new duties is August 1<sup>st</sup>
- Everyone should switch guides over to new liaisons and assets
- Went over Periodical Analysis and Standing Orders
- Everyone should take to department chair with memo on k-drive
- Weeding must be finished by December break
- Went over liaison August communication reminders

Work Plan
- Went over work plan and added due dates

Next Meeting: August 18, 2016
Librarian Meeting Minutes from August 18, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

Agenda for 08-25-16:

1. Action items (10 min)
2. Around the Horn (35 min)
3. OIE new Student Satisfaction Survey (35 min)
4. UNIV 1001 Tours Update (5 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:

Everyone –

• Email suggested questions for OIE New Student Satisfaction Survey to Dana (noon, 8-24)
• Email periodical changes forms for liaison areas to Dana (8-31)
• Add columns for tasks to documentation timeline (9-1)

Calantha –

• Pick up (purchase) candy, pens, etc. for UNIV 1001 (8-18)
• Contact Shirley Mixon about library help with Bachelor of General Studies (8-25)

Patrick –

• Create librarian documentation plan (9/15)

Dana –

• Send out committee invites (8-25)

Nick –

Katie –

• Update online maps with correct room numbers (8-18)
• Talk to Jen about students fixing 4th floor range finders (8-25)
• Contact Young Democrats and Young Republicans to set up a debate (8-25)
• Contact Dr. Walling about scheduling Originals (8-25)
• Send scaffolding documentation to CT (8-25)

Casey –

Discussion:

• Dana
  • Handed out “Save the Dates” for OLA
    ▪ OLA will be at the Postal Center in Norman on April 24-26, 2017
    ▪ Deadline for OLA proposals will be in October 2016
  • Asked KS about whiteboard project
  • Asked PB about barcoding project
  • Announced that Liz would not be returning as an intern in the fall
  • Will be at OLA tomorrow
  • Announced that the Language Company will be completely gone by the end of September
  • Waiting to hear back from Physical Plant about grant money
Announced that New Faculty Academic Resources workshop will be September 8th
Reminded librarians that New Faculty Assignment Development will be held with CETL on October 12th
Will be at Academic Affairs Council (AAC) next Tuesday

Casey
- Finished most of her new librarian training
- Had 1st instruction session this week, which went well
- Had 1st reference shift, which was fine
- Will participate in Blackboard training module
- Demonstrated the New York Times virtual reality glasses

Calantha
- Completed most of the reference and instruction training with Casey
- Met and finalized the Instruction Assessment Proposal/Plan with Robin Roberson
- Created and sent out S’more flyer to faculty from syllabi analysis
- Created and divided identifiers for SAILS
- Will email to Jami when received final numbers for UNIV 1001
- Met with Dr. Patton and Amy Ward to talk about library sessions
- Met with other faculty in SSB, HR, and English to schedule library sessions
- Attended New Faculty Orientation and bonded with faculty in my areas
- Attended SSB, HR, and English & Languages meetings
- Completed and submitted IRB application for PRA training program
- Working on fixing issues with subject guides
- Met and discussed Framework and SAILS with Patrick and Dr. Weirick
- Updated Reference Assessment Plan

Patrick
- Conducted 1st Student Safety Training
  - Went well
  - But poor turn out (only 12)
- Will conduct 2nd Student Safety Training after Labor Day
- Met with Dr. Weirick and talked about scaffolding
  - Will have pre and post test in place by end of fall semester
- Informed librarians that IT should have free Microsoft Office access for students soon
- Will talk to Sam about training students on checking out equipment

Katie
- Informed librarians that 4th Floor shift is finished but needs to fix range finders
- Came up with plan for Reference Area shift
  - Will shift Parker Ethics and Oklahoma Studies collections
- Having students work on whiteboard Pokémon project
- Updated librarians on AY1617 events
  - Halloween for fall
  - Book swap for spring
Librarian Meeting Minutes from August 18, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

- Working on scaffolding documentation
- Working with Ada Public Library for Banned Book Week
- Will conduct blind date with a book event in September

- Nick
  - Observed Innovative's webex presentation
    - Felt it was more marketing ploy than substance
    - Informed librarians of the following changes:
      - Removing limiters from some p-types
      - Introducing Sierra Web
      - Provides options for linked data or structured data
      - Introduced next generation ERM
  - Shared that Robin Robertson tried to recruit him for the Assessment Committee
  - Contacted by McKenzie Greg about starting internship
  - Will attend Math & Computer Science departmental meeting
  - Scheduled a math library session
  - Met with Katie to begin learning bootstrapping
  - Noticed students appeared to be more scanner proficient this year

- OIE new Student Satisfaction Survey
  - DB asked for suggested questions to include
  - CT suggested matching questions to the Instruction Assessment Plan, with questions like the following:
    - Did you feel welcome in the library?
    - Are you satisfied with the library services you have used?
  - KS suggested “If you could describe the library in one word, what would it be?”
  - CL and ND expressed agreement with all suggestions

Documentation update
- Dana
  - Urged everyone to begin working on their documentation soon

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

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

Agenda for 09-08-16:

1. Action items (10 min)
2. Around the Horn (25 min)
3. UNIV 1001 Tours wrap-up (10 min)
4. Documentation (30 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:

Everyone –

- Bring documentation timeline with changes (9-8)
- Email periodical changes forms for liaison areas to Dana (8-31, noon)
- Add columns for tasks to documentation timeline (9-1)

Calantha –

- Have Natalie send a digital copy of UNIV 1001 script to librarians (8-25)
- Send Dana a list of students who attended the Reference Bootcamp and the exact times they were there (8-31)

Patrick –

- Create librarian documentation plan (9/15)
- Set up meeting with Nick and Jen about Children’s Literature metadata project (9-8)
- Ask IT if IE can be removed from the Reference Area computers and Chrome and Firefox can be added to all (9-8)

Dana –

- Set up meeting with Katie and Delana (9-8)

Nick –

- Meet with Patrick and Jen about Children's Literature metadata project (9-8)

Katie –

- Send t-shirt proposal to Dana (8-29)
- Meet with Delana about internship (9-8)
- Contact Dr. Walling about scheduling Originals (8-25)
- Contact Young Democrats and Young Republicans to set up a debate (8-25)

Discussion:

- Patrick
  - Provided update to conference room laptop:
    - Still at IT
    - Waiting to have local login set up
    - Requested that the laptop be traded to Media Services because of disk drive
    - Everyone agreed on trade
  - Conducted research for Dr. Sherborne
Requested that everyone send IT requests to Patrick first and let him know when IT comes to work on the computers
• Asked that PRAs be trained in who to contact for tech issues

- Casey
  • Completed training on EBSCO Net
  • Set up training with Lisa from EBSCO
  • Finished course guides for Nursing
  • Observed Patrick’s instruction session
  • Watched Blackboard training videos
  • Answered Microform question from patron in McAllister
  • Created course guide for Art
  • Discovered that Blackboard doesn’t work well with Internet Explorer

- Calantha
  • Conducted three library sessions
  • Sent SAILS identifiers to Jami
  • Met with several HR faculty to schedule sessions
  • Conducted (with Natalie) the Reference Bootcamp
  • Went through UNIV 1001 training session with Natalie and Casey

- Nick
  • Informed everyone that the curriculum texts for this year were delayed because of state budget issues
  • Met with McKenzie and decided to have her work on the Children’s literature metadata project
  • Attended Math departmental meeting and pushed them to spend library budget

- Katie
  • Finished 4th floor shift
  • Started on reference shift
    • Moving DVDs now
    • Will include a new DVD section
  • Asked Academic Success Center if they would like to move textbooks to the Reserve area if current
  • Answered CT’s questions about possible Social Work reserve section
  • Informed everyone that Banned Book week will happen in September
  • Waiting on response about election debate
  • Announced two book signings:
    • Dr. Bean
    • Travis McCray (former football player)
  • Having students move lion around library for Facebook pictures
  • Attended Faculty Senate meeting
  • Provided librarians with Senate updates
    • Dr. Pierson talked about committees
    • Human Diversity Committee needs someone now
    • Higher Learning Commission quality initiative should be done by 2020
Librarian Meeting Minutes from August 25, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

- Faculty should spend 2 hours outside classroom for every 1 hour of instruction time
- Janna Byrd has revived ADA committee
- IT will be switching to secure wireless network
- No children or visitors should regularly attend classes with students
- Next meeting will be September 2\textsuperscript{nd} or 9\textsuperscript{th}
  - Information literacy Blackboard shells are now present for Psych students

- Dana
  - Still waiting for HLC approval for both new master’s degrees – WRP and MIM
  - Announced that all future branding must be approved by Communication office
  - Announced that formal staff evaluations will no longer occur
  - Revealed that enrollment is down by 7% with only 617 new freshman
  - Talked to Jeremy about printing
    - Should have some form of limiters for printing
    - No longer doing PaperCut
  - Urged everyone to closely proofread materials sent by other librarians
  - Attending next LLAF meeting on August 29\textsuperscript{th}
  - Met with Delana, who would like to shadow Katie for 60 hours this Fall

**OIE new Student Survey**

- Narrowed possible questions down from ten to four
- Created top question choice together:
  - How satisfied are you with the Library?
    - Very satisfied
    - Satisfied
    - Neutral
    - Unsatisfied
    - Very unsatisfied
  - Why or why not?
- Other possible questions to include:
  - What is your favorite thing about the library?
  - What is your least favorite thing about the library?
  - Is there anything you wish the library would add?

**UNIV 1001 Tours**

- CT did brief update on schedule for tours
- DB shared tips for tours:
  - Helpers need to watch time closely
  - Must time presentations
  - Be at least five minutes early

Next Meeting: September 8, 2016
Librarian Meeting Minutes from September 8, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

Agenda for 09-15-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (30 min)
4. Policy Review (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:

Everyone –
• Set up WebEx if have not yet (9-15)
• Finish inputting and standardizing tasks for documentation timeline (9-22)

Calantha –
• Talk to Sam about permanently checking out a Webcam for office (9-15)
• Change Juvenile slip for UNIV 1001 to Children’s literature (9-15)
• Meet with Katie about LibApp forms (9-15)

Patrick –
• Create librarian documentation plan (9-15)
• Talk to Barry and Katie about dust jackets (9-15)
• Check if IT has added lockdown browser, Shockwave, and WebEx to reference computers (9-15)

Dana –
• Make appointment with Jeremy about printing (9-15)
• Set up policy review (9-15)

Nick –
• Meet with Nick and Jen about Children’s Literature metadata project (9-8)

Katie –
• Send t-shirt proposal to Dana (8-29)
• Contact Dr. Walling about scheduling Originals (8-25)
• Contact Young Democrats and College Republicans to set up a debate (8-25)
• Meet with Calantha about LibApp forms (9-15)

Casey –
• Talk to Sam about permanently checking out a Webcam for office (9-15)

Discussion:
• Dana –
  o Urged everyone to stop adding “comp” to leave announcements on the llstaff calendar
  o Will be out 22, 26-27, and maybe part of 15th for OLA
  o Announced that there was an excess of colored file folders in the supply closet
  o Asked everyone to tell Brandi if they need supplies
  o Inquired why there were so many Xerox colored copies made in August/September
  o Asked why screens were still on at circulation in the morning
Librarian Meeting Minutes from September 8, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

- Requested that screens be turned off as a part of closing
- Informed everyone that the library has a 90 day grace period with EBSCO whenever we cancel databases
- LLAF will meeting on Monday
- Announced that work would begin on collaborative spaces during the week of Fall Break
- Informed everyone that there might possibly be money to build Group Study Rooms on the 2nd floor

