



Library Faculty Department Meeting Agenda, March 18, 2015

(1:30 PM – 3:00 PM, 6-237)

x	Deb Distant	E	LeAnn Garrett	x	Hong Guo	x	Paul Kittle	x	Pauline Swartz	x	Chisa Uyeki	x	Emily Woolery
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Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)
Approval of Meeting Minutes – March 3, 2015	EW		Approved with changes.
Scheduling	EW		<p>Question was brought up regarding who is responsible for keeping Ref Desk schedule current and who provides printed Info Desk copy? This week an incorrect schedule replaced the correct schedule which caused confusion at the desk.</p> <p>Concern was shared about not having time between desk and instruction shifts to allow for transition between teaching activities.</p>
Request for Equipment, Furniture and Software	EW		<p>Decision: Request is due to Meghan Chen on 3/20</p> <p>Current year Requests</p> <p>Equipment:</p> <ul style="list-style-type: none"> - BluRay player and viewing station for student viewing to replace one of the DVD/VHS players we have currently have. (DVDs can be played on the BluRay player.) - Ongoing <i>Captivate</i> licenses for Deb, Pauline, and Hong - Playaway display - PA system for safety/emergency response and to promote workshops - *Locks for drawer at Reference so that we can lock the ipads

			<ul style="list-style-type: none"> - Cord and case for ipads that allows them to be used at the reference desk and be secured to the desk. - *Locks for adjunct office cabinets to secure records of student work. - Improving printing process: pop up reminder that job has been sent & how to find it; Adding ability to name jobs. <p>(*may not require funding request? Perhaps just work order)</p> <p>Furniture:</p> <ul style="list-style-type: none"> - New chairs & keyboard trays for Reference Desk (to improve ergonomics) - Furniture for Reading Room (area outside room 238) <p>Next year/add to PIE:</p> <ul style="list-style-type: none"> - WCL search stations for the stacks - Equip study rooms with BluRay players - New Library building with infrastructure to support future needs - Additional public restrooms and another staff bathroom - Accessibility audit of room 238 and purchase of additional necessary equipment for ensuring equitable instruction for students with disabilities. - (not solely equipment related) but would like to do <i>Accessibility</i> themed year to audit and improve facilities, curriculum, and services to equitably meet the needs of all students (with attention to ADA and 508 compliance). - not equipment related but want to add to PIE next year: Development of workshops to address evaluation and reading of scholarly articles as well as specialized subject
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			workshops (this will need additional support)
Perkins Request	DD		Discussed purchasing priorities for Perkins. Advisory board prioritized Ebsco subject ebooks. Librarians decided that \$5,000 for print materials will be 3 rd priority after Criminal Justice and Green Technologies ebook sets.
Library Advisory Committee	DD		Overview of the meeting.
Academic Senate Report	CU		Overview of Action items being voted on this week.
Faculty Association Report	EW		2016-2017 Calendar is still being figured out.