

2000

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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD
March 1, 2000

The meeting was convened by Dr. Newton Key, chair, at 4:00 p.m. in the McAfee Tower Conference Room.

Present: Rosemary Buck, Alan Grant, Barbara Kemmerer, Newton Key, Allen Lanham, Brian Pritschet, John Weber, Ted Weidner, Bailey Young. Visitors: Terry Barnhart, Bob Hillman.
Excused: Valencia Browning, Joyce Easter, Robert Fischer, Martha Jane Harris
Absent: Ian Davis, Steve Davis

I. Approval of Minutes

Amendments were made to the February 2, 2000 minutes. Dr. Young noted that where his name appeared in the minutes, he was referred to as Dr. Bailey, not Dr. Young. The minutes were approved as amended.

II. Communications

Dr. Key has been in contact with Ian Davis, Student Senate representative. Mr. Davis did not attend the meeting.

Communication was received by Dr. Key from Joyce Easter and Martha Jane Harris notifying him of their inability to attend the March 1 meeting. Dr. Key has communicated with Faculty Senate Chair, Bonnie Irwin, regarding a semester replacement for Valencia Browning, member from the College of Business and Applied Sciences.

Nominations for chair and vice-chair were opened at the last meeting. Dr. Key received a nomination for chair; no nominations have yet been received for vice-chair. Nominations will remain open until March 29. Voting will take place at the next meeting on April 5, 2000.

III. Old Business

A. Archivist

Dr. Key introduced Dr. Terry Barnhart of the History department who discussed the need for a full-time archivist in the University Archives. Dr. Barnhart thanked Dr. Young for inviting him to speak about the lessons learned from the Old Main exhibit concerning the importance of the University Archives. The University Archives should serve as a means for a repository of records as well as enriching the undergraduate and graduate curriculum. Dr. Barnhart reported that he had spoken with the President, Faculty Senators and members of Student Government about this need.

Dr. Barnhart distributed a hand-out to the LAB members entitled "Using College and University Archives as Instructional Materials: A Case Study and an Exhortation." Dr. Barnhart also passed around the recently released Old Main exhibit catalog for viewing. The catalog was a collaborative effort between the History Department and Tarble Arts and will be for sale at Tarble Arts.

Dr. Barnhart discussed Dr. Chris Waldrep's past proposal for a regional history center with the concept that the Archives would become the repository for materials that would aid in documenting the history of east central Illinois as well as co-sponsoring public programs. The funding for the project was not approved, but the idea was a sound one. The History department received a grant for a program that showcases a web-centered base of local history to develop curriculum materials and put them on-line for use by teachers outside the University. This program would utilize the University Archives.

Dr. Key remarked that the University Archives is essential for student research and inquired how the materials coming in are being cataloged with a limited staff. Dr. Young commented that the archives is a more complex collection to manage than most are aware of and it is the reason he asked Dr. Barnhart to speak with the board concerning this subject.

Dr. Key inquired about the special collections in the Archives. Bob Hillman responded that the Special Collections crosses a broad range of subject areas and includes items that the subject librarians designate as rare or those to which access should be limited. Dean Lanham discussed the need for additional personnel in the Archives. Dr. Lanham and Mr. Hillman have discussed the rate at which materials are processed and the possibility of hiring part-time help to assist in this function. Lack of funding has limited the number of staff that can be hired for such a position. Dean Lanham stated that funding for the Edgar Collection is under review, noting that additional personnel will be essential to a successful program.

Dean Lanham commented on efforts to locate funds for purchasing regional materials to add to the archives. The library recently purchased the Smith postcard collection. Dr. Kemmerer inquired if there was a job description for an archivist position that could facilitate discussion. Mr. Hillman passed around relevant job descriptions; it was suggested to circulate sample job descriptions at the next meeting.

IV. New Business

A. Dean's Report

1. Assessment activities

Dean Lanham referred to the Patron Satisfaction Survey draft that was distributed at the last meeting and asked that LAB members notify him of any suggestions they may have regarding the survey.

A faculty survey will be developed and distributed before the end of the semester to gather their thoughts on library services.

Dean Lanham commented that recordings by 30 additional artists have been ordered for the jazz collection as suggested by Dr. Key at the last meeting. Dr. Lanham has prepared a survey for the music faculty that will highlight areas of music recordings the library should collect and areas the faculty are most interested in for the curriculum. The library plans to significantly build the sound recording collection over the next few years because the ratio of CDs to LPs is so disbalanced, and because usage is so high.

2. Electronic Resources

The publisher of IDEAL will be sending a letter to remind EIU science faculty that IDEAL is available at Booth Library.

The rumor circulated around campus in February that the library's subscription to Lexis-Nexis will be discontinued was unfounded. Lexis-Nexis is relatively new and is heavily appreciated by its users. The library plans to continue to subscribe to its services.

3. Booth Renovation/Expansion

Dean Lanham updated the LAB members on the library renovations. The bidding continues until March 9 for the telecom portion of the construction. Dr. Weidner remarked that five additive alternates have been set-up on the project in case bids come in lower than expected.

Dean Lanham inquired of Dr. Weidner whether the Governor had in fact approved the moveable budget. Dr. Weidner responded that the University and Illinois Board of Higher Education prioritized \$4 million for library equipment as their #1 capital request, but doesn't know if the Governor actually approved it yet. Dean Lanham suggested getting local legislators involved. Dr. Weidner responded that Vice President Nilsen is in contact with them concerning this issue.

4. Publications

The library calendar draft for 2000-01 was included in the handouts. The board members were asked to submit any corrections/suggestions to Dean Lanham by March 13. The calendar was sent to Faculty Senate, Student Government, Council of Deans, Department Chairs, and the library faculty and staff. Dr. Key inquired if the Gregg Triad computer lab hours were included on the calendar. Dean Lanham responded that the Library portion of the computer lab falls under the general operating hours of the entire library. The computer lab is ITS' responsibility after midnight and it would be up to them to extend the lab hours in response to concerns that the lab is not a 24 hour lab on weekends.

5. Planning FY2002 process for Library Services

The Recommitment to Excellence-Planning Cycle FY2002 objectives and initiatives drafts were included in the hand-outs. Dean Lanham outlined the objectives contained in the draft. Any suggestions should be sent to him.

Dr. Key suggested listing the various electronic resources the library uses on the Patron Satisfaction Survey instead of asking the patrons to comment on which resources they use. Dr. Lanham suggested working Dr. Key's idea into the faculty survey as faculty would have a broader understanding of specific resources than most student users who typically respond to the annual survey.

B. Other

Mr. Weber inquired about the McAfee southwest door security system. Dean Lanham responded that Facilities Planning and Management told him the system still needed a special door opener for disabled patrons. The door will eventually allow both McAfee staff and patrons with disabilities to enter the building using their Panther Card. To exit, staff will use a four-digit pin number. Patrons with disabilities will exit by ringing the bell and having a staff member open the door for them.

Dr. Weidner commented on the status of the lights in McAfee basement. The light levels were measured and are indeed low. The work request to get the new lights installed is pending the VPBA approval.

Dr. Key reminded the board members to send their nominations for chair and vice-chair to him. Elections will take place at the next meeting.

V. **Adjournment**

The meeting adjourned at 5:00 p.m.

Linda Metzger, Recording Secretary