- Patrick –
  - Reminded everyone that student safety training with occur Sunday at noon
  - Will send notes from Committee on Committees
  - Announced that he is now on the OLA Ethics Committee
  - Waiting for update on fax machine
  - Will be holding 18 sessions over next two weeks with Dr. Micoze’s students
  - Met with Jenn Snell about Children’s Literature class

- Casey –
  - Ordered books for new Art faculty
  - Completed periodical ordering
  - Had instruction session with Contemporary Art class
  - Will be having LibCal appointments with students from Contemporary Art class

- Calantha –
  - Conducted 5 primary sessions for Human Resources
  - Built 7 course guides
  - Met with 3 Grad Students from Human Resources
  - Met with English General Education Committee about scaffolding
  - Attended Sigma Tau Delta meeting

- Nick –
  - Will be losing McKenzie and Elizabeth
  - Looking to hire new student
  - Held an instruction session with a math class
  - Spoke to Mary Harper about putting textbooks in library (on reserve or in collection)
  - Going on vacation October 15-22

- Katie
  - Spoke to Academic Advising office about transferring textbooks to the library’s reserves
  - Banned book week:
    - Jennifer Dorsey will have a round table on Tuesday, September 22nd
    - OLA will have an event on Wednesday, September 28th
  - Announced two book signings:
    - Dr. Bean
    - Travis McCray (former football player)
The braille section in Reference Area has been moved to front and will get a sign in braille
Will send t-shirt proposal to Dana
Will have Delana working on cards for Special Collections

Senate Report
- 140 million from state budget will be distributed to state agencies
- Constitution day and Scissortail events scheduled on same day, prompting a need for an event coordinator
- Some issues have arisen between Office 365 and online classes
- A print management company coming soon to give a quote
- English Department will possibly put textbooks on reserve
- There are concerns about copyright violations increase with more textbooks put on reserve

UNIV 1001 Tours Wrap-Up
- CT did brief wrap-up on UNIV 1001 tours
- DB shared tips for next semester’s tours:
  - Tour guides must be in classroom 15 minutes before 8 AM when have an 8 AM tour
  - The Instruction Room sign should be placed next to wall

Documentation
- Katie added extra columns
- Dana asked
  - Katie to take out extra columns
  - Everyone to:
    - Add periods
    - Standardize action verbs
    - Keep tasks broad

Next Meeting: September 15, 2016
Agenda for 09-29-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (30 min)
4. Policy Review (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:
Everyone –
• *Send any changes to Reference Schedule by end of day tomorrow (9-23)*

Calantha –
• Send link to SLIS video to librarians (9-29)
• *Finish inputting and standardizing tasks for documentation timeline (9-22)*

Patrick –
• Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)
• *Check if IT has added WebEx to reference computers (9-15)*
• Meet with Katie about digitization plan for Tyler cards (9-28)
• Talk to Jen about safety scenarios (9-28)

Dana –
• *Make appointment with Jeremy about printing (9-15)*
• *Set up policy review (9-15)*

Nick –
• Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)
• *Finish inputting and standardizing tasks for documentation timeline (9-22)*

Katie –
• Check on LibWizard data (9-28)
• Change reshelve sign in periodicals (9-28)
• Meet with Patrick about digitization plan for Tyler cards (9-28)
• *Set up WebEx if have not yet (9-15)*

Casey –
• Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)

Discussion:
• Katie –
  o Announced that Jen is leaving
  o Shared the transition document created to cover until new Circulation Assistant can be hired
    ▪ 7:30 am – 5 pm must have a full-time employee behind the Circulation Desk
Librarian Meeting Minutes from September 22, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

- Circ problems should be addressed by Katie, Kaylie, and then Jake (not the librarian working at the Reference Desk)
  - Announced the upcoming events
    - Banned books week occurring next week
    - Book signings flyer will come out soon
  - Explained what the Public Services’ new intern is working on
    - Staff library t-shirt design
    - Finished Tyler cards
    - Will work on digitization of Tyler cards
  - Working on culture activity committee form

- Nick –
  - Has better sense of child lit project
    - Will make grade level searchable
    - Will create documentation
  - Received a bunch of book requests, particularly from History Department
  - WWWoptions fixed in Sierra with Katie’s help
  - Working on login/submit button for My Library
  - Talked to Sue Wayne about new nursing database
  - Finds the circ/tech student doppelgangers intriguing

- Casey –
  - Working on checking periodical links
  - Fixing “local holdings” in Publication Finder
  - Attended Art Department function
  - Working with Sociology faculty member
  - Training with EBSCO

- Calantha –
  - Got IRB acceptance for reference staffing study
  - Taught 2 HR and 1 Accounting sessions
  - Held 6 LibCal consultations
  - Created a video for SLIS about reference service with Natalie
  - Attended September poetry event
  - Worked on assignment creation workshop with Dana and Wendy
  - Will consider letting faculty know when students use the LibCal consultations more than once

- Patrick -
  - Announced that Mathematica is updated on all the reference computers
  - Working on computer lab list
  - Received another digital video camera for Media Services
  - Asking for help from library staff on Safety Committee scenarios
  - Will talk to Jen specifically about any possible scenarios to add
  - Help 9 LibCal consultations with McCozie’s students
  - Gave an update on the Committee on Committees

- Dana –
  - Asked Katie to fix the do not reshelve sign in periodicals
Librarian Meeting Minutes from September 22, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

- Asked all librarians to give advanced notice of extended leave
- Out next week on Monday, Tuesday, and Friday
- Asked about book purchases for book signing events
- Asked about lunch for Jen
- Gave updates on grant for 2nd floor group study spaces
  - Signed by Dr. Pierson
  - May take over Fall Break
  - 14,000 allocated for furnishings
- Updating documentation
- Urged everyone to take documentation for their positions from Best Practices document

Dust Jacket Project

- Jen Snell wants dust jackets on children’s books
- Dana suggested PB talk to Brandi about only ordering children’s books with cover art
- Nick mentioned he had never had to deal with covering book covers before
- Casey mentioned that she had dealt with them before and one of the major issues centered on needing to order enough material to cover all the different sizes in children’s books
- Dana suggested laminating and taping book covers instead
- Katie agreed with Dana that the special tape from Special Collections might be useable
- Katie suggested that more books with cover art should be purchased for Outreach purposes
- Nick mentioned that he would need a student assistant to do this project
- Dana suggested the library start with the Children’s Literature section only and everyone agreed
- Casey, Nick, and Patrick will work together to create process for book jackets
- Dana said that if it becomes a budget issue than Jen Snell will have to be told no
- Dana also said that Jenn must give Patrick the list of needed Children’s Lit books every year

Reference Schedule

- Drives Dana crazy
- PRA should have no impact on basic reference schedule
- CT and NM created basic schedules
- Librarians voted to use new 1-3-3-3-4 skeleton schedule moving forward
- Dana asked librarians to send preferences on shifts to NM and CT
- Dana reminded everyone that they can eat meals at the desk
- PRAs are icing on cake
- If librarians are on-call from 5-6 pm, he or she must be behind the Circ Desk
- CT will stop trying to accommodate everyone
- CT will send proposed schedule out to librarians and ask everyone to give comments before Wednesday at noon
• Everyone will be off LibChat on the open Friday noon hour

Next Meeting: September 29, 2016
Agenda for 10-27-16:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (30 min)
4. Policy Review (11-10) (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:
Everyone –
- Send office IPs to Patrick for WebEx recording download (10-27)
- Send table of contents for manuals to Dana (10-13)
- Look over policy reviews and bring comments to Librarian Meeting (11-10)
- Finish outlines for manuals (11-17)
- Update/create documentation for each area in manuals (12-15)
- Finish descriptions/detailed lists of completing each task for manuals (3-9)
- Finish including screenshots needed to explain individual tasks for manuals (3-18)

Calantha –
- Email policy review changes to librarians (11-09)
- Add documentation deadlines to action items (10-27)
- Talk to Katie and submit LibAnswer needs to Dana for purchase (10-27)
- Meet with Katie about Google Analytics vs. LibInsight (10-27)

Patrick –
- Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)
- Email policy review changes to librarians (11-09)
- Meet with Nick and Katie about digitization plan (10-27)
- Meet with Katie about digitization plan for Tyler cards (10-27)

Dana –
- Email policy review changes to librarians (11-09)

Nick –
- Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)
- Meet with Katie and Patrick about digitization plan (11-10)

Katie –
- Email policy review changes to librarians (11-09)
- Talk to Calantha and submit LibAnswer needs to Dana for purchase (10-27)
- Meet with Nick and Patrick about digitization plan (10-27)
- Meet with Patrick about digitization plan for Tyler cards (10-27)
- Meet with Calantha about Google Analytics vs. LibInsight (10-27)
- Meet with Psychology chair about instruction needs (10-27)
- Attend time recording changes meeting (10-27)

Casey –
• Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)
• **Talk to Patrick about getting Snagit correctly downloaded on office computer (10-27)**

**Discussion:**
• Dana –
  o Gave an update on the Scott Rice furniture trip
    ▪ Everyone liked the little adjustable boeys
    ▪ PB, CL, and CT liked the campfire paper tables
    ▪ DB thought the single study pods were cool
    ▪ Scott Rice will do flooring too
    ▪ Sales woman will do some sketches and send swatches
    ▪ DB wants everything to be vinyl and washable
    ▪ Project will be delayed
    ▪ Hopefully the project will be finished by January
    ▪ Group study areas will have translucent glass walls
    ▪ DB hopes for sliding doors
    ▪ DB found some really cool whiteboards that are portable and sturdy
  o Will be out on Monday
  o Informed librarians that PB will sit on ADA Committee
  o Will possibly join Resource Allocation Committee
  o Provided librarians with notes from updated time recording meeting
    ▪ Will email notes to librarians
    ▪ Will track 8 physical hours for Sunday shifts
    ▪ Asked librarians to take comp time as soon as possible
    ▪ Asked librarians to save timesheets as [year month last name]
    ▪ Will sign off on all staff timesheets
  o Informed librarians that non-partisan voter guides will be made available in the building
• Katie –
  o Scheduled Halloween party for 4-6 pm on October 27th
    ▪ Will have:
      • Coloring
      • Pumpkin bowling
      • Coffin
      • Inflatable castle
    ▪ Kaylie will be ordering refreshments
    ▪ Working with Education & Art for a 3-D printed statue for Halloween party
  o Working at Circ Desk until a replacement for Jenn is found
  o Updated librarians on outreach
    ▪ Newsletter coming along slowly
Librarian Meeting Minutes from October 6, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

- Will include Crawford papers as the highlighted section
- Student assistant working on possible library staff t-shirts
- Hope to have library t-shirts available by Winter break

- Nick –
  - Informed librarians that Elizabeth’s last day is the 7th
  - Will look into hiring Elizabeth’s recommended student as replacement
  - Working on many small projects
  - Working on Children’s lit project primarily

- Casey –
  - Taught a few Sociology instruction sessions
  - Taught an Art history class
  - Finished NYTimes glasses
  - Attended EBSCO training session
  - Met with Jake for training on ILL

- Calantha –
  - Taught 10 sessions: 2 were Business Administration session
  - Conducted 7 LibCal consultations
  - Attended SpringShare’s SpringyCamp Day 1
  - Wrote proposals for OLA & OK-ACRL with Natalie

