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Library Advisory Board

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## MINUTES OF THE LIBRARY ADVISORY BOARD

October 23, 1996

The meeting was convened by Dr. Lankford Walker, Chair, at 4:05 p.m. in the Dean's Conference Room of Booth Library.

Present: Rosemary Buck, Mark Christhif, Leo Comerford, Larry Helsel, Richard Keiter, Karen Ketler, Matthew Monippallil, and Michael Stokes.

Absent: Suzanne Ashmore, Randall Beebe, Tracy Bentson, Scott Crawford, Lynda Kayser, and Austin Rhodes.

Visitors: Karl Grisso, Kathleen Jenkins, Carl Lorber, Marlene Slough, Pam Waldrep, John Whisler, and Karen Whisler, of the library faculty.

### I. Approval of minutes

There were no corrections to the minutes of the September 11 meeting; minutes were approved.

### II. Communications

A letter from John F. McElligott, History department, regarding interlibrary loan service, was introduced. It and the letter of response from Dean Lanham will be discussed later in the meeting.

CODSULI statistics are part of the Dean's report and will be discussed later.

### III. Old business

A. Dr. Walker said the last meeting left a misunderstanding as to whether or not an increase in the book and materials budget was forthcoming for this year. Dr. Lanham said we did not receive an increase at the beginning of the fiscal year and he does not expect one later. He pointed out that an increase was part of the library's articulated plan, but many priorities considered by the CUPB have not been funded. Dr. Keiter suggested the board draft a recommendation for a budget increase and send it to the vice president for academic affairs. Dr. Christhif suggested communicating directly with the president. Dr. Monippallil said that perhaps now that contract negotiations, which took priority over budget increases, are coming to a close, it would be a good time to approach the administration for additional funds, if they are available. Dr. Helsel asked where increases have come from in past years. Dr. Lanham said they have come in mid-year from reallocated funds. Dr. Keiter asked if other library expenses are paid out of the book and materials budget; Dr. Lanham said no. After further discussion, Dr. Keiter moved that the board send a resolution to President Jorns, with a copy to Vice President Weidner, requesting a 15 percent increase in the book and materials budget. The motion was seconded by Dr. Buck. The motion was unanimously approved. Dr. Walker asked for volunteers to form a subcommittee to draft the resolution. Dr. Monippallil, Dr. Keiter, and Dr. Comerford will serve on the subcommittee.

B. The board was given copies of the minutes of committee reports from the two most recent library faculty meetings, per the request approved at the September meeting. Dr. Christhif asked if the library remodeling project is still alive. Dr. Lanham said yes; John Whisler has replaced Gene Scholes as chair of the renovation planning committee. He added that after the November elections perhaps the legislature will turn its attention to the business of approving the bonds. Dr. Christhif asked if we are keeping the issue in front of the legislature and Dr. Lanham said that Chris Merrifield is doing this. It is the university's top building priority. Dr. Walker asked for elaboration of a statement in the Sept. 28 minutes that stated there was an updating of the discipline allocation formula for the current year. Dr. Lanham explained that it was specified that the formula would be revisited every year for five years, and this is what was done, using FY96 data. There is no plan to make any changes to current fund accounts. Dr. Walker asked if the board could obtain a copy of the updated calculations and Dr. Lanham said he will make them available.

### IV. New business

A. Dr. Lanham read the letter from Dr. McElligott, expressing his displeasure with the response time involved with one of his interlibrary loan requests. Dr. Lanham also read his letter of response to Dr. McElligott. Dr. Christhif said he has also noticed that in the past few years the response time for ILL has slowed. Dr. Lanham explained that we have been understaffed recently, due to illness and a resignation. We have transferred hours from another area in the library to Circulation to try and ease the situation. He said everyone needs to realize that it is difficult to obtain all the materials all people want. He noted that Booth normally lends more than it borrows. Dr. Keiter asked what sort of response time is reasonable to expect. Dr. Lanham said it depends on the item requested. He added that larger libraries, such as U of I, tend to have longer response time because they are so inundated with requests. Our ILL staff sends requests to smaller libraries whenever possible because their response time is faster. He said slowness is probably a combination of decrease in collections overall and an increase in demand. Electronic indexes have added to the demand for journal articles. Karen Whisler noted that the interlibrary loan demand has grown beyond the means of libraries to keep up.

B. In response to the question of how the interdisciplinary fund is used, Dr. Lanham said he assumed this was the library's "80" account, which is used to purchase reference materials. He then explained how the book and materials budget is sub-divided by discipline; funds within a discipline's total allocation can be moved between books and periodicals. If two different disciplines wish to purchase a single journal they can share the cost.

Item C. was addressed earlier.

At this point Dr. Walker had to leave the meeting. Dr. Christhif chaired the remainder of the meeting.

D. Dr. Comerford suggested that evaluation of library faculty be discussed. He feels that perhaps library faculty should be evaluated by those they serve, i.e., the faculty who are library patrons. John Whisler pointed out that academic faculty are not normally evaluated by members of another department. Dr. Comerford said that library faculty are unique in that, unlike academic faculty, they are mandated to serve faculty from other departments. Dr. Lanham said that, contractually, library faculty are to be evaluated by the Dean and their peers, which is done. The Dean has an "open door" to discuss the needs of academic faculty. There was discussion regarding DACs, and of procedure or format for such an evaluation.

Because of time constraints, items A. and D. will be carried forward to the next meeting.

F. Dr. Lanham gave members several handouts. He first discussed the CODSULI statistics, which showed Eastern's ranking among Illinois university libraries in all areas, including number of staff, volumes held, and expenditures. He gave the board the 1996-97 library committee membership roster. Dr. Lanham said the Periodical and Standing Order Review resulted in about a ten percent decrease in subscriptions. Dr. Lanham then went over the draft of the PC98 articulated plan, objective by objective. He asked that the board review the plan and send any comments or suggestions to him by October 30, after which the Library Services Council will consider proposed changes from the LAB and the library faculty and staff, and then finalize the plan.

The meeting adjourned at 5:40 p.m.

The next meeting of the Library Advisory Board will be Wednesday, Nov. 6, at 4 p.m.