

2001

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Library Advisory Board

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**MINUTES OF THE LIBRARY ADVISORY BOARD**  
**October 24, 2001**

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

**Present:** Rosemary Buck, Steve Davis, Allen Lanham, Marylin Lisowski, Peter Loewen, Matthew Monippallil, Amanda Murphy, Sarah Newton, Cheryl Noll, Charles Phillips, Jeff Stowell, and Wafeek Wahby.

**Excused:** Kathryn Bulver, Melanie Burns, Alan Grant, and Barbara O'Donnell.

**Visitors:** John Looby

**I. Approval of Minutes**

Dr. Jacques moved that the minutes from the September 26, 2001 meeting be approved. A vote was taken, and the minutes were unanimously approved.

**II. Communications**

Communications were received from Dr. Kathryn Bulver, Dr. Melanie Burns, Dr. Alan Grant, and Dr. Barbara O'Donnell, notifying Dr. Jacques that they were unable to attend this meeting.

**III. Old Business**

Book and Materials Budget

Dr. Jacques stated that there should be a motion for endorsement of the "FY02 Booth Library Book and Materials Budget." Dr. Lanham reminded members that this budget had been handed out and discussed at the last meeting. A vote was taken, and the proposed budget was unanimously endorsed.

Homecoming Float

Many of the members expressed curiosity regarding the library's previously announced plan to have a float in the homecoming parade to thank the citizens of Illinois and the Eastern community for their support of the library's renovation. Dr. Lanham explained that all of the preparations had been made when we learned that, due to liability issues, the University did not want its vehicle to be used in the parade. Dr. Lanham said that he was not willing to ask an individual to use his/her vehicle to pull the float, and there was no alternative but to cancel the project.

**IV. Dean's Report**

Old Business

The *2001 Patron Satisfaction Survey* results, which had been handed out at the last meeting, were discussed. Dr. Lanham pointed out that there are two ways to submit a survey, either in person at the library or electronically on the library's website. The results of the survey report, on file at the Reference Desk, indicate high satisfaction with Library Services except for the facilities issues and temporary branch library status that creates more work for the library and the user. Dr. Lanham said that he expects the

number of participants to increase greatly when the library moves back into Booth at the end of the semester.

The results of the *2001 Electronic Resources Survey for Faculty*, which was also handed out at the September meeting, were examined. Dr. Lanham explained that the survey is used as an educative tool. The Library hopes that this survey will give Eastern's faculty members information about which electronic resources are available, and that it will encourage them to use these resources. Feedback from the survey is also helpful, and library faculty members review responses in order to assess the different resources. Dr. Jacques noted that the comments seemed to be varied, and did not indicate any fundamental problems.

### Routine Handouts

Each member received a copy of the *Booth Library Committee Roster*, and the *Booth Library Committee Charges*. Dr. Lanham stated that these handouts are provided so that LAB members will know which committees the Library has, and what the committees are expected to accomplish.

### Human Resources Issues

Jaime Hendrix, new recording secretary for the LAB, was introduced; she replaces Ann Hudson, who has transferred to the Department of Secondary Education and Foundations. Dr. Lanham gave updates on the searches for three faculty positions now vacant. PARs have been approved for all three positions, but only two of the searches are active at this time. Both of these positions are in the Reference department.

### Planning

Dr. Lanham provided an update regarding the renovation of Booth Library. The furniture has been ordered, and the rails for the compact shelving systems are almost completely installed. Dr. Jacques inquired as to whether or not there would be a sprinkler system. Dr. Lanham explained the functions and problems of sprinkler systems in libraries, and stated that more than half of the renovated library is sprinkled. He also mentioned the liability of placing water over the entire collection; the pipes would eventually leak, causing preservation problems. Dr. Jacques also inquired about the presence of fire extinguishers; Dr. Lanham said that extinguishers would be placed according to code. He also stated that the fire exit doors would now be on a delay. This delay is within legal and safety limits, and the wait would prevent theft from the collection. Dr. Lanham mentioned ongoing projects regarding the renovation. There should be a new design for the Library's website before the move back into Booth, and a signage campaign is in progress. Dr. Lanham said that a tour of the renovation was being set up for LAB members who were interested in seeing the current progress; Monday, October 29, 2001, at 2 p.m. was decided as the best time for most members of the Board.

### Other

Dr. Lanham addressed a rumor that has been circulating regarding the Library being closed during the move back into the building. He stated that this rumor is false; the Library will be open during regularly scheduled hours. He also said that staff members would be aware of the location of all materials throughout the move; within two hours, staff members will be able to deliver an item to the patron who requested it.

Dr. Lanham also said that the library has set up an Inauguration Committee in order to plan for the celebration that will be held after the move is complete. He gave LAB members the opportunity to serve on this committee, and he expressed gratitude to the two LAB student representatives who will be taking part in this initiative. The renovated Booth Library will be open to the public on January 7, 2002, and the grand opening will take place either on April 10, or April 17, tentatively. A Wednesday was chosen for the

celebration because most people will be on campus during the middle of the week. The ceremony is expected to last one hour, and it is hoped that a nationally known speaker will be available to speak. Dr. Lanham said that more of the planning would be announced after a speaker has committed.

### **Adjournment**

Meeting adjourned at 5:00 p.m.

Jaime Hendrix, Recording Secretary