- Patrick –
  - Working on IT updates for Reference computers
  - Received several requests for updates from Kaylie
  - Answered several questions about Academic Integrity Tutorials
  - Made progress with Children’s Literature dust jacket plan

Policy Review
- Schedule on library policy page on k-drive
- Review for 2016:
  - Poster Printing (PB)
  - Reserves (KS)
  - Displays & Exhibits (KS)
  - Library Instruction & Tours (CT)
  - Collection Development (DB)
- Bring comments to the November 10th meeting

Instruction Statistics
- KS is struggling with Psychology and Biology
- ND did a Comp I session and is doing several Chemistry classes soon
- PB is working on getting more Education sessions
- CT will ask other librarians to help with Freshman Composition sessions
- CL is doing a Kinesiology session soon

Next Meeting: October 27, 2016
Librarian Meeting Minutes from November 11, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

Agenda for 01-05-17:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (30 min)
4. Policy Review (10 min)
5. Prepare next week's agenda (5 min)

Future:

1. Disaster Recovery
2. Evaluation documentation – supervisor input

Action Items:

Everyone –
- Send office IPs to Patrick for WebEx recording download (10-27)
- Send table of contents for manuals to Dana (10-13)
- Look over policy reviews and bring comments to Librarian Meeting (11-10)

Calantha –
- Talk to Natalie about spring reference schedule (1-7)

Patrick –
- Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)
- Meet with Nick and Katie about digitization plan (10-27)
- Meet with Katie about digitization plan for Tyler cards (10-27)

Dana –
- Email policy review changes to librarians (11-09)

Nick –
- Work with Casey and Nick to come up with plan for cover art on Children’s books (10-18)
- Meet with Katie and Patrick about digitization plan (11-10)
- Transfer LibGuides to new liaisons (11-30)
- Call Amy Schlup and have exit interview (11-30)
- Make sure all files are on the k-drive (11-30)
- Talk to Barry about ceasing to catalog reserve items with a reserve location (11-30)
- Give Patrick all privileges in Sierra (11-30)
- Move calendar reminders to llstaff (11-30)

Katie –
- Submit LibAnswer needs to Dana for purchase (10-27)
- Meet with Nick and Patrick about digitization plan (10-27)
- Meet with Patrick about digitization plan for Tyler cards (10-27)
- Meet with Psychology chair about instruction needs (10-27)
- Attend time recording changes meeting (10-27)
- Transfer LibGuides to new liaisons (11-22)
- Call Amy Schlup and have exit interview (11-22)
- Make sure all files are on k-drive (11-22)
- Email Dr. Kleppenstine about Patrick taking over senate seat (11-22)
- Send out email to librarians reminding what information should be included in a reserves request (11-22)
Librarian Meeting Minutes from November 11, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

November 17, 2017

- Meet with Calantha to discuss reserves queue in LibAnswers (11-22)
- Teach Casey to update hours in LibApps (11-22)
- Have student assistants move Taylor card donations to archives (11-22)
- Make Casey a LibCal admin (11-22)
- Make Casey the Facebook account admin (11-22)
- Move calendar reminders to ilstaff (11-22)

Casey –

- Work with Patrick and Nick to come up with plan for cover art on Children’s books (10-18)
- Talk to Patrick about getting Snagit correctly downloaded on office computer (10-27)
- Meet with Nick to weed Inside Corrections (11-30)
- Talk to Brandi about extra book purchases for Art (1-5)

Discussion:

- Reference Schedule –
  - Everyone approved of dead week and finals week schedule
  - DB announced that on call hours can be used during finals week if necessary, but librarians must communicate the change
  - CT proposed having a rotating Thursday night reference schedule, so Natalie will not have to work an evening every week
  - Spring reference schedule should reflect conference absences
    - DB will pay for Natalie to go to OLA in spring
    - CL will hopefully get to go to IEG’s conference in spring
    - PB and CT will also attend OLA in spring
  - DB is willing to help with day reference shifts when necessary
  - Spring reference schedule should include lots of open hours and more PRA hours

- Librarians leaving –
  - KS is going to Missouri to work on an Army base
  - ND is going to Colorado Springs to work at a public library
  - Jobs will be posted soon
  - Interviews will hopefully take place in January and February with new hires starting in March

- Transition duties –
  - PB will take over:
    - all of ND’s systems duties
    - faculty senate position from KS
    - rotating images with DB
    - LibWizard administration with CT
    - favicons with DB
    - special collections
    - annual report for Tech Services
  - CL will take over:
    - events committee
    - all of KS’s public services duties, except newsletter (will be on hiatus)
Librarian Meeting Minutes from November 11, 2016

Present: Dana, Nick, Patrick, Calantha, Katie, Casey

- supervising Miles and Kaylie
- outreach events
- updating hours in LibApps
- annual reports for Public Services
  - DB will take over:
    - original cataloging
    - rotating images with PB
    - favicons with PB
  - CT will take over:
    - Google Analytics
    - LibApps administration
    - LibWizard administration with PB
    - reserves queue in LibAnswers
- Liaison duties –
  - PB will take over:
    - Chemistry
    - Physics
    - Family & Consumer Science
    - Psychology
  - CL will take over:
    - Computer Science
    - Mathematics
    - Music
    - Biology
  - CT will take over:
    - History
    - Political Science
- New study spaces –
  - Furniture ordered by Brandi and should be received by December
  - Waiting on glass
  - Hopefully set up by January 1st
  - Possibly used for new faculty-student mentoring program

Next Meeting: January 5, 2017
Librarian Meeting Minutes from January 4, 2017

Present: Dana, Patrick, Calantha, Casey

Agenda for 01-12-17:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (30 min)
4. Scaffolding Plan (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

Action Items:

Everyone –
- Create calendar invite for January 27th, attach completed evaluation and liaison reports, and send to Dana (1-23)
- Go through donations for liaison departments in Public Services office (1-2)

Calantha –
- Bring scaffolding update (1-19)
- Remove Natalie, Katie, and Nick’s info in LibGuides (1-12)
- Send URL for Reserves form to Dana (1-12)
- Meet with Dana about transition after Natalie’s last day (1-12)

Patrick –
- Move Tyler Cards to old CETL lab (1-12)
- Ask Barry about locations for Reserves items (1-12)
- Meet with Brandi and Casey about computer issues (1-12)
- Talk to Miles, Barry and Brandi about ordering special tape for Children’s Literature covers (1-12)
- Create list of signs which need to have Braille added (1-12)
- Meet with Dana about department list in poster printing policy (1-12)
- Change Environmental Health Science to Environmental Science on subject guide (1-12)

Dana –
- Check Innovative portals for Circulation reminders (1-12)
- Put Calantha on time sheet reminders (1-12)

Casey –
- Contact faculty about items on reserve (1-12)
- Talk to Music about CD donations (1-12)
- Send new periodicals to Dana for cataloging (1-12)
- Book hotel for IEG (1-12)
- Meet with Brandi about registering for IEG (1-12)
- Check on LibCal hours for website (1-12)

Discussion:

- Dana –
  - Shared CRLN article about stress management
  - Updated librarians on print restrictions
    - Community patron accounts will remain
Print restrictions will come in effect possibly March
- Updated librarians on faculty evaluation reports
  - Still need to receive correct evaluation forms
  - Would like to finish evaluation meetings with librarians by 27th of January
- Urged librarians to focus on maintaining reference, instruction, and liaison areas
- Went over division of labor during transition
  - Dana will take over:
    - OCLC
    - Cataloging
  - Patrick will be taking over:
    - Psychology
    - Faculty Senate
    - Sierra Webpages
    - Special Collections
    - Repository
    - Chemistry
    - Physics
  - Casey will take over:
    - Events Committee
    - Public Services meetings
    - Biology
    - Art
    - LibCal – hours on website
    - PAWS for thought
    - Displays
    - Facebook
    - Circulation
    - Fines and reserves
    - Math
    - Computer Science
    - Music
  - Calantha will take over:
    - Oreck donation (send to Barry to be donated)
    - Google Analytics
    - Political Science
    - LibApps
    - LibWizard
    - Reserves Form
    - LibGuides (favicons)
    - History
- Casey –
  - Feeling somewhat overwhelmed
  - Reminds herself that it is okay if can’t finish everything
Present: Dana, Patrick, Calantha, Casey

- **Calantha** –
  - Ordering new materials for liaison areas
  - Conducted Reference Boot Camp
  - Finally having Hayes print PRA badges
  - Finally downloaded SAILS results
  - Scheduled 1st instruction
  - Typing up training notes from training sessions with Natalie
  - Going over IS assistant applications
  - Emailing faculty from Syllabi Analysis

- **Patrick** –
  - Still working on new computers with IT
  - Meet with Psych about scaffolding
  - Scheduled 2 instructions
  - Learned from ADA Committee that library need to add Braille to room signs
  - Will start scanning Tyler cards
  - Informed Calantha that Janna Bird might contact her about sign language DVDs

**Policy Reviews**

- **Dana** will make agreed changes to the following policies:
  - Displays & Exhibits
  - Reserves
  - Collection Development

- **Patrick** will make agreed changes to the following policies:
  - Poster Printing

- **Calantha** will make agreed changes to the following policies:
  - Library Instruction & Tours

Next Meeting: January 12, 2017
Librarian Meeting Minutes from January 12, 2017

Present: Dana, Patrick, Calantha, Casey

Agenda for 01-19-17:

1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Documentation (10 min)  
4. Active Shooter Training (20 min)  
5. Scaffolding Plan (10 min)  
6. Prepare next week’s agenda (5 min)

Future:

1. Disaster Recovery  
2. Evaluation documentation – supervisor input  
3. Digitization Plan

Action Items:

Everyone –
- Create calendar invite for January 27th, attach completed evaluation and liaison reports, and send to Dana (1-23)
- Go through donations for liaison departments in Public Services office (1-23)

Calantha –
- Bring scaffolding update (1-19)
- Check on log in for databases on netbooks (1-19)
- Email Casey with sample scaffolding letter (1-19)
- Email librarians with list of tutorials with new LibWizard quiz

Patrick –
- Move Tyler Cards to old CETL lab (1-12)
- Meet with Casey about computer issues (1-12)
- Talk to Miles, Barry, and Brandi about ordering Reserves tape for Children’s Literature covers (1-12)
- Create list of signs which need to have Braille added (3-8)

Dana –

Casey –
- Contact faculty about items on reserve (1-12)
- Send new periodicals to Dana for cataloging (1-12)
- Talk to Kaylie about updating MLK hours on signs (1-13)
- Make appointment with Dana to go over cancelled periodicals in Sierra (1-19)

Discussion:

- Patrick –
  - Met with Eberechi for Reference shadowing
  - Scheduled several instructions
  - Working on Psychology scaffolding

- Dana –
  - Communicating with applicants with only school librarianship certificates

- Casey –
  - Scheduling instruction sessions for Nursing and Art
  - Informed librarians that Miles is getting ILL cross training
  - Removed Natalie from contact list
  - Scheduling reservations for IUG
Librarian Meeting Minutes from January 12, 2017

Present: Dana, Patrick, Calantha, Casey

- Calantha –
  - Raised concerns about tutorials
    - Asked Dana for permission to move forward in migrating tutorials to LibWizard
    - Will maintain this semester and work on migrating during the summer semester
    - Will email librarians with list of tutorials with new LibWizard quiz
  - Emailed all faculty from Syllabi Analysis
  - Republished Business research guide
  - Created and emailed Helper schedule
  - Created and emailed observation rotation
  - Scheduled Helper training sessions
  - Creating and filled out comparison chart for IS assistant apps
  - Met with Casey and Patrick to discuss scaffolding staffs
  - Informed Dana with new question on LibCal for in person or phone preferences

Documentation

- Dana
  - Informed librarians about new Word template on k-drive
  - Updated Nick and Katie’s handbooks
  - Gave each librarian a copy of their handbooks with comments
  - Informed librarians on track with documentation timeline

Scaffolding

- Calantha
  - Asked librarians about Comp 1 vs. Comp 2 for English scaffolding
  - Will speak to Dr. Walling about Composition focus and probably focus on Comp 2
  - Created a basic timeline for scaffolding implementation:
    - Fall ’17: Psychology, English & Languages, and Environmental Science
    - Fall ’18: Biology
    - Fall ’19: Business Administration?

