

2003

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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD
April 23, 2003

The meeting was convened by Dr. Peter Loewen, Chair, at 4:09p.m. in the Library Conference Room.

- Present:** Kathryn Bulver, Chris Hanlon, Allen Lanham, Peter Loewen, Scott Meiners, Charles Phillips, Stacey Ruholl, and Jeff Stowell
- Excused:** Melanie Burns, Steve Davis, Dawn Van Gunten, Richard Jacques, Marilyn Lisowski, and Tom Moncada, Mary Ellen Varble, and Wafeek Wahby
- Absent:** Jenn Anderson, Jamie Irving

I. Welcome and Comments

The minutes from the March 26, 2003, meeting were approved as submitted.

II. Communications

III. Old Business

Election of LAB officers

Dr. Loewen announced that the first order of business was to elect new officers for the Library Advisory Board for 2003-2004. He stated that he had communicated with all members of the board, and that the following members were nominated for the position of chair or vice-chair:

Kathy Bulver, Foreign Languages
Chris Hanlon, English
Stacey Ruholl, Physical Education
Scott Meiners, Biology

It was determined that there was a quorum present with six of the ten voting members in attendance. It was decided that there would be two rounds of voting, the first to choose the chair, and the second ballot to determine the vice-chair. Dr. Loewen read the votes as Barbara Funk tallied the count. Chris Hanlon was declared the chair for 2003-2004. After the second ballot was taken, Kathryn Bulver was declared vice-chair.

Dr. Loewen stated that he had received communication from those who had been on the LAB before and would like to return, including himself. How does the process work to get reappointed? The Dean answered that the Faculty Senate makes the appointments from the colleges where members have completed their terms. He suggested enquiring of the senate to find out whom to contact. It was also stated that chairs receive communication from the senate regarding vacancies on the board, so it may be advisable to speak with your chair. There are no requirements that one must remain off the board for any period of time.

FY04 library calendar – final draft

The calendar was distributed and reviewed. The Dean stated that it would be printed on heavier stock than the sample and that the logo would appear more clearly, but that the size would be the same. The closing times have been rounded to the hour, but closing procedures will start before the hour so that patrons are ready to leave the building at midnight. Computer labs will close before the hour as the labs are the places where it is most difficult to get patrons to leave. It was asked how much the library is used late on a Sunday evening. The Dean answered that the busiest nights of the library are Sunday, Monday, and Tuesday, unless there is a holiday on Monday, and then, traditionally, the library closes on Sunday. Late at night by near midnight, the computer labs are full. It was asked how the usage of the new library compared to the temporary quarters. The Dean stated that electronic reference use is up; there is greater use of the library in general; the gate count is about the same, but students

stay longer; and, "Ask a Librarian" is gaining in use as patrons can send requests after hours, and a librarian answers in the morning. By consensus, the calendar was approved.

IV. New Business

Other

Dr. Loewen offered congratulations to the library staff, stating that he appreciates them and all the work they do.

Dean's Report

Personnel Issues

The Dean reported that there are still five positions open in the library, three in administration. He explained also that Peggy Manley has been out a lot with her ill mother who just passed away last Friday. He reported that the hiring freeze is still in effect and that the Provost stated we must go with our current staffing through the summer, but by fall, we will need to hire in some positions or move staff around in the departments. The Dean is concerned that attrition is driving the university's approach to staffing.

Budgetary Issues

The Dean stated that, since the last LAB meeting, the Governor has given his budget address. EIU was barely spared for FY03, but was hit for FY04 as were other institutions. The university is preparing for a lack of money for next year. There is no indication yet from the administration what the library will have financially. Everyone is trying to pool any free dollars, so spending has come to a halt throughout the institution except for personnel monies. These pooled dollars will go into FY04 funds to allow a little more on top of the FY04 state budget dollars. The library stopped acquisitions for three weeks which is the first time since the Dean has been here. Yesterday the Provost told the library to go forward with the Book and Materials budget. Electronic resources are paid early in the year, and in spite of the Faxon and Rowe fiasco, more and more publishers have agreed to send the journals for 2003. When and if there is a settlement from the bankruptcy proceedings, these publishers would get the money instead of Booth Library. That is good for the library as the journals are needed. So far we have had no complaints from patrons.

