



Library Faculty Department Meeting

Minutes, **July 16, 2014**

(1:30 PM – 3:00 PM, 6-237)

Attendance:

X	Deb Distant	X	LeAnn Garrett	E	Hong Guo	X	Paul Kittle	X	Pauline Swartz
X	Chisa Uyeki	E	Emily Woolery						

Guest:

Item	Leader	Action (Information, Discussion, Decision)
Fall 2014 Schedule	LeAnn	Agreed to establish semester-long, ongoing workshop assignments. There was a preference to rotate topics. QuestionPoint chat shifts are in addition to current reference assignments. Recommended that adjuncts will be assigned to answer follow-up questions while on reference desk duty.
WRIT 1 Library Worksheet	LeAnn	Accepted proposed assignment. LeAnn to contact instructor.
Proposed Space Use	LeAnn	Discussed attached space use proposal. Recommended that Room 225 was best option for Department Chair office. Recommended that Room 208 and 219 have doors securely latched in the open position, be left off the reservation system, and be used as open study space with reservations only for other needs such as DSPS testing. Recommended that 220, 241, and 242 be placed in reservation system for student use with reservations required for tutoring. Did not recommend moving art books to area between division office and reference area as it would split the collection. Agreed to have further discussion about moving law collection to area between division office and reference as it would be a complete collection and a logical grouping. Agreed to have further discussion about making the old reserve area into a children's reading alcove as it would support the child development curriculum.
PIE Update	LeAnn	Will review document at July 30 meeting
		Agreed to meet on July 30

