

2003

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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD
February 19, 2003

The meeting was convened by Dr. Peter Loewen, Chair, at 4:05 p.m. in the Dean's Conference Room.

Present: Kathryn Bulver, Steve Davis, Chris Hanlon, Allen Lanham, Marilyn Lisowski, Peter Loewen, Scott Meiners, Charles Phillips, Stacey Ruholl, Jeff Stowell and Mary Ellen Varble

Excused: Wafeek Wahby and Dawn Van Gunten

Absent: Jenn Anderson, Melanie Burns, Jamie Irving, Richard Jacques and Tom Moncada

I. Welcome and Comments

The minutes from the November 21, 2002 meeting were approved with the following correction. Scott Meiners made the comment regarding recycling envelopes from Interlibrary Loan, not Chris Hanlon. With that correction, the minutes were approved as written.

II. Communications

Communication was received from Wafeek Wahby that he would be unable to attend the meeting.

III. Old Business

Jeff Stowell had made a suggestion that the list of options be reorder on the Ask-A-Librarian web page. Dean Lanham will follow up on the suggestion.

IV. New Business

Other

Dr. Loewen wondered about the sensitivity of the security gate detectors at the north and south ends of the building. He had experienced being able to bring books in undetected at one end of the building, but having them detected while exiting the opposite end. Dean Lanham explained that the settings were originally set to be equal, but he would ask the vendor to check the gates during their next visit.

Dr. Loewen expressed his satisfaction with the quality of microform readers in the library. He felt their quality was fantastic. Dean Lanham indicated the library was able to provide higher quality machines in the new library by utilizing expensive lenses from existing machinery and purchasing new digital units.

Dr. Loewen asked about the ability to recall media items. Dean Lanham explained that the new online system has a module for scheduling media but it has not yet been launched by ILCSO. Even with recalls, it still takes two weeks to have the item returned and therefore keeps the responsibility on the professor to secure the items ahead of time. The Dean announced that the ILLINET Online membership is growing. There will now be 57 members in Illinois. The new group of 12 will come online after July. Once these new members are up and functional, they may be able to implement the online system for scheduling media.

Marlene Slough, head of Acquisitions and chair of the Library's Statistics Committee, spoke about the upcoming 2003 Patron Satisfaction Survey. A draft copy of the proposed form was shared. Upon the recommendation of the Library Advisory Committee, the Statistics Committee was charged with creating a survey that could be distributed simultaneously in classes, with the hope of reaching a greater number of students. The charge of the committee also included creation of a survey that could be taken in 2-3 minutes, in order to not take too much time away from the scheduled class activity. Some suggestions for change were made, and Ms. Slough will follow up with solutions for the suggested changes.

Dean's Report

Personnel Issues

The campus-wide hiring freeze has affected the library with six civil service positions currently open. Three of the positions are in the administration office, other positions include a nights and weekend position that serves reference and circulation, and a Library Operations Assistant position in Circulation which became vacant when a staff member passed away suddenly on January 31, and a general circulation assistant.

Budgetary Issues

The impact from the Faxon/RoweCom/Divine financial situation is still not known or resolved. For the most part, the library has continued to receive periodical issues, and many of the publishers are gracing the subscriptions at this time. Dean Lanham is working closely with legal counsel, the Purchasing Department, and the Provost on this matter.

Service Issues

Sarah Nesbeitt and Stacey Knight-Davis, Reference Librarians, provided a demonstration on the use of various web-based tools that are part of a software packaged called LSSI purchased as part of a TEDE Grant and accessible via the Ask-A-Librarian web link. Among its many features, the software allows the reference librarian to "push" web pages to patrons outside the library while carrying on a live chat with them.

A draft of a "collection location mini-guide" was shared with the Committee. This is in response to a suggestion that a small guide to the collections that patrons could carry in their wallets would be desirable and less expensive than the full-color maps. The example was well received.

A brochure of the "Spring 2003 Film and Speaker Series" was shared. Dean Lanham encouraged members to promote the series amongst their colleagues in hopes that they will also encourage student participation. There was a good response to the call for speakers and the series includes speakers from nearly every college.

Planning

The Dean met recently with a student senator regarding a request for extending library hours. The Dean now feels that the issue has been resolved. Statistics do not support extending the hours, nor are funds available for the increased costs that would be necessary to open the library additional hours.

The FY04 library calendar is being developed and a draft will be shared with the Committee during the March meeting.

V. Adjournment

Meeting adjourned at 5:10 p.m.

Peggy Manley, Recording Secretary