Next Meeting: January 19, 2017
Agenda for 02-02-17:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Documentation (30 min)
4. IS Committee (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

Action Items:
Everyone –
• Send budget emails to liaison areas with March 31st deadline (2-2)
• Go through donations for liaison departments in Public Services office (1-23)
• Send new librarian candidate rankings to Dana (1-23)

Calantha –
• Bring scaffolding update (1-19)
• Email Casey with sample scaffolding letter (1-19)
• Go over login chart with Peer Reference Assistants (2-2)

Patrick –
• Finish updating Poster Printing Policy (2-2)
• Order new copy of Snagit for Casey (2-2)
• Ask Brandi to order tape for Children’s Literature covers (2-2)
• Email liaison faculty from Syllabi Analysis (2-2)
• Attach faculty and liaison reports to calendar invite (1-23)
• Create list of signs which need to have Braille added (3-8)

Dana –
• Reset password on OCLC (2-2)
• Cancel 1-26 Librarians’ Meeting (2-2)

Casey –
• Print out extension list for Conference room (2-2)
• Contact Mark Walling about Originals event (2-2)
• Talk to Miles about doing more record dumps (2-2)

Discussion:
• Patrick –
  o Moved and starting to scan Tyler cards
  o Doing two sessions for Communications
  o Taught two FCS classes last week
  o Sent Faculty Senate notes to librarians
  o Met with the ADA Committee
  o Met with Psychology about scaffolding
  o Opened scaffolding pretest for Psychology students
• Casey –
  o Scheduled two sessions for Nursing
  o Making one online instruction video for Nursing
Librarian Meeting Minutes from January 19, 2017

Present: Dana, Patrick, Calantha, Casey

- Struggling to communicate with Travis McCray for book signing
- Hiring new student with Jake
- Working on processing canceled periodicals
- Asked if she should plan on doing evaluations with the new staff member
  - Learned from Dana that formal evaluations are no longer required
  - Agreed with Calantha that informal evaluations on a semester basis will be acceptable

- Calantha –
  - Conducted Asher High School session
  - Preparing for UNIV 1001 tours
  - Finished evaluation and liaison reports
  - Creating course guides for all liaison areas
  - Attended Psychology scaffolding meeting with Patrick
  - Met with Casey about recording instruction videos
  - Communicated with several IS Assistant candidates

- Dana –
  - Informed librarians about student who needed help with login to database during open hour
    - Asked Calantha to rehang a copy of the remote login flowchart at Reference Desk
    - Asked Calantha to go over the flowchart again with PRAs
  - Informed librarians that Jake will be leaving soon
  - Will post both staff positions in the Ada newspaper
  - Mentioned that Collaborative Spaces almost finished
    - Will be talking to a student leader about the use of those spaces for the upcoming student mentoring program
    - Does not want students to have to book the Collaborative Spaces
  - Discussed applicants for open library positions

Documentation
- Skipped

Active Shooter Training
- Patrick –
  - Went over what he learned in the ALICE training workshop
  - Provided librarians with a handout detailing 5 key steps to take
    - Will provide handout to all staff
    - Will incorporate handout into safety training for student assistants

Scaffolding
- Calantha
  - Updated librarians on Psychology scaffolding meeting
  - Asked for input on two Psychology faculty requested changes:
    - Migration of pre and posttests from Blackboard to LibWizard
Creation of WebEx instruction videos for General Psychology and upper level online classes
  o Agreed (with the assent of all other librarians) to move forward with both changes
    ▪ Will work to have the tests migrated over the summer
    ▪ Will work with Casey and Patrick to migrate all instruction videos to WebEx over the summer and in the fall

Next Meeting: February 2, 2017
Agenda for 02-09-17:

1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Budget (30 min)  
4. IS Committee (10 min)  
5. Prepare next week’s agenda (5 min)  

Future:

1. Disaster Recovery  
2. Evaluation documentation – supervisor input  
3. Digitization Plan  

Action Items:

Everyone –
- Send budget emails to liaison areas with March 31st deadline (2-23)
- Go through donations for liaison departments in Public Services office (1-23)
- Clean Katie’s office and public services area (2-3)

Calantha –
- Add enrollment numbers to llstaff calendar for UNIV 1001 Tours (2-9)
- Create proposal for instruction room tech replacement (2-9)
- Call Amy Schlup and request Enrollment Services appointment for Elizabeth’s first day (2-7)
- Update Elizabeth’s orientation schedule and email to library (2-2)

Patrick –
- Email liaison faculty from Syllabi Analysis (2-2)
- Create emergency card for conference room (2-9)
- Create list of signs which need to have Braille added (3-8)

Dana –
- Change 2-9 Librarians’ Meeting to 9:30 am (2-9)

Casey –
- Contact Mark Walling about Originals event (2-2)

Discussion:

- Casey –
  - Taught three Nursing sessions
  - Created two Nursing course guides
  - Trying to solve the ILL password issue
  - Scheduled an interview with a CS Assistant candidate

- Calantha –
  - Provided librarians with Freshman Tours update
  - Taught six instruction sessions, mostly English & Languages
  - Met with Dr. Walling about scaffolding for English & Languages
  - Conducted two helper training sessions with library student assistants
  - Interviewed two IS Assistant applicants
  - Preparing for Elizabeth’s training sessions
  - Working with Patrick on a proposal for replacing the technology in the instruction room
  - Registered for Tribal Librarians’ workshop in March

- Patrick –
Librarian Meeting Minutes from February 2, 2017

Present: Dana, Patrick, Calantha, Casey

- Communicating with faculty
- Working on Psychology scaffolding
  - Reopened the pretest for another week
  - Hopes that more students will participate
- Attending Faculty Senate tomorrow
- Informed librarians about the Netbooks errors

• Dana –
  - Urged librarians to stop using the Netbooks and book a computer room in another building if necessary
  - Asked Patrick for an update and the hospital room number of one of his student assistants
  - Went over Elizabeth’s orientation schedule and suggested changes
  - Asked librarians about possible changes to PS Librarian candidate’s itinerary
  - Asked librarians about possible changes to PS/TS Librarian candidate’s itinerary

Documentation
  • Skipped

IS Committee
  • Skipped

Next Meeting: February 9, 2017
Agenda for 02-16-17:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (30 min)
4. IS Committee (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

Action Items:

Everyone –
• Go through donations for liaison departments in Public Services office (4-20)

Calantha –
• Create proposal for instruction room tech replacement (2-9)
• Create online phone directory entry for Beth (2-16)
• Email Dana to ask her to add creating Springshare accounts to pre-employment checklists (2-16)
• Add collaborative space to the Freshman Seminar features and remove book stacks (3-23)

Patrick –
• Meet with Dana about ILS training (2-13)
• Reset Katie’s phone (2-16)
• Resize photographs for libguides (3-23)
• Create list of signs which need to have Braille added (3-8)

Dana –
• Update ILS training and student training PowerPoints (2-16)
• Get yearbook pictures and send to Patrick (2-16)
• Contact Jared at IT and Ty at Employment Services about new employee transition (2-16)
• Move Special Collection to Tech Services (2-16)
• Call meeting for TS move (2-16)
• Email Patrick to mention the open house in Faculty Senate meeting (2-16)

Casey –
• Schedule a meeting with Dana to go over adding the new Nursing database

Discussion:
• Calantha –
  • Working on ENG Comp Guide revision
  • Starting to process UNIV 1001 reflections
  • Working on tech replacement proposal
  • Taught 2 sessions for HR and Eng
  • Starting Beth’s training
  • Attended Foreign Film Festival
  • Had 2 consultations with HR students

February 13, 2017
Librarian Meeting Minutes from February 9, 2017

Present: Dana, Patrick, Calantha, Casey

• Patrick –
  o Presented reference schedule update
  o Setup Elizabeth’s tech
  o Asked Amy to send Trevor’s info over to IT
  o Communicating with liaison faculty
  o Planning scenario training for student safety training, possibly week before Spring Break
  o Informed librarians that Nursing is thinking of splitting into its own school, like Business

• Casey –
  o Taught instruction for Nursing in Ardmore
  o Planning to view OCLC webinar
  o Preparing for Trevor’s training sessions

• Dana –
  o Updated librarians on budget
  o Informed librarians about 2nd floor collaboration spaces open house scheduled for Friday, March 24th
  o Asked librarians for input on her idea to move Technical Services to the 2nd floor as a possible fix for the annex door issue
  o Agreed with librarians to move Technical Services to the 2nd floor and permanently lock the annex door
  o Asked librarians for input on Adrianna’s request to use the 1st floor annex for the Quality Initiative’s 24-hour computer lab
  o Shared her hope that Technical Services and Public Services librarians will create a social media team
  o Will meet with Amy Ford to go over marketing for the collaborative spaces open house

Budget
• Dana reminded librarians that she needs to get all budget requests before March 31st
• Casey informed everyone that Nursing would like to add the database Cochran Library and she agrees because they have the money in their budget
• Dana has requested that we get direct logins for WestlawNext
  o It will cost more
  o It will go through the Political Science budget
• Patrick informed everyone that there will be 5 replacement computers for staff

IS Committee
• Skipped

Next Meeting: February 16, 2017
Librarian Meeting Minutes from February 16, 2017

Present: Dana, Patrick, Calantha, Casey

**Agenda for 02-23-17:**

1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (30 min)
4. IS Committee (10 min)
5. Prepare next week’s agenda (5 min)

**Future:**

1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

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**Action Items:**

**Everyone –**

- Go through donations for liaison departments in Public Services office (4-20)

**Calantha –**

- Update instruction room tech replacement proposal and send to Dana (2-23)
- Give Instructional Services tablets to Patrick to examine (2-23)
- Ask Brandi for 4 keys to current Netbooks’ charging station (2-23)
- Add collaborative space to the Freshman Seminar features and remove book stacks (3-23)

**Patrick –**

- Create list of signs which need to have Braille added (3-8)

**Dana –**

- Look over Webpage responsibilities with Casey (2-23)
- Contact Jeremy at IT about Sierra backup server (2-16)
- Add yearbook photographs for Patrick on pre-employment checklist (2-23)
- Add retrieve Reference Desk and Instruction Room charging station keys to post-employment checklist (2-23)

**Casey –**

- Work on Webpage responsibilities with Dana (2-23)

**Discussion:**

**Dana –**

- Informed librarians of transfer of school cars to physical plant
- Told librarians they will need to call Physical Plant to book cars and pick up keys in the future
- Decided on the following solutions to the cash drawer issue with librarians:
  - Find a safe with numerical keypad
  - Have a second student verify each cash count
- Still working on the budget
- Examined the new librarian orientation schedules with librarians
- Decided who would mentor the new librarians:
  - Patrick will mentor Amber
  - Casey will mentor Marla

**Casey –**

- Added Cochran Collection for Nursing
- Registered for an online EBSCO training
- Finished WOPD with Elizabeth and Trevor
Almost finished Trevor’s training
Encouraged by Trevor’s speed of learning

Calantha –
Taught 3 classes
Made 3 libguides for non-F2F classes
Attended faculty reception for President Hargrave
Almost finished with Beth’s job specific training
Attended English comp revision committee meeting
Informed librarians that her first draft for the library chapters for the English comp guide is due in three weeks

Patrick –
Completed pretest for Psychology
Scheduling some General Psychology sessions
Working with Weirick on EHS scaffolding
Requested faculty senate representative at collaborative spaces open house
Attended ADA compliance meeting
Finished photos for Trevor and Beth
Loaned ECU memorabilia to Director of CBCC for President’s dinner

Budget
Librarians examined and approved Calantha and Patrick’s Instruction Room technology replacement proposal.

