

2003

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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD
March 26, 2003

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

Present: Steve Davis, Chris Hanlon, Allen Lanham, Peter Loewen, Tom Moncada, Charles Phillips, Stacey Ruholl, Jeff Stowell, Dawn Van Gunten, and Mary Ellen Varble

Excused: Richard Jacques, Marilyn Lisowski, Scott Meiners, and Wafeek Wahby

Absent: Jenn Anderson, Kathryn Bulver, Melanie Burns, and Jamie Irving

I. Welcome and Comments

The minutes from the February 19, 2003 meeting were approved with the following correction: Dawn Van Gunten should have been listed as "excused" instead of as "absent." With that correction, the minutes were approved as written. Dr. Loewen stated that he would prefer always to see the three categories of "Present", "Excused," and "Absent" used in the minutes instead of any other designations. All were in agreement that these would be the acceptable terminology.

II. Communications

III. Old Business

IV. New Business

Other

Dr. Loewen discussed the upcoming election process. He asked each member to introduce himself or herself and give the year in which their appointment ends. This will enable everyone to know who is eligible to be nominated for chair. Since all were not present, he will circulate the names of the eligible members and will ask that nominations for chair and vice chair be sent to him by email. At the next meeting, there will be an election from those nominated.

Dr. Loewen expressed that he has experienced inconsistencies with the ethernet connections in the library. About half of the time he can log on as though from his office, and the other half he gets a log on screen and must use his IP address. Since students don't always remember their IDs and passwords, how does this affect them when they bring in their own laptops, and how do faculty respond? The Dean responded that this log on query has occurred during the past month as a request from ITS for log on information. The Dean stated that the library has tried to keep log ons to a minimum in the library. ITS was insistent that these log ons were needed for security reasons, and the authentication process was placed in the library – but not at Reference, where patrons just use resources and cannot get to the open internet. This process cut out all foreign students who had purchased their computers outside of the United States, as the software used by ITS would not allow them to log on even with their IP address. Therefore, the group study rooms have been made exempt from the log on information, and students may take their laptops into those rooms. So far, this has taken care of the problem, although defeats the purpose of ITS requiring library patrons to log on.

Dr. Loewen also was surprised at the amount of food that students have in the library and was curious as to the library's policy on food. The Dean stated that food and drink are allowed in the library. It is somewhat problematic, especially around the computers where they are asked to set their drinks on the floor, but it keeps the librarians and staff from being food police. Many libraries have dropped their ban of food and drink since most people are carrying these items around all day.

Dr. Loewen brought up another issue: every spring, as music coordinator for the labs, he gets a letter from

Marlene Slough regarding requests for purchase of media material. His question is: Does material not purchased on the current list roll over to the next year, or do these items have to be requested on the list for next year? The Dean responded that items would not roll over and would need to be requested again each year. Dr. Loewen asked how to find out what items are still coming, or if he ordered again would he get two. The Dean suggested he check the online catalog to see what has arrived or what is still on order.

Dean's Report

Personnel Issues

The Dean reported that the campus hiring freeze is still in effect. He discussed vacancies in the library: five of the six civil service positions are still vacant, three in the administrative office and two in circulation. The circulation supervisory position was filled internally, causing another vacancy down the hall.

There were review sessions this week for emergency procedures and evacuation processes within the library. Also, patron confidentiality issues are being reviewed by the staff.

Budgetary Issues

Faxon and RoweCom both have filed bankruptcy, and these are the companies that supply our journals. It has been decided to sign on with EBSCO with the idea that they will help us with 2003 journals, and we will try to give our business to them for the next three years. July 1 is the date that our contract with Faxon was to be renewed, and the Dean has recommended that we accept an offer from the U of I to piggyback onto their contract with EBSCO on July 1 for print and electronic journals, to run for up to nine years. Any state university may piggyback with the U of I agreement. The U of I will pay 2.2% over total and EIU will probably fall into the 4.25 to 4.5% range. EBSCO has a good reputation and will provide the same services to EIU as to the U of I.

FY03 – Booth Library was heavily hit in personnel services and is offering over \$100,000 to be added to the university list of monies that may be taken back by the state to cover its deficits.

FY04 – Predictions are grim. There may be a 10% decrease in the budget for EIU. The Periodical and Standing Order Review process will be critical for 2003. Even a 2% decrease to the Book and Materials budget would affect journals and would decimate the book budget in some areas. If the cost of journals goes up 10% and you lose 2%, the buying power drops away very quickly.

Service Issues

The Spring 2003 Film and Speaker Series is continuing this afternoon. Dean Lanham invited members to attend and reported that people have responded very positively to the series. The library expects to continue it next academic year.

Planning

The Dean stated that the annual Periodical/Standing Order Review is going out to all departmental coordinators on campus. The contingency lists will be very important during this next budgetary year, and all departments will be looking at titles that they determine may be discontinued. The Dean suggested that each department pay particular attention to the planning process this spring.

The Dean reported that the 2003 Patron Satisfaction Survey will be sent out in packets to all teaching a class at 10:00 a.m. on Wednesday, April 9, asking them to have their students complete it. The survey takes less than three minutes to complete and will provide us with good information on what students think of the library, what type of library user they are, and what resources they use. It also provides information from students who do not use the library.

The Dean distributed copies of the Fall 2002 Electronic Resources Survey Summary. He noted that this survey is done for two reasons: the library does want the data, but the survey also advertises the resources that are offered and paid for by the library. There were 85 responses out of 650 faculty. It would be helpful if the board could give input on how to get faculty to participate in the survey. The forms were sent out and then followed up with a letter offering a web site to those who preferred to answer in that format. The Dean did state that from those responding, the library did get positive and helpful information.

A draft of the FY04 library calendar was also distributed. It will be sent out for review to various committees during this month, and then brought back to the agenda for this committee next month for completion. He noted that it was 20% larger in size than before and that the "45 minutes after the hour" closing times may be changed to "on the hour." This is for ease of reading only, and does not change the actual closing time of the library. He did state that the staff is concerned about this as it may extend their time in getting patrons out of the building and in

being able to leave on time. It can be very frustrating when students will not get off the computers or check out their books prior to closing.

National Library Week bookmarks were distributed, and the Dean reminded everyone that April 7 - 11 is National Library Week. There will be a book sale on April 9, special exhibits in the library, and other activities. The Dean stated that there would be no reception for the library coordinators as it has not been well attended in the past few years, and the Dean would rather spend the money on collections.

V. Adjournment

Meeting adjourned at 5:00 p.m.

Barbara Funk for
Peggy Manley, Recording Secretary