

10-30-2013

October 30, 2013

Library Advisory Board

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### Recommended Citation

Library Advisory Board, "October 30, 2013" (2013). *Minutes*. 173.  
<http://thekeep.eiu.edu/lab/173>

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**MINUTES OF THE LIBRARY ADVISORY BOARD**  
**October 30, 2013**

Dr. Melissa Caldwell, chair, convened the meeting at 4:01 p.m. in Witters Conference Room 4440.

**Present:** David Boggs, Melissa Caldwell, Dan Hickman, Teri Hunt, Patrick Lach, Dean Allen Lanham, Danelle Larson, and Jay Shinde

**Excused (including Alternates):** Chad Carlson, Jason Hamilton, Darren Hendrickson, Ryan Hendrickson, Simon Lee, Robert Martinez, James Ochwa-Echel, and Jenny Sipes

**I. Welcome and Comments**

A motion was made by Dr. Patrick Lach, and seconded by Dr. Danelle Larson, to approve the minutes of the September 18, 2013, meeting. The motion carried.

**II. Communications**

Communications were received from Dr. Jason Hamilton, Dr. Darren Hendrickson, Dr. Ryan Hendrickson, Dr. Robert Martinez, Dr. James Ochwa-Echel, and Dr. Jenny Sipes regarding their inability to attend this meeting.

**III. Old Business**

Dr. Lanham reviewed the Collection Development Policy, which was revised last semester by the Collection Development Committee. One question was asked as to why the Ballenger Teachers Center had its own statement. Dean Lanham shared that the collection policy of the BTC is different from the rest of the library in that a different approach is made to how materials are acquired and for the specifics required for those studying to be teachers. For instance, textbooks for grades K-12 and puppets would be purchased, yet this is not done for other disciplines. Dean Lanham stated that this policy was used to defend the right to add books to our collection. For example, Booth Library can purchase banned books whereas public and/or school libraries might have to defend their policies to do so and/or not purchase them. When asked, Dr. Lanham confirmed that this Policy is revised periodically. There are no major changes to the document and most were made to update language in the Policy. Dr. Lanham asked the Board to lend their support of this document by asking for a vote; all members voted yes to accept and approve the new Collection Development Policy.

As part of the bylaws, the Library Advisory Board is to review the financial condition of the purchase of books and materials in the Library. Dean Lanham reviewed the Book and Materials Budget for FY2014. Dr. Lanham shared that in the last six years, there has been no increases in this budget. The Library tries internally to absorb increased costs (inflation) of journals, etc. Spring is the review time for periodicals to be added or removed from the collection and the Library asks departments to review their list. As more online journals become available, the number of print journals will be decreased. The "Contingency Fund" category in the budget is not used until near the end of the year. In January the Library first looks to any disciplines having difficulty balancing. The funded budget is spent completely every year. A Board member asked was how the Library came up with the figures for each department. Dean

Lanham explained that it was mostly tradition, as well as a result of trades, mergers, etc., of the various departments around campus. A strict formula has been explored, but was found lacking.

The 2014 Booth Library Awards for Excellence in Student Research and Creativity documents were distributed. Dean Lanham asked that the Board members review these documents for discussion at the next meeting. After that time we will begin to promote this program before the students leave for the holidays.

#### **IV. New Business**

##### **Dean's Report**

###### Welcome

Dean Lanham distributed a Booth Library pen to members present at the meeting.

###### Personnel

Some staff changes are in process. Samantha Bobbitt, an Eastern graduate, was hired as a Library Assistant in Circulation. Joe Hall-Ingram and Jennifer Dodson, both working in Circulation, were promoted to Library Specialists. Joe will work half the time in Circulation and half in Library Technology Services; Jennifer will work in both Circulation and Cataloging.

###### Public Service Issues

- The Booth After Hours event held on September 27, 2013 for veterans and their families was well attended. Veterans told stories and librarians gave instruction. It was reaffirmed that reaching out to small groups like this on campus is very helpful to students and their knowledge of the Library.
- Dean Lanham asked for suggestions to identify another group to attend Booth After Hours this academic year. Suggestions offered by librarians were: freshman and sophomore International students or a club or other already formed organization.

###### Programming Events

- The *Literature of Prescription: Charlotte Perkins Gilman and 'The Yellow Wall-Paper'* exhibit ended on October 29, 2013 with a book discussion led by Janice Derr, a Booth Librarian.
- In the spring of 2014, *Bridging Cultures Bookshelf: Muslim Journeys*, a National Endowment for the Humanities/American Library Association (NEH/ALA) grant program, will be presented with book discussions and other events. This program is scheduled to run from January 29 – April 16, 2014. There will be faculty and student presentations, an interfaith panel, book reading groups and films. The program brochure is currently being drafted.

###### Planning Issues

- Open Access to Research legislation was introduced by Illinois Senator Daniel Biss. Each university is to form a committee on campus, designing a plan and discussing how

faculty can provide open access to their work. Recently Dean Lanham and Provost Lord went to DeKalb and spent the day with Daniel Biss to learn more. Campus committee membership will be presented at the November Board of Trustees meeting.

- Planned events and major exhibitions include:
  - *Revolutionary Decade: Reflections on the 1960s*, exhibit and speaker series is planned for fall 2014.
  - *The Cynthia Ann and Quanah Parker Story*, exhibit and programs planned for spring 2015.
  - *Lincoln: The Constitution and the Civil War* exhibit and speaker series, September 1 to October 15, 2015, ALA/U.S. Constitution Center.
  - *For All the World to See: Visual Culture and the Struggle for Civil Rights*, exhibit and event series, September 1 to October 20, 2016, NEH on the Road.

#### Financial Issues

- The Dean had no changes to report about the FY2014 library budget.
- The Internal Auditor requested Booth Library to do some minor touch-ups to check and cash handling. This would include fees, fines and sales. The auditor suggested a need for more segregation of duties.

#### **V. Adjournment**

A motion was made by Dr. David Boggs and seconded by Dr. Patrick Lach to adjourn the meeting at 4:59 p.m.

Respectfully submitted by:  
Christine Derrickson, Recording Secretary