IS Committee
Skiped

Next Meeting: February 23, 2017
Librarian Meeting Minutes from February 23, 2017

Present: Dana, Patrick, Casey, Amber

Agenda for 03-02-17:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (30 min)
4. IS Committee (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

Action Items:

Everyone –
- **Email Dana about OLA (3-2)**
  - Are you going?
  - How many hotel nights do you need?
  - Is there a pre-conference you want to attend?
- Communicate with liaison departments about March 31 deadline for budget (3-2)
- Send out second email about instruction to the liaison departments (3-31)
  - Email faculty you’ve worked with about summer/fall instruction
- Go through donations for liaison departments in Public Services office (4-20)

Calantha –
- **Give Beth’s New Staff Checklist to Dana (3-2)**
- Add collaborative space to the Freshman Seminar features and remove book stacks (3-23)

Patrick –
- Create list of signs which need to have Braille added (3-8)

Dana –
- **Look into getting the “My Lists” links removed from the CatPac (3-2)**

Casey –
- **Gather data on positive social media mentions of the library (3-2)**

Discussion:

Dana –
- Films on Demand has a new payment option for videos
  - They will only charge us for videos after it has been played 3 times
- LLAF met last week
- Library Committee meeting coming up
  - Kathryn Gaines is now the student on the committee (replacing Trevor)
- Still working on the budget
  - Upcoming meeting with Dr. Pierson
- Talked briefly about OLA
  - Casey will not attend this because she is going to IUG
  - Marla will not attend this year to help Casey cover Reference duties
- Reminded librarians to register for conferences with Brandi

Casey –
- New Gale databases for history have been added to the A-Z list
Librarian Meeting Minutes from February 23, 2017

Present: Dana, Patrick, Casey, Amber

- Working on adding the new Cochrane databases to the A-Z list
- Art History Survey II instruction went well
- Looked into the My Lists function—if it has been disabled, we should get rid of the links in the CatPac so students don’t get confused
- Attended New Faculty Seminar on student financial resources

- Patrick –
  - Amber’s photo has been resized for use in LibGuides
  - Social Work instructional videos are now available online
  - Had 3 instruction classes
    - Showed students how to find award winners in the Children’s Literature section

- Amber –
  - Learning a lot with New Employee training

Budget
- Skipped

IS Committee
- Skipped

Next Meeting: March 2, 2017
Librarian Meeting Minutes from March 2, 2017

Present: Dana, Calantha, Patrick, Casey, Amber

Agenda for 03-09-17:

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan
4. Documentation (April!!)

1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (30 min)
4. IS Committee (10 min)
5. Prepare next week’s agenda (5 min)

Action Items:

Everyone –

• Send email invite for first training meeting with Marla (3-9)
• Communicate with liaison departments about March 31st deadline for budget (3-2)
• Send out second email about instruction to the liaison departments (3-31)
  o Email faculty you’ve worked with about summer/fall instruction
• Go through donations for liaison departments in Public Services office (4-20)

Calantha –

• Give Beth’s Pre Employment Checklist to Dana (3-2)
• Reschedule reference training with Amber and Marla for after Spring Break (3-9)
• Make appointment with Brandi to register for OLA (3-9)
• Book hotel for OLA (4-20)
• Ask for feedback on the new collaborative space feature for the Freshman Seminars (3-23)

Patrick –

• Send Marla’s email to everyone once she is added to the system (3-9)
• Change contact person for textbook depository to Amber (3-9)
• Transfer ownership of Tech Services’ pages to Amber (3-9)
• Book hotel for OLA (4-20)
• Create list of signs which need to have Braille added (3-8)

Dana –

• Look into getting the “My Lists” links removed from the CatPac (3-2)
• Set up mentoring meeting with Patrick and Casey (3-9)

Casey –

• Add tutorials to A-Z databases list (3-9)
• Meet with Amber and Marla about scheduling Tulsa visit for Sierra training (3-9)

Amber –

• Invite Patrick to TS WOPD trainings w/Marla (3-9)
• Book hotel for OLA (4-20)

Discussion:

• Amber –
  o Feels training is going well
  o Appreciates the librarians help with training
• Patrick –
Librarian Meeting Minutes from March 2, 2017

Present: Dana, Calantha, Patrick, Casey, Amber

- Met with ADA subcommittee
- Met with Committee on Committees
- Has been working to print many research posters
- Gave Sam the statistics form for the research posters
- Taught one comp class for Calantha

- Calantha –
  - Taught three classes
  - Scheduled 1st PS class (Casey will teach)
  - Observed Casey’s class and finished evaluation report
  - Attended a LibWizard Webinar with Beth
  - Emailed faculty about instruction
  - Filled out an ALA scholarship recommendation for Natalie
  - Finished updating MLA section for English comp guide

- Casey –
  - Taught three Nursing sessions
  - Will be teaching US Government session
  - Worked with a Nursing student on APA
  - Visited Ada evening newspaper about missing microfilm
  - Will try contacting Oklahoma historical society about the missing microfilm
  - Adding tutorials to A-Z database list

- Dana –
  - Informed the librarians that the new librarians’ reference training will begin after Spring Break
  - Presented budget for OLA conference
    - Reminded librarians that they will not get per diem but will get reimbursements for two nights
  - Went over training with librarians
    - Asked Calantha if Beth is finished with training (almost finished)
    - Asked Casey if Trevor is finished with training (still working on it)
    - Provided librarians with a copy of Marla’s orientation schedule
  - Will be on a new training committee with Adrianna
  - Met with Physical Plant about doors at 1st floor entrances
  - Will meet with elevator guy about annex elevator
  - Informed librarians that Marla, Amber, and Casey will be visiting Tulsa about Sierra
  - Reminded librarians that the open house for the 2nd floor collaborative spaces will happen on March 24th at 1:30 pm and every librarian must attend

Budget
- Dana informed librarians that the Resource Allocation Committee will meet next week

IS Committee
- Calantha presented everyone with the proposed post Spring Break Reference Desk schedule
  - Everyone approved
Librarian Meeting Minutes from March 2, 2017

Present: Dana, Calantha, Patrick, Casey, Amber

- Dana informed librarians:
  - Reference training will be finished by end of April
  - The last week of April will be a different schedule due to Dead Week and OLA
  - Amber and Marla should shadow one night shift each during the week before Dead Week
- Patrick requested that he just have one midnight shift during Dead Week and Finals Week

Next Meeting: March 9, 2017
Agenda for 03-29-17:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (30 min)
4. IS Committee (10 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan
4. Documentation (April!!)

Action Items:

Everyone –

- Communicate with liaison departments about March 31st deadline for budget (3-2)
- Send out second email about instruction to the liaison departments (3-31)
  - Email faculty you’ve worked with about summer/fall instruction
- Go through donations for liaison departments in Public Services office (4-20)

Calantha –

- Ask Mark Walling about English class for Writing Center tutors (3-29)
- Ask Merrianne Biles for details on possible citation workshop for Writing Center tutors (3-29)
- Ask Tom Cowger about possible tribal pipeline map (3-29)
- Communicate with Mark Klippenstine about scaffolding issues (3-29)
- Ask for feedback on the new collaborative space feature for the Freshman Seminars (3-23)

Patrick –

- Register for OLA (3-29)
- Change contact person for textbook depository to Amber (3-9)
- Transfer ownership of Tech Services’ pages to Amber (3-9)
- Create list of signs which need to have Braille added (3-8)
- Book hotel for OLA (4-3)

Dana –

- Remove My List wwwoptions (3-29)
- Talk to Adrianna about new librarians attending New Faculty advising workshop (3-29)
- Register for OLA (3-29)

Casey –

- Talk to Taryn Chubb about tribal poster vs. artwork (3-29)
- Work with Marla on social media posts for Collaborative Spaces’ open house (3-29)

Marla –

- Work with Casey on social media posts for Collaborative Spaces’ open house (3-29)

Discussion:

- Dana –
Librarian Meeting Minutes from March 9, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

- Asked librarians to choose between possible open house posters
- Reminded librarians to double check 4th floor doors on evening rounds
- Urged librarians to start working on projects put off by staff shortage
- Presented librarians with updated library work plan
- Reminded librarians that documentation will become a priority again in April
- Asked librarians to send her weekly updates of documentation progress

- Marla –
  - Felt training is going well
  - Let librarians know that she is still not able to access MyECU
  - Asked if she will need to post the flyers for the Collaborative Spaces open house

- Amber –
  - Asked to be on the Cultural Activities Committee
  - Registered for OLA
  - Shadowing Barry to learn cataloging
  - Registered for webinars
  - Explored Special Collections
  - Working to make notes on possible improvements to the TS training process

- Patrick –
  - Training Amber and Marla
  - Taught a couple Comp classes for Calantha
  - Met with Dr. Wierick about EHS scaffolding
  - Working on a LibWizard quiz for EHS scaffolding
  - Taught several Gen Psych classes
  - Will set up safety training for students

- Casey –
  - Taught a US GOv class
  - Created an instruction video for Nursing
  - Fixed Nature access issue
  - Worked with Nursing students on APA
  - Working with Nancy McLain in Math to add to collection
  - Attended the New Faculty seminar on advising

- Calantha –
  - Taught five sessions
  - Almost finished with citation chapter for the comp guide
  - Still needs to finish the library overview chapter and activities
  - Attended new faculty advising training
  - Emailed budgets to faculty
  - Asked by Social Work director to assist with the library portion of her accreditation report
  - Asked by Writing Center director to do a citation workshop for tutors
  - Presented the possible purchase of a tribal pipeline map to the other librarians

Budget
• Dana –
  o Reminded librarians to make sure their liaison departments spend their library budget
  o Informed librarians that the Resource Allocation Committee is working to be transparent about budget decisions. The committee members will:
    ▪ Meet with Provost to make recommendations
    ▪ Create impact studies with dire cutbacks
  o Asked librarians to keep a look out for possible grants for new technology

IS Committee
• Calantha –
  o Informed librarians of the current instruction statistics for ’16-’17 (175) vs. ’15-’16 (188)
  o Informed librarians that separate IS Committee meetings will start up again after Spring Break

Next Meeting: March 29, 2017
Librarian Meeting Minutes from March 29, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

Agenda for 04-06-17:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (10 min)
4. Documentation (30 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

Action Items:
Everyone –
• Meet with Patrick to learn intercom procedures (4-6)