Predictions for next year are that there will be an 8.2% overall decrease, which could hit the Book and Materials budget by about \$130,000, severely hurting acquisition power. In 1992 when we lost money, it took seven years to catch up to previous levels of Book and Materials spending. Because of the world financial situation, publishers probably will not impose major inflationary increases.

In the library faculty meeting, a brainstorming session on what can be done to combat the lack of potential funds next year incorporated the following ideas:

- The library spends a lot of money on printing, toner, and paper, and much of that is given away through the reference computers with patron printouts. The photocopy machines help pay for these printouts, as part of each nickel is returned to the library, but the library reference faculty suggested that we could charge two or three cents per page. This could be a major billing headache for the library as we have an agreement with the business office that we don't send out anything less than \$5, so this accumulation per student could spread out for months, and the library would have to keep track of it.
- Faculty development registrations and travel could be limited.
- Library departments could share the obligation to staff the Security Desk in the north lobby. The library has been hiring students for that post for about \$24,000 per year; it is worth it to the library, but we could ask everyone to spend five hours per month at the desk. This is not the best solution as it takes expensive staff away from their primary jobs.
- The library could cut down on the numbers of photocopies for course work by giving the professor one copy, which would have to be duplicated for students – it is the same institution, so nothing would be saved overall.
- The faculty also talked about reducing library hours – not a good solution. Discussion followed regarding hours that could be cut and the fact that the only way to truly save would be to cut staffing hours.

The Dean stated that there are no services the library would like to stop offering.

Service Issues

The Dean stated that the library is planning to continue the film and speaker series next year. Both have been well received. It was suggested that the advertisement for each presentation be put on the screen savers in the computer labs. The Dean stated that the *Daily Eastern News* gave good coverage for each event. The Dean noted that he would liked to have given an honorarium to the speakers, but it was suggested that a nice letter of thanks

would be fine and that the presenters would not expect an honorarium. The library also presented each speaker with a commemorative photograph.

Planning

In reporting on the 2003 Periodical/Standing Order Review, the Dean announced that the cancellation list has been posted, and the departments have come forward with \$35,000 which can be moved to the book budget for review on how to spend as wisely as possible. Most areas came up with a contingency list for next fall in case the budget is reduced by 8.2%.

The Dean reported that close to 2,000 students participated in the 2003 Patron Satisfaction Survey. All students who had class at 10:00 a.m. on Wednesdays were asked to fill out the survey. About 50% of the student body have class at that time. Of those eligible to participate, 47% returned the surveys, which is a much better return than in previous years. It was suggested that a time period should be specified on the survey, as students were unclear whether it should cover their entire time at EIU or the current year. The Dean stated that it should be for the current year, but that this suggestion would be passed along for future surveys.

The Dean stated that during National Library Week the library had more activities this year than ever before. Each department put out a display, and patrons seemed to like it. The review committee gave a blue ribbon for each display, each one in a different category. The book sale brought in a record high amount of \$1,203. Many people donate books to the library over the year, and those not incorporated into the collection go into the book sale. It was suggested that, at Rutgers, when books are decommissioned, they are put on a shelf for sale on an honor system, and money is put into a container. The shelf is located outside of the security gates. The Dean reminded the Board that discarded materials from state libraries cannot be sold.

There was a complaint about the Fine Arts Building model that was in the front foyer of the library, remarking that it was very dusty and that the miniature people were falling over, etc. The Dean stated that the model has been taken out until fall. Originally, it was set up for potential freshmen coming on campus so that they could see what the new Fine Arts complex would look like.

The Dean announced the following:

Saturday evening the Marvin Foyer will be dedicated. There will be a dinner by invitation only, and a bronze plaque honoring former president Daniel Marvin will be unveiled.

Tuesday, April 29, at 3:00 p.m., Charles Buzzard, the son of former president Robert Buzzard, will be in the Archives to donate more of his father's papers. There will be a reception.

Tomorrow, the Illinois Cooperative Collection Management Program (ICCMP), a group of libraries from all over the state, will be here to review collection grants using state dollars.

It was recommended that faculty should be encouraged to write Redden grants for materials they want purchased for the library for undergraduate education.

The Dean thanked everyone for their work on the Library Advisory Board this past year.

V. Adjournment

Meeting adjourned at 5:07p.m.

Barbara Funk for
Peggy Manley, Recording Secretary