Library Faculty Department Meeting
Minutes, October 16, 2013
(1:30 – 3:30 PM, 6-237)

Attendance:

x	Deb Distante	x	LeAnn Garrett	x	Hong Guo	x	Paul Kittle		Pauline Swartz
x	Chisa Uyeki	x	Emily Woolery							

Guest:

Item	Discussion	Outcome
Approval of 9/25 Meeting Minutes	9/25 meeting minutes were approved with corrections.	Emily will distribute the 9/25 faculty meeting minutes.
Library Website	1. Librarians examined a draft database listing webpage that used an icon-oriented display. All agreed an icon-oriented display does not work for the database listing webpages. Librarians agreed to utilize LibGuides to create the database listing. 2. Librarians agreed to place the catalog widget directly below the top navigation bar. 3. The Library website is not currently displaying in the portal; however Paul worked with Rick Nguyen to develop a temporary design for the portal's library tab and links.	Action: 1. A) Paul will share the librarians' input with Meghan Chen. B) Hong will continue work on developing a LibGuide for access to database listings. 2. Hong and Paul will continue their website revision based upon librarian input. 3. Information
AP 4040	Emily reported on her meeting with Eric Kaljumagi, Academic Senate President, regarding AP 4040 Library Services. Faculty provided direction to Emily regarding next steps in this process.	Emily will follow up on AP 4040 with Academic Senate President, Eric Kaljumagi.
Eureka! Leadership Institute	Hong Guo wants to apply to the Eureka! Leadership Institute, a year-long program that provides training and coaching to librarians to develop and fund a community-based project. All support Hong's application to this Institute. http://eurekaleadership.org/institute/2014	Hong will apply to the Eureka! Leadership Institute. If accepted, Hong will work with Library faculty to develop a project connected to departmental goals.
Study Room Reservations	Many issues have arisen regarding study room use: 1. Rooms with no shows – Student groups may use empty study rooms, but groups with a current reservation will take priority. 2. Food policy – Some students bring full meals into the study rooms. 3. Single occupancy – A single student may occupy the room and report that he is awaiting a group member.	Action: 1. Paul will update the study room reservation system to indicate that groups may use open rooms until a current reservation is produced by another group. 2. Faculty will develop policy statement for posting in all study

	4. Preferred time block – We prefer 1-hour time blocks.	rooms. 3. Faculty will develop policy statement for posting in all study rooms. 4. Paul will implement 1-hour time blocks in the system effective Winter 2014.
Academic Senate Report	Chisa provided a report of recent meetings of the Academic Senate. Faculty provided direction for upcoming action items.	Information
Faculty Association Report	Emily provided a report of the recent meeting of the Faculty Association. Faculty provided direction for upcoming action items.	Information
Announcements	Emily is attending two workshops: • CTA Region 3 Future Leaders Workshop (November 1 – 3, 2013) • CCL 2013 Fall Workshop: "Planning, Assessing, and Communicating Library Impact: Putting the Standards for Libraries in Higher Education into Action" (November 6)	Information