Calantha –
• Ask Tom Cowger about possible tribal pipeline map (3-29)
• Communicate with Mark Klippenstine about scaffolding issues (3-29)
• Set up Assessment Plan meeting with Dana (4-6)
• Email librarians about quotes on reference staffing transition (4-6)
• Send Mark Klippenstine email to Dana and ask for her help on scaffolding (4-6)
• Ask for feedback on the new collaborative space feature for the Freshman Seminars (8-3)

Patrick –
• Create list of signs which need to have Braille added (3-8)
• Send second email about instruction to liaison departments (3-31)
• Send Documentation Plan and Documentation Standards to all librarians (4-6)
• Digitize missing ECU Journal (4-6)
• Go through donations for liaison departments in Public Services office (4-20)

Dana –
• Talk to Adrianna about new librarians attending New Faculty advising workshop (3-29)
• Register for OLA (3-29)

Casey –
• Type up notes from Tulsa trip (4-6)
• Type up notes from IUG (4-6)
• Go through donations for liaison departments in Public Services office (4-20)

Discussion:
• Calantha –
  o Requested by Social Work faculty to help with newsletter
  o Taught 2 Business and 2 English
  o Finished Composition chapters and started editing other chapters
  o Started reference training with Amber and Marla
  o Attended Tribal Workshop
  o Held research consultations with students
  o Went through donations
  o Requested librarians send her quotes on the reference staffing transition
Librarian Meeting Minutes from March 29, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

March 30, 2017

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- Marla –
  - o Working on English scaffolding matrix
  - o Planning coloring during final’s week with Kaylie
  - o Planning fine forgiveness week
  - o Documenting procedures from changing library hours
  - o Learned how to update the rotating images and Sierra procedures
  - o Working with Miles to document tasks
  - o Working on Facebook campaign

- Amber –
  - o Went to Tulsa and gained ideas for Tech Services and Special Collections
  - o Attended WOPDs and training sessions
  - o Working with Barry closely on learning Tech Services tasks
  - o Met with Patrick about mentoring
  - o Started working on Tech Services’ tasks independently

- Patrick –
  - o Scheduled student safety training
  - o Working on creating list of poster supplies
  - o Scheduled post-test for Psychology
  - o Met with ADA Committee
  - o Will be meeting with Committee on Committees
  - o Met with Amber on mentoring

- Casey –
  - o Working on JOVE and SAGE videos
  - o Training with Marla on Outreach
  - o Enjoyed trip to Tulsa
  - o Setting aside Business database search
  - o Will be doing Sociology sessions

- Dana –
  - o Reminded that next week is pre-enrollment
  - o Informed librarians that they should get an administrator evaluation form
  - o Requested old materials for Dean Godwin to use for Business Week
  - o Informed librarians that free printing will continue for the foreseeable future
  - o Asked documentation to be moved back on the agenda for next week
  - o Updated librarians on Greg:
    - ▪ Will need to be in OKC on April 4, 10, and 26
    - ▪ Will need to move to OKC for three months after transplant
  - o Encouraged librarians to add bios to the ECU directory
  - o Finished the Sarkeys Grant
  - o Thought Tulsa went well
  - o Encouraged librarians to refresh themselves on tornado procedures, specifically add KFOR or 4WarnMe apps to smartphones

Budget
Librarian Meeting Minutes from March 29, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

- Dana –
  - Will be meeting with Deans and Chairs as a part of the Resource Allocation Committee
  - Informed librarians that Ad Hoc Scheduling Committee working to improve efficiency
  - Hopes all future computer requests will go through ECU IT
  - Will be meeting with Administrative Educational Support Units next week as a part of the Resource Allocation Committee
  - Will know ECU budget in May
  - Will need to look at which databases to keep versus cut

**IS Committee**

- Calantha –
  - Informed librarians about Upward Bound
    - Will be scheduling instruction room for Upward Bound Math/Science
    - Will need Marla’s help with prep work
  - Reminded librarians about upcoming IS Committee meeting

Next Meeting: April 6, 2017
Librarian Meeting Minutes from April 4, 2017

Present: Dana, Calantha, Patrick, Amber, Marla

Agenda for 04-13-17:
1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (10 min)
4. Documentation (30 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

Action Items:
Everyone –
  o Turn departmental annual reports in to Dana (6-9)

Calantha –
  • Call Tom Cowger about possible tribal pipeline map (3-29)
  • Add Historical and Genealogy Society hours to Reference webpage (4-13)
  • Ask Beth to ask librarians for intercession preferences (4-13)
  • Decide on May cutoff date for collecting Reference statistics and inform librarians (4-13)
  • Ask for feedback on the new collaborative space feature for the Freshman Seminars (8-3)

Patrick –
  • Create list of signs which need to have Braille added (3-8)
  • Digitize missing ECU Journal (4-6)
  • Go through donations for liaison departments in Public Services office (4-20)

Dana –
  • Delete Dead Week and Finals Week Librarians’ Committee meetings (4-13)
  • Communicate with Mark Klippenstine about scaffolding issues (4-13)

Casey –
  • Type up notes from IUG (4-6)
  • Go through donations for liaison departments in Public Services office (4-20)

Marla –
  • Follow up with Miles on documenting rapid update for display and new books (4-13)

Amber –
  • Put move goals in faculty evaluation report (4-13)
  • Document TS move goals and objectives (4-13)

Discussion:
  • Amber –
    o Observed CT”s instruction session
    o Accomplished some e-book cataloging
    o Attended another Reference training session
    o Held a department meeting with Barry
      • Went over moving goals
      • Working to hire students
    o Reminded librarians that Barry’s 30th anniversary at ECU will be July
Librarian Meeting Minutes from April 4, 2017

Present: Dana, Calantha, Patrick, Amber, Marla

- Patrick –
  - Conducted a student safety training session
  - Met with Committee on Committees
  - Interviewed by Garrett
  - Presented librarians with the new Faculty Handbook copyright section, which should make transferring VHS easier
  - Will hold initial liaison training session with Amber and Marla

- Calantha –
  - Held IS Committee Meeting
  - Continued Reference training with Marla and Amber
  - Set up LibCal My Scheduler for Marla and Amber
  - Updated LibCal documentation
  - Finished typing up Tribal Workshop notes
  - Taught Draper’s US Government sessions
  - Attended New Faculty Workshop on grants and IRB
  - Attended Parker Center of Ethics lunch
  - Met with Comp Guide Committee to edit
  - Wrote recommendation letter for Stefan (will add to faculty evaluation report)
  - Will attend Scissortail sessions

- Marla –
  - Figured out how to run rapid updates for display books
  - Started documentation on e-book statistics
  - Worked on student employment advertisement
  - Met with Dana about annual report
  - Finished Instructional Services goal
  - Watched a LibInsight tutorial
  - Followed up about therapy dogs
  - Asked about:
    - Giving prizes for Gutenberg bible question on Facebook
    - Proctoring tests at the library (Dana said not for ECU students but possibly for community patrons and not on work time)

- Dana –
  - Recommended that librarians add links from Tribal Workshops to subject guides
  - Met with the Budget Committee
  - Informed librarians about the student appreciation party:
    - Will occur Friday, April 28th
    - Librarians need to pitch in $20
    - Brandi will work on gathering prizes

Budget

- Dana –
  - Asked what can be cut in the library budget
    - Binding
    - Regular student wages
    - Books and periodicals
Recommended librarians hire mostly workstudy students and hire students for fall now

Cannot cut fee money, so could use to boost books and periodicals

Will meet next week to know cuts from other departments

**Documentation**

- **Dana** –
  - Created handbook

- **Calantha** –
  - Looked over IS Assistant Manual and discussed updates with Beth
  - Struggling with Table of Contents

- **Marla** –
  - Added sections on e-books and library hours
  - Working with Miles and Kaylie on updating their handbooks

- **Amber** –
  - Appreciates documentation created previously
  - Will add screens hots
  - Talking to Barry about combining his two manuals
  - Make documentation for student assistants’ duties

- **Patrick** –
  - Working to update timeline
  - Getting subcategories formatted properly in template

Next Meeting: April 13, 2017
Librarian Meeting Minutes from April 13, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

Agenda for 04-20-17:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (10 min)
4. Documentation (30 min)
5. Prepare next week's agenda (5 min)

Future:

1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan
4. Assessment (May)

Action Items:

Everyone –

- Turn departmental annual reports in to Dana (6-9)

Calantha –

- **Call Tom Cowger about possible tribal pipeline map (3-29)**
- **Ask Political Science and Business about CountryWatch (4-20)**
- **Ask English about Oxford English Dictionary and CQ Researcher (4-20)**
- **Ask Wendy about Quality Matters workload (4-20)**
- **Schedule instruction training sessions (4-20)**
- **Ask for feedback on the new collaborative space feature for the Freshman Seminars (8-3)**

Patrick –

- **Create list of signs which need to have Braille added (3-8)**
- **Digitize missing ECU Journal (4-6)**
- **Talk to Chemistry about ACS (4-20)**
- **Talk to Psych about PsycBOOKS (4-20)**
- **Send SnagIt cost projections to Dana (4-20)**
- **Go through donations for liaison departments in Public Services office (4-20)**
- **Forward AppSmash email to all librarians (4-20)**

Dana –

Casey –

- **Type up notes from IUG (4-6)**
- **Talk to Bio about Science, Nature, and Wildlife (4-20)**
- **Go through donations for liaison departments in Public Services office (4-20)**

Marla –

- **Call Jolene about planning blood drive competition (4-20)**

Amber –

- **Email scholarship info to Dana (4-20)**

Discussion:

Casey –

- Enjoyed IUG conference
  - Favorite session was about e-resources
  - Exchanged many business cards
  - Keynote speaker from Pew Research Center
  - Pricing model changing soon
Librarian Meeting Minutes from April 13, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

- Taught last minute Sociology sessions
- Finished database analysis
- Conducted research consultations with Sociology students
- Reviewed citations for Nursing students
- Finished WOPD trainings with Amber and Marla

- Calantha –
  - Met with a history student
  - Attended Scissortail sessions
  - Finished Reference training sessions with Amber and Marla
  - Updated librarians on Amber and Marla’s shadowing progress
  - Met with Marla, Amber, Kaylie, and Casey about Banned Books grant
  - Did dissertation research for Jennifer Dorsey
  - Fact checked articles for Adrianna
  - Finished wish list
  - Finished goal for IS Plan
  - Wrote Social Work column

- Marla –
  - Scheduled Originals event for April 19th
  - Highlighted Kaylie’s graphic for Finals Week
  - Scheduled therapy dogs for April 28th
  - Thinking of making dog treats for volunteers
  - Updated librarians on National Library Week's social media post
  - Met with Amber on presentation proposal for iCon (social media)
  - Watched social media webcast from Library Journal
  - Conducted planning meeting for Banned Books grant
  - Working on billed items list and will send to liaison librarians
  - Working on course reserves transition

- Amber –
  - Gave librarians a moving update
    - Hired a student to help with move
    - Created moving goals
    - Measured spaces
    - Scheduled events set up people
    - Going through old supplies
    - Moving all summer
  - Shadowing at Reference Desk
  - Working on Banned Books grant
  - Working with Marla on iCon proposal
  - Researching grant foundations for tech replacements
  - Updated documentation
  - Receiving scholarship at OLA conference
  - Will be very busy in fall

- Patrick –
  - Beginning liaison training with Marla and Amber
Held first mentoring meeting with Amber
Will conduct second student safety training session this afternoon
Conducted two poster sessions
Informed librarians about AppSmash open house event next week
Updated librarians on Psych Scaffolding
  • Post test open this week
  • Tracking down fall 2016 pretest data for Calantha
Doing research for Dr. Harwell
Will meet with Casey and Calantha about iCon proposal (LibCal)

• Dana –
  Met with Resource Allocation Committee
  Informed librarians that Randy Stone from Accounting resigned
  Informed librarians that 95k from Nastigrant will go to the library
  Informed librarians that new intern will start in the fall
  Gone tomorrow for OLA
  Reminded librarians to brainstorm about library assessment objectives

Budget
• Dana –
  Gave 10% possible cuts to Resource Allocation Committee
  Brandi working on ordering the rest of the ordered materials
  Will work with Brandi to choose from librarians’ wish lists
  Reminded librarians to request supplies soon

• Casey –
  Went over Electronic Database Analysis with librarians and highlighted possible cuts:
    • Nature
    • Oxford Music Online
    • Biography Reference Center
    • CQ Researcher
    • PsycBOOKS
    • American Chemical Society

Documentation
• Calantha –
  Completed Table of Contents
  Working on headings
• Marla –
  Created a separate manual for annual reports
  Adjusted headings
  Needs SnagIt for screenshots
• Amber –
  Adding sections to Special Collections manual
  Adding screenshots to Tech Services manual
• Patrick –
  Working on headings
• Dana –
  o Updated In Case of Emergency chart
    ▪ Collection Services and Public Services will back each other up
    ▪ Media Services and Technical Services will back each other up
    ▪ Kaylie back up for Barry?
    ▪ Sam back up for Kaylie?
    ▪ Trevor back up for Elizabeth?
    ▪ Who will back up Instructional Services?

