

1993

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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD
October 4, 1993

The meeting was convened by Dr. Norbert Furumo, Chair, at 4:00 p.m., October 4, 1993, in the Dean's Conference Room of Booth Library.

Members and Alternates Present: Dr. John Best, Dr. David Carpenter, Ms. Suzanne Chouinard, Dr. Mark Christhilf, Dr. Carolyn Cooper, Dr. Patricia Fewell, Dr. Norbert Furumo, Dr. Melinda Hegarty, Dr. Al Joyner, Dr. Max Kashefi, Dr. Newton Key, Dr. Patrick Lenihan, Ms. Stacey McDermott, Mr. Justin Webb, and Dr. Deborah Wolf.

Members and Alternates Excused: Dr. Dean Elmuti, Dr. Priscilla Rice-Pitts, Dr. Tom Waskom.

Members Absent: Mr. Paul Lueken.

INTRODUCTIONS

Everyone attending the meeting introduced themselves.

DEAN'S REPORT

Dr. Lanham welcomed everyone to the first meeting of the fall semester and discussed the following handouts:

- A. **LAB Membership Roster**
Library administration requested that the Faculty Senate consider the membership of the Library Advisory Board due to the restructuring of Colleges. Faculty Senate did so and there are now two members and two alternates from each College, with the exception of Lumpkin College of Business and Applied Sciences, whose second member resigned her position at Eastern. One of the alternates will move into that position. Dr. Lanham suggested that the number and term of alternates be discussed in New Business. Term expiration was also discussed, as the terms of both members in the College of Sciences expire in 1994. Also, Dr. Key's departmental listing was incorrect and will be changed, and a revised copy of the roster will be sent to each member.

- B. **Departmental Library Coordinators**
Dean Lanham discussed the role of library coordinators, which is to liaison with the subject librarians (bibliographers) in the library, bringing the departmental concerns about collections in the various disciplines. Several departments changed their coordinators this year.

- C. **Subject Librarians**
Marlene Slough is the new subject librarian for Art and represents the only change this year.

- D. **Charge to Library Advisory Board**
Dr. Lanham read the first part of the charge, which has been unchanged since 1983. A draft will be prepared of the Expanded Structure section to reflect changes created by the restructuring of the Colleges. The Length of Membership section will also be revised.

- E. **Library Calendar Revisions**
Two revisions in the calendar have been made as follows and have already been announced in the University Newsletter:
 Tuesday before Thanksgiving, November 23, 1993 - close at 4:45 p.m.
 Monday after New Years, January 3, 1994 - open 8:00 a.m.-4:45 p.m.
- F. **Directories**
The intercom/phone number list for the Library and the organizational chart for the Library were discussed. The Dean discussed recent changes and adjustments in the library faculty/staff.
- G. **Book/Periodical Budget**
The library books and materials budget for FY'94 is \$770,515, which is the same as last year. A 10% increase for this account is being held in the University reserve account until mid-year.
- H. **Annual Periodical/Standing Order Review Process**
Dr. Lanham explained the process, which begins in February and ends in September, and stated that the process is publicized often during this period. The cancellation list was published on the eiu.fac newsgroup, and hard copies were sent to Chairs, Deans, library coordinators and subject bibliographers. A total of \$19,000 was cut in periodicals and \$7500 was cut in monographic/standing order obligations. The Dean explained that some revision in periodical obligations is necessary each year, and the faculty reaction this year was less than in previous years. In answer to a question, Lanham explained that proposals for new periodical purchases may be made at any time to library coordinators or subject librarians.
- I. **Booth Library Fellows**
The names of the 1993-94 Booth Library Fellows were listed. Dean Lanham explained the program which includes \$125 to each recipient to purchase library materials for his/her discipline, a photocopying allowance, and a shared faculty carrel for one year. The cost of the entire program is \$1000 per year plus photocopying charges. This program provides good public relations for the library. Dr. Key commented on the benefits of the program from his perspective as a 93-94 Fellow.
- J. **Collective Serials Management Group**
Dean Lanham described this group, which consists of five schools including Eastern Illinois University, Western Illinois University, Illinois State University, Southern Illinois University-Medical, and Northern Illinois University. The group studies the need for periodicals, their use and duplication on these five campuses. They also discuss copyright problems. The group is presently preparing a list of canceled journal titles to illustrate how the "State" collection is changing.
- K. **Meeting Schedule for Fall, 1993**
The proposed meeting time of 4:00 p.m. on the first Monday of each month was reviewed and discussed. Two alternates from the same College have class conflicts at this time. Rosemary will check with all members and alternates to see if there is a better time and will contact everyone before the November meeting.

L. Other

- 1) The Dean discussed the flooding of the University Archives and room 75 which occurred on Friday, October 1, at approximately 4:00 p.m. The problem was attributed to burst water pipes and was under control after 3 hours. Books and materials affected were stored in a freezer until they can be transported to St. Louis on October 11 to be freeze-dried by McDonnell-Douglas Corporation. The Dean noted that Booth Library is #3 for FY'95 on the Capital Investments Requests list in renovation/remodeling requests for the campus.
- 2) **New Study Lounge**
The new study lounge area on the main level near Circulation has been completed and has been well received by the students. The online catalog terminals have been moved to the central hallway, closer to the reference area where faculty assistance is more readily available.
- 3) **Meetings with Colleges**
Dean Lanham is planning to meet with the administrative councils of all of the Colleges so that they can take back to their faculty information about the Library. He has already met with the College of Education and Professional Studies.

OLD BUSINESS

None.

NEW BUSINESS

Dean Lanham discussed the number and term of alternates on the Board. Presently there are two alternates per College who serve two years in that capacity and then two years as members. The Dean's recommendation is that there be one alternate who could serve only one year, resulting in a three-year, rather than four-year, commitment. Following discussion, Dr. Lenihan moved and Dr. Joyner seconded to discuss and establish an alternate policy at the next meeting.

ADJOURNMENT

Dr. Fewell moved and Dr. Lenihan seconded the motion to adjourn. The meeting adjourned at 5:05 p.m.

Next meeting: Tentatively scheduled for 4:00 p.m., Monday, November 1, 1993. All members and alternates will be notified if this changes.

Rosemary A. Harris

Rosemary A. Harris
Recording Secretary