**Library Faculty Department Meeting**  
**Minutes, April 9, 2012**  
**(1:30 p.m. – 3:00 p.m., 6-237)**

**Attendance:**

| X | Deb Distante | X | LeAnn Garrett | X | Paul Kittle | X | Pauline Swartz | X | Chisa Uyeki | X | Emily Woolery |

**Guest:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of 3/26 Meeting Minutes</td>
<td>The 3/26 meeting minutes were approved.</td>
<td>Emily will distribute the 3/26 faculty meeting minutes.</td>
</tr>
</tbody>
</table>
| Department Chair | 1. Upcoming projects include:  
- Library Advisory Committee Meeting – to be held in week 13 or 14  
- Evaluation of adjunct faculty – due by week 16  
- Ongoing assignment of projects to adjunct faculty – funding ends June 30  
- Library PIE – due by June 30  
2. Discussion was held on faculty scheduling for 2012-13. Rotation of evening desk shifts was discussed. To develop our schedules, faculty need:  
- Expected Library hours of operation  
- Annual calendar spreadsheet from Human Resources | 1. Information  
2. Emily will ...  
   a. Confirm expected Library hours of operation, and  
   b. Request status of the annual calendar spreadsheet. |
| Distance Learning / Electronic Reference | 1. OmniUpdate templates are needed for the Library and Distance Learning webpages.  
2. Single sign-on is expected in Fall 2012.  
3. Faculty discussed connecting the Library webpages via the Banner portal. All prefer that Library pages be opened in a new browser. This practice would save | 1. Paul is working with Information Technology to update OmniUpdate templates for the Library.  
2. Information  
3. Information |
| Academic Senate Report | Faculty heard an update from the April 5 Academic Senate Meeting. | Information |
| Faculty Association Report | Faculty heard an update from the April 3 Faculty Association Representative Council meeting. | Information |
| Announcements | Deb will participate in the peer review of Perkins/VTEA applications on April 13. | Information |