Next Meeting: April 20, 2017
Agenda for 05-11-17:

1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Budget (10 min)  
4. Assessment (20 min)  
5. Documentation (10 min)  
6. Prepare next week’s agenda (5 min)

Future:
1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan

Action Items:
Everyone –
- Email faculty from billed list (5-5)
- Turn departmental annual reports in to Dana (6-9)

Calantha –
- Email the professors you worked with earlier in the semester to discuss spring instruction and report LibGuides stats, carbon copying the department chair if desired (5-11)
- Ask Political Science and Business about CountryWatch (4-20)
- Ask English about Oxford English Dictionary and CQ Researcher (4-20)
- Check on LibCal instances for new group study room pods on 2nd floor (5-11)
- Ask for feedback on the new collaborative space feature for the Freshman Seminars (7-27)

Patrick –
- Email the professors you worked with earlier in the semester to discuss spring instruction and report LibGuides stats, carbon copying the department chair if desired (5-11)
- Digitize missing ECU Journal (4-6)
- Talk to Chemistry about ACS (4-20)
- Talk to Psych about PsychBooks (4-20)
- Go through donations for liaison departments in Public Services office (5-25)
- Create list of signs which need to have Braille added (5-25)

Dana –
- Gather the amount of coffee sold for the fiscal year for AAC (6-1)

Casey –
- Email the professors you worked with earlier in the semester to discuss spring instruction and report LibGuides stats, carbon copying the department chair if desired (5-11)
- Type up notes from IUG (4-6)
- Talk to Biology about Science, Nature, and Wildlife (4-20)
- Go through donations for liaison departments in Public Services office (4-20)
- Talk to Biology about protocol binders (5-11)

Marla –
- Talk to Miles about current Circulation Blackboard shell (5-11)
- Meet with Amber about Google Analytics responsibilities (5-11)
Investigate duplicate barcodes with Amber (8-3)

Amber –
- Meet with Marla about Google Analytics responsibilities (5-11)
- Investigate duplicate barcodes with Marla (8-3)

Discussion:
- Dana –
  - Updated librarians on:
    - Innovative training conversation
    - Summer hours
    - OLA travel
    - Nastigrant
    - OLA executive director’s resignation
  - Asked librarians about deliverables from the Tulsa trip
  - Reminded librarians about:
    - Shift to new e-learning software
    - Provosts candidates coming to campus
- Patrick –
  - Printed AppSmash posters
  - Working on Psych scaffolding
  - Conducted a trial run of ES scaffolding
  - Completed Reference shadowing with Amber
  - Conducted 2nd mentoring meeting with Amber
  - Working on quote for poster supplies
- Amber –
  - Completed Reference shadowing with Casey and Patrick
  - Attended Banned Books grant with Marla and Jolene
  - Attended Originals event
  - Working on moving
  - Working on mentoring goals
  - Practicing LibWizard
- Marla –
  - Getting married soon
  - Sent out faculty billed list
  - Worked with Miles and Trevor Circulation Desk training
  - Submitted grant form to ECU office
  - Finalized reserves email list
  - Working on her annual report
  - Discussed Google Analytics issues
- Calantha –
  - Attended last New Faculty Seminar
  - Preparing for OLA presentation
  - Working with Beth and Patrick on Assessment Report data
  - Conducted PRA focus group
Librarian Meeting Minutes from April 20, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

- Worked with Destany to add CETL calendar in LibGuides
- Add new Accounting donations and weed old review materials
- Met with 3 students (ENG, HR, and BA)
- Will attend the School of Business’ banquet

• Casey –
  - Reorganized protocol binders
  - Working on International Sculpture Center
  - Added Sage and JOVE video collections
  - Attended Originals’ event
  - Finished Reference training with Marla
  - Attended New Faculty Seminar
  - Ordered stands for periodicals

Budget
  • Dana –
    - Met with Resource Allocation Committee
    - Discussed departmental budgets

Documentation
  • All librarians still working on their documentation

Next Meeting: May 11, 2017
Librarian Meeting Minutes from May 11, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

Agenda for 05-18-17:
1. Action items (10 min)  Future:
2. Around the Horn (25 min)  1. Disaster Recovery
3. Budget (10 min)  2. Evaluation documentation – supervisor
4. Assessment (20 min)  input
5. Documentation (10 min)  3. Digitization Plan
6. Prepare next week’s agenda (5 min)

Action Items:
Everyone –
- Turn departmental annual reports in to Dana (6-9)

Calantha –
- Call Elizabeth about new start date (5-18)
- Talk to Beth about Ms. Lolly as a new student assistant (5-18)
- Make changes to scaffolding update and email Dana (5-18)
- Forward instruction outcomes to keep for library assessment plan (5-18)
- Finish OLA notes (5-18)
- Email Dana about Beta Phi Mu induction (5-18)
- Look at Reference sets to update and send list to Dana (5-12)
- Ask for feedback on the new collaborative space feature for the Freshman Seminars (7-27)

Patrick –
- Digitize missing ECU Journal (4-6)
- Finish OLA notes (5-18)
- Email everyone about Strengths Finder tests (5-18)
- Create list of signs which need to have Braille added (5-25)

Dana –
- Don’t renew CountryWatch (5-18)
- Work with Amber to remove PsychBooks from catalog (5-18)
- Gather the amount of coffee sold for the fiscal year for AAC (6-1)

Casey –
- Don’t renew CountryWatch (5-18)
- Email Chris Z. about canceling Psych Books (5-18)
- Look into DB1 counter in LibInsight (5-18)
- Talk to Dr. Andrews about Wildlife (5-18)
- Email Cory Leber about Science and Flipster (5-18)
- Talk to Dana about communicating with Biology (5-18)
- Go through donations for liaison departments in Public Services office (4-20)
- Talk to Dr. Howard about renewing protocol binders standing order (5-18)

Marla –
- Email IT about deleting current Circulation Blackboard shell (5-18)
- Investigate duplicate barcodes with Amber (8-3)

Amber –
Librarian Meeting Minutes from May 11, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

- Investigate duplicate barcodes with Marla (8-3)

Discussion:
- Patrick –
  o Will be gone the next few days
  o Finishing Psych scaffolding
  o Hired three new students
  o Had mentoring meeting with Amber
  o Working on OLA notes
- Marla –
  o Working on course reserves
  o Updated Outreach webpage
  o Updated summer hours
  o Had mentoring meeting with Casey
  o Working on draft of Outreach Plan
  o Received approval from Grant office
- Casey –
  o Attended student art show
  o Attended online Gale trainings
  o Had mentoring meeting with Marla
  o Attended Amigos conference
  o Will meet with Amber and Marla on IUG notes
  o Informed librarians that Trevor is reorganizing periodicals
- Calantha –
  o Presented at OLA
  o Inducted into Beta Phi Mu
  o Attended Sigma Tau Delta induction
  o Met with the director of Social Work about reaccreditation report
  o Emailed end of semester instruction update to faculty
  o Shared Reference training manuals with OU and SWASU
  o Joined the OLA Social Responsibilities roundtable
  o Finished IS Plan
  o Finished scaffolding update
- Amber –
  o Attended OLA
  o Doing IUG cross training with Casey
  o Talking to Patrick about Strengths Finder test
  o Had a request for picture of an ECU Vietnam veteran
  o Working on suppressing reserves records for Marla
  o Turned in her resignation letter
  o Will have her last day on May 24th
- Dana –
  o Informed librarians that Beth Grasso had also resigned
  o Shared thoughts from Casey’s IUG notes
Librarian Meeting Minutes from May 11, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

- Informed librarians that Papercut will be in place for fall
- Will be in OKC with Adrianna
- Went over resignations reorganizations:
  - Amber:
    - Amber and Barry will still work to make the move
    - Amber will plan Barry’s anniversary in July
    - Patrick will take over Special Collections again
    - Dana will take over cataloging
  - Beth:
    - May not be able to rehire someone to take her position
    - Kaylie will take notes for IS meetings and help Calantha with back office IS Department duties

Budget
- Dana –
  - Asked for ideas to spend left over funds

Documentation
- Marla updated Outreach section
- All first drafts of handbooks due to Dana by end of July

Next Meeting: May 18, 2017
Librarian Meeting Minutes from May 18, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

Agenda for 06-08-17:

1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Budget (10 min)  
4. Assessment (20 min)  
5. Documentation (10 min)  
6. Prepare next week’s agenda (5 min)  

Future:

1. Disaster Recovery  
2. Evaluation documentation – supervisor input  
3. Digitization Plan  
4. Strategic and Work Plans  

Action Items:

Everyone –

- Email Casey with concrete cuts to databases (5-24, noon)
- Turn departmental annual reports in to Dana (6-9)

Calantha –

- Meet with Patrick about software for new tablets (6-8)
- Meet with Marla about LibCal spaces (6-8)
- Look over subject LibGuides (6-29)
- Finish OLA notes (5-18)
- Ask for feedback on the new collaborative space feature for the Freshman Seminars (7-27)

Patrick –

- Load missing ECU Journal to IR (4-6)
- Finish OLA notes (5-18)
- Send Strengths Finder book requests to Dana (6-8)
- Prepare cart for tablets (6-8)
- Send list of signs which need to have Braille added to Dana (5-25)
- Look over subject LibGuides (6-29)

Dana –

- Cancel next 2 librarians’ meetings (6-8)
- Have exit interview with Amber (5-22)
- Send Ada librarian contact list to Marla and Calantha (6-8)
- Gather number of items added to the collection for the fiscal year (6-29)

Casey –

- Go through donations for liaison departments in Public Services office (4-20)
- Discuss Marketing Committee with Marla (6-8)
- Resend database analysis with more populated fields (6-8)
- Look at Eric microforms to weed (6-8)
- Talk to Dr. Howard about renewing protocol binders standing order (6-15)
- Talk to Dr. Andrews about Wildlife (6-15)
- Look over subject LibGuides (6-29)

