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November 2, 2016

Library Advisory Board

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**MINUTES OF THE LIBRARY ADVISORY BOARD**  
**November 2, 2016**

Dr. Nora Pat Small, vice-chair of the Library Advisory Board, convened the meeting at 4:13 p.m. in Witters Conference Room 4440.

Present: Crystal Brown, Jo Gentry, Sham'ah Md-Yunus, Stu Sallehu, and Nora Pat Small

Excused (including Alternates): Wutthigrai Boonsuk, Kristin Brown, Carrie Dale, Stefan Eckert, Linda Ghent, Lance Hogan, Zhiwei Liu, and Gopal Periyannan

**I. Welcome and Comments**

Dr. Nora Pat Small chaired the meeting as Kristin Brown had to be absent.

Approval of Minutes:

A motion was made by Ms. Crystal Brown and seconded by Ms. Jo Gentry to approve the minutes of the October 5, 2016, meeting. The motion passed unanimously.

**II. Communications**

Communications were received from Dr. Wutthigrai Boonsuk, Dr. Kristin Brown, Dr. Carrie Dale, Dr. Linda Ghent, Dr. Zhiwei Liu, and Dr. Gopal Periyannan, regarding their inability to attend today's meeting. In addition, communication has been sent again to the Student Government to request student representatives to this board.

A moment of silence was observed for the passing of our board member, Caroline Simpson.

**III. Old Business**

None.

**IV. New Business**

The draft documents for the *2017 Booth Library Awards for Excellence in Student Research* program were briefly reviewed. It was agreed that this year students would have until the Friday after Spring Break, March 24, 2017, to turn in their submissions. This would still give the board sufficient time to review all submissions prior to the scheduled reception, during our last meeting of the semester, April 12, 2017. Discussion ensued with regard to what constituted an annotated bibliography; Dr. Lanham said that each discipline has a different understanding of what an annotated bibliography should include. No changes will be made at this time regarding the annotated bibliography as one of the requirements for submission. Another change requested was to switch the order of two of the numbered "Competition Rules" items.

Dean Lanham said that the usual and customary award is \$300 per award winner, or a total of \$1,500 for all awards, and that the funds come from Booth Library's gift fund. In the past an Honorable Mention has been given to some students. He further informed the board that normally 10 – 16 entries are submitted each year. This venue is a good way to get students to come before a board to discuss their work in front of their mentor, department head and dean, as well as family and friends. The board reviews each entry and ranks entries for excellence. Beth Heldebrandt, the library's publicity contact person in the Dean's office at Booth Library, will make sure all publicity venues are sent information about this program.

**Dean's Report**

**I. Welcome**

Dean Lanham mentioned a correction that needed to be made to the October 5, 2016, Dean's Report. The library's budget reduction number was incorrect (it was reported to be "roughly \$1 million" – the number should be "roughly \$500,000" for books and materials.)

## II. Public Service and Collection Issues

Dean Lanham reviewed a copy of the Projected Book and Materials Budget sheet for fiscal year 2017. There will be another review of this budget in January 2017.

The periodical and standing orders process has been completed. It was a difficult process due to the book budget being cut by \$150,000. This process was done earlier this year, as periodical payments are due before the end of this calendar year. Selected journals were cut and a list of cancellations can be found on Booth Library's website.

## III. Programming Events

Programming events to be held at Booth Library, based on a most recent committee meeting, have been revised. The *H<sub>2</sub>O Today* exhibit will not be held at the library as the Smithsonian would not reduce the cost of the exhibit. In addition, a Harry Potter exhibit is planned. Following are the current programming events in the planning stage:

- *A Question of History: Public History in Illinois*, a Historical Administration student exhibit and library series, March-August 2017.
- *Harry Potter: Celebrating a Phenomenon*, Fall 2017.
- *Influenza Pandemic Centennial* (tentative), Fall 2018.
- *African Americans in Illinois or Agriculture in Illinois*, HA student exhibit and library series, Spring 2019.
- *A Century of Citizen Action in Health Care Reform*, September-November 2019. This exhibit from the National Library of Medicine was obtained by Stacey Knight-Davis.
- *Fire and Freedom: Food and Enslavement in Early America*, October 12-November 21, 2020.

## IV. Planning Issues

Dean Lanham mentioned that he has not noticed the library being mentioned, so far, when reading the EIU vitalization committee minutes. This is not a problem.

## V. Financial Issues

Booth Library's budget remains extremely tight and the library is not spending unwisely. Faculty and staff have been donating items needed, on a small scale.

## VI. Other

In the midst of bad news, Dean Lanham reported the good news of a BSW cleaning crew shampooing the library's fourth-floor carpets. It was sorely needed and is appreciated.

Dean Lanham met with the library's day-shift civil service staff today and will meet tomorrow with the night-shift employees. The purpose is to give civil service staff an opportunity to discuss their feelings about this year's layoffs, job and shift changes, etc. The library is down eleven positions since March 2016 and 22 positions in the last two years. Dean Lanham requested that 4-5 positions be re-staffed to keep the library open the number of hours as in the past. Only one position was authorized and that was with the understanding that the library maintains its current schedule of hours. Consequently, this means that there is tremendous stress on the existing staff, especially for those working nights and weekends.

## V. Adjournment

The meeting was adjourned at 4:52 p.m.

Respectfully submitted by:  
Christine Derrickson, recording secretary