Marla –

- Discuss Marketing Committee with Casey (6-8)
- Meet with Calantha about LibCal spaces (6-8)
- Investigate duplicate barcodes (8-3)
Discussion:

- **Amber** –
  - Working with Barry on the move to the 2nd floor
  - Will talk to Brandi about moving offices
  - Will talk to Barry about moving office mid June
  - Will talk to Patrick about moving office computers

- **Marla** –
  - Working on reserves
  - Working on annual report
  - Reading about scheduler in Sierra

- **Calantha** –
  - Working with Marla on data for Legal Studies re-accreditation
  - Held first instruction training session with Marla
  - Provided Reference training materials to Rose State College library director
  - Working on Instruction Annual Report
  - Revised the scaffolding update for Spring 2017

- **Casey** –
  - Finished current periodicals project
  - Working ILL Annual Report
  - Having Caleb help with CD donations
  - Did EBSCO training on full-text finder
  - Will do tutorials on MS Access

- **Patrick** –
  - Talking to Casey about copyright
  - Will upload scanned journal
  - Held wrap up mentoring meeting with Amber
  - Will get IP addresses from librarians and ask IT to download new version of Snag It

- **Dana** –
  - Out tomorrow for OLA
  - Gave update on Greg
  - Handed out the scaffolding timeline
  - Will have Patrick move forward with Strengths Finder for all librarians
  - Informed librarians that they may possibly inherit the Ada Evening News archives
  - Reminded Patrick that Barry will report to him after Amber leaves
  - Showed the Scott Rice plans for the 2nd floor group study rooms
  - Asked for comments on new Outreach plan

  - **Casey:**
    - Create Marketing Committee which includes students and have this committee be in charge of the newsletter
    - Work with Mass Communication to create marketing videos
    - Use S’more for Marketing
    - Use table tents for 2nd and 4th floors
Librarian Meeting Minutes from May 18, 2017

Present: Dana, Calantha, Patrick, Casey, Amber, Marla

- Marla:
  - Explained shelf talkers
  - Create library brand to standardize marketing templates
  - Create library slogans

Budget
- Dana –
  - Ordered tablets
  - Ordered Education Week
  - Adding on-time archives
  - Asked everyone to send concrete suggestions on databases to cut to Casey
- Patrick –
  - Asked for permission to request a poster printer repair
- Casey –
  - Presented the Electronic Database Analysis

Assessment
- Dana –
  - Handed out the glossary and timeline
  - Asked librarians to bring ideas for USOs and/or SSOs to add to a new assessment plan

Documentation
- Skipped

Next Meeting: June 8, 2017
Agenda for 06-08-17:
1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Budget (10 min)  
4. Assessment (20 min)  
5. Documentation (10 min)  
6. Prepare next week’s agenda (5 min)  

Future:
1. Disaster Recovery  
2. Evaluation documentation – supervisor input  
3. Digitization Plan  
4. Strategic and Work Plans  
5. OLA Conference Notes (July)

Action Items:  
Everyone –  
Calantha –  
- Email Dana about RUSQ book reviewer nomination (6-22)  
- Fix llstaff IS Committee instance (6-22)  
- Update Outcome 2 for Assessment Plan (6-22)  
- Ask Jolene if she wants replaced Reference materials (6-22)  
- Update commonly asked questions with list of color printers (6-29)  
- Look over subject LibGuides (6-29)  
- Ask for feedback on the new collaborative space feature for the Freshman Seminars (7-27)

Patrick –  
- Finish OLA notes (5-18)  
- Ask IT for list of color printers on campus (6-22)  
- Send list of signs which need to have Braille added to Dana (5-25)  
- Look over subject LibGuides (6-29)

Dana –  
- Meet with Marla about Banned Books Week  
- Bring suggestions for updating annual reports with new template (6-22)  
- Email major report and ECU critical success documents to everyone (6-22)  
- Send Amber’s OLA notes (6-22)  
- Gather number of items added to the collection for the fiscal year (6-22)

Casey –  
- Talk to Dr. Howard about renewing protocol binders standing order (6-15)  
- Talk to Dr. Andrews about Wildlife (6-15)  
- Look over subject LibGuides (6-29)  
- Finish HTTPS Project (6-29)

Marla –  
- Meet with Dana about Banned Books Week (6-22)

Discussion:  
• Dana –  
  o Asked the librarians to do the following for llstaff calendar instances pertaining to the instruction and conference room:  
    ▪ If inviting people, create on own calendar and then invite llstaff.
Present: Dana, Calantha, Patrick, Casey, Marla

- If not inviting anyone, create on own calendar and transfer to llstaff calendar.
  - Asked librarians to make sure departments spend money or spend it for them by end of May.
  - Asked Patrick to make the printers doublesided only.
- Recommended librarians do the following for Papercut:
  - If students are overcharged, send them to the IT Help Desk.
  - If students run out of money, send them to the Bursar.
- Informed librarians that Family & Consumer Science has been moved to the College of Education & Psychology.

- Patrick –
  - Informed everyone that TS has been completely moved to the 2nd Floor.
  - Set up Amber’s computer.
  - Worked on documentation for equipment statistics.
  - Spoke to Dennis about camera for future recording studio.
  - Informed everyone that the satellite will soon be removed.
  - Finished checklists for Beth and Amber.

- Calantha –
  - Thanked everyone for help.
  - Began Quality Matters.
  - Taught two Upward Bound sessions.
  - Conducted the 2nd instruction training session with Marla.

- Marla –
  - Organized Circulation projects.
  - Working on Reserves Manual.
  - Finished Annual Reports.
  - Covering for Miles at Circulation.

- Casey –
  - Finished going through Music CDs.
  - Almost finished with the current periodicals section.
  - Examining periodical finder links.
  - Starting periodical analysis.

Budget
- Dana –
  - Staff base raised to $20,000 – all staff have been notified.
  - Open positions approved and have been advertised.
  - Regular student wages cut 15% - we only used 90% this year, so we should only feel a loss of 6% or $6567 – about 1.5 students per fall and spring semester.
  - I have not received my workstudy budget yet, but it should remain the same
  - Administrative Expenses cut 6% - this is very doable.
  - Books & Periodicals cut 15% or $40,000 – this is about the amount we had left over in May, so this is doable.
  - Travel was not cut - $350 per librarian.
With the reduction in student credit hours (SCH) projection for 1718 at 103,000, we received a 2% cut in the library technology fee (LTF), or $4208.

Travel to IUG was increased from $1300 to $2000 – this should help in the regular travel budget.

5 staff computers, 6 reference computers, and 13 tablets for IS should be able to be purchased (again, I don’t have my formal budget sheets to confirm).

Administrative expenses reduced due to Papercut being implemented – we should see less printing so less toner usage.

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**Assessment**

- Dana –
  - Went over the background of library assessment.
  - Reminded librarians that we need 3 student learning outcomes.
    - One will be the current outcome 2.
    - Two other will be either university customer service or student support service outcomes.

- Everyone brainstormed –
  - Possible USO:
    - Interlibrary loan
    - Circulation
    - Reference/Research
    - Media Services
    - Print and electronic resources
    - Computers/printing
    - Spaces
  - Chosen USO:
    - Outcome - Library will support academic departments.
    - Criteria – annual report master table and computer use

  - Possible SSO:
    - Reserves
    - Student employment
    - Collaborative spaces
    - Off-campus Access
    - Discovery service
    - Events
    - Outreach
  - Chosen SSO:
    - Outcome – non-campus access (WAM)
    - Criteria – verified connections

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**Documentation**

- Skipped

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Next Meeting: June 22, 2017
Librarian Meeting Minutes from June 22, 2017

Present: Dana, Calantha, Patrick, Casey, Marla

Agenda for 06-29-17:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Budget (10 min)
4. Assessment (20 min)
5. Documentation (10 min)
6. Prepare next week’s agenda (5 min)

Future:

1. Disaster Recovery
2. Evaluation documentation – supervisor input
3. Digitization Plan
4. Strategic and Work Plans
5. OLA Conference Notes (July)

Action Items:

Everyone –

Calantha –

- Update Outcome 2 for Assessment Plan to include combined population, random sampling, and 1.1 (6-29)
- Look over subject LibGuides (6-29)
- Update commonly asked questions with list of color printers with Education lab (7-13)
- Ask for feedback on the new collaborative space feature for the Freshman Seminars (7-27)

Patrick –

- Finish OLA notes (5-18)
- Ask Education about computer lab policy (6-29)
- Ask IT to reset libref password (6-29)
- Send list of signs with colors added to Dana (5-25)
- Look over subject LibGuides (6-29)

Dana –

- Bring suggestions for updating annual reports with new template (6-22)
- Meet with Casey to create possible SSO (6-29)

Casey –

- Talk to Dr. Howard about renewing protocol binders standing order (6-15)
- Talk to Dr. Andrews about Wildlife (6-15)
- Look over subject LibGuides (6-29)
- Meet with Dana to create SSO (6-29)
- Finish HTTPS Project (6-29)

Marla –

Discussion:

- Dana –
  - Working on Annual Reports
  - Will meet with everybody about standardizing and updating
  - Thanked everyone for hard work on Annual Reports
  - Reminded librarians to not ever open the copier machine to get change back and instead send patrons who lose change in the machine to Director’s Office.

- Casey –
  - Created Nursing course guide
  - Signed up for counter-5 webinar
Librarian Meeting Minutes from June 22, 2017

Present: Dana, Calantha, Patrick, Casey, Marla

- Had mentoring meeting with Marla
- Worked on loan rules with Marla

Marla –
- Cleaned up k-drive
- Worked on open textbook initiative
- Fixed loan rule
- Working on appendix for next year

Calantha –
- Working on Quality Matters
- Taught BA grad class
- Updated assessment proposal for outcome 2
- Trained Jessica on syllabi analysis
- Started Caleb on evaluating new tutorials
- Fixed tutorial quiz
- Had research consultation with BA grad student
- Rated all TS and IS assistant candidates

Patrick –
- Working on cheating tutorial
- Sending IP addresses to IT for Snagit
- Will meet with Brandi about public scanner
- Will ask education about color printing in Education
- Working with Annual Report statistics

Budget
- Skipped

Assessment
- Calantha –
  - Presented Outcome 2 to librarians and asked for input:
    - Decided to use a combined population
    - Decided to use a random sampling
    - Decided to use 1.1 instead of 2.1

- Everyone –
  - Brainstorming on USO:
    - Outcome – Linscheid Library provides support for academic programs through liaison activity.
      - Criteria – Collection activity for each college or school is proportional to its enrollment.
        - Instrument/measurement – Annual Report Master Table
          (Collection: purchases, donations, withdrawals)
        - Populations – faculty and students in all Colleges or Schools.
        - Standard – The percentage of collection activity will be within 5 percentage points of enrollment for each College or School.
Librarian Meeting Minutes from June 22, 2017

Present: Dana, Calantha, Patrick, Casey, Marla

- Criteria – Instruction activity for each College or School is proportional to its enrollment.
  - Instrument/Measurement – Annual Report Master Table (Instruction: sessions, students, LibGuides)
  - Populations – Faculty and students in all Colleges and Schools.
  - Standard – The percentage of instruction activity will be within 5 percentage points of enrollment for each College or School.

Documentation
- Marla – worked on reserves manual and closing procedures.

Next Meeting: June 29, 2017