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Library Advisory Board

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**MINUTES OF THE LIBRARY ADVISORY BOARD**  
**October 5, 2016**

Dr. Nora Pat Small, vice-chair of the Library Advisory Board, convened the meeting at 4:02 p.m. in Witters Conference Room 4440.

Present: Wutthigrai Boonsuk, Crystal Brown, Jo Gentry, Sham'ah Md-Yunus, Gopal Periyannan, and Nora Pat Small

Excused (including Alternates): Kristin Brown, Carrie Dale, Stefan Eckert, Linda Ghent, Lance Hogan, Zhiwei Liu, Stu Sallehu, and Caroline Simpson

**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. Jo Gentry and seconded by Ms. Crystal Brown to approve the minutes of the September 14, 2016, meeting. The motion passed unanimously.

**II. Communications**

Communications were received from Dr. Kristin Brown, Dr. Linda Ghent and Dr. Zhiwei Liu regarding their inability to attend today's meeting.

**III. Old Business**

None.

**IV. New Business**

**Dean's Report**

**I. Welcome**

Dr. Lanham announced that the Fall Book Sale was in progress and had made approximately \$800 so far. This year the library received help from volunteers and Dean Lanham expressly thanked the girls throwing team from Athletics for their efforts.

Dean Lanham drafted a letter to Provost Lord regarding the status of library personnel and the hours Booth Library would remain open. It is his understanding that Dr. Lord was meeting with the President today to discuss this issue. Dr. Nora Pat Small asked the Dean if there was a way to track the highest usage time. Dr. Lanham stated that statistics show that the library has fewer students from 10:00 pm – 1:00 am. Also, the library is slowest on Saturday mornings and Thursday nights. The highest usage of the library is on Sunday, followed by Monday and it goes downhill after that. On Saturdays there is a different clientele-usually consisting of people who work during the week and community members. Crystal Brown asked if students were staffing the service desks of the library and Dean Lanham replied that yes, with a staff member close by. Students traditionally do not respond well to emergencies, although an Emergency Procedures notebook is available for their perusal and located at every public service desk.

Dr. Gopal Periyannan suggested that there be some window of time that the library should be open seven days/week, fewer hours each day. He further requested that the

library have extended hours during exam times. Another suggestion was that maybe the library could be closed on a Friday if Monday is a holiday. If additional staffing requirements cannot be met, the only option would be to adjust the number of hours Booth Library is open. Several options presented would be to: (i) close Saturdays, (ii) only be open on Sundays from 2 p.m. – 10 p.m., or (iii) close at 10 p.m. vs. 1 a.m. during the week. If the library gets more staffing, the hours would not have to be reduced so drastically.

## **II. Public Service and Collection Issues**

Dean Lanham reviewed a copy of the Book and Materials Budget sheet from fiscal year 2016. As the library has not received the actual FY2017 figures, it is working from a historical perspective.

Dr. Lanham explained what periodical and standing orders were and why it was difficult to plan for costs. Anticipating questions, Dean Lanham reviewed certain items on the Book and Materials Budget sheet. For instance, Springer is a publisher of journals and books and Booth has a package from them; Project Muse consists of humanities journal materials, etc. Dean Lanham further explained that due to various costs for specific disciplines, departments will not get an equal portion of the book dollars. For instance, science books are very costly compared to those in the humanities. Dr. Lanham stated that there was a meeting today of the library's Collection Development Committee to find another \$200,000 reduction of periodicals and standing orders. This process has to take into consideration probable budget reductions of \$160,000 and an estimated inflation value of \$50,000. A list of journal cancellations will be posted when this process has been completed.

## **III. Programming Events**

Planned events and major exhibitions – there have been no changes:

- *For All the World to See: Visual Culture and the Struggle for Civil Rights*, Booth Library's current exhibit and event series, on display through October 20, 2016, has been well received. Dean Lanham announced the programs scheduled for tomorrow.
- *A Question of History: Public History in Illinois*, a Historical Administration student exhibit and library series, March-August 2017. Booth Library will be working with the HA professors.
- *H<sub>2</sub>O Today*, tentatively slated for fall 2017. There are some issues with the Smithsonian Museum and costs associated with that exhibit that have yet to be resolved.
- *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.

## **IV. Planning Issues**

Booth Library's Awards for Excellence in Student Research and Creativity is a project that is done by the Library Advisory Board each spring. The library has set aside up to \$1,500 per year for student awards.

Dean Lanham brought up the EIU vitalization process and how critical it is that the library be supported. Dr. Nora Pat Small stated that she is on committee #8, Academic Visioning Workgroup.

**V. Financial Issues**

Booth Library's total budget has been reduced roughly \$500,000 over the past three years.

**VI. Other**

Dr. Sham'ah Md-Yunus noticed that there haven't been student representatives on this Board for some time now and that a "student voice" is needed.

Crystal Brown discussed the "One Stop Community Christmas" program that the Civil Engagement and Volunteerism department is working on. They are part of a seven-county effort to assist more than 1,000 families, and their goal is to provide for the whole family, not just the children, for December. They are looking for donations, especially books, to be handed out to children during their event on Saturday, December 10, 2016, at Lake Land College. In addition, they need volunteers to work two-hour shifts on that date. And, they could always use money to purchase items not donated, such as cleaning supplies, toiletry items, hygiene products, blankets, socks/underwear and food. Dean Lanham agreed to seek volunteer support from the employees at Booth Library.

Dr. Nora Pat Small mentioned that there was a Center for the Humanities lecture tonight at 5 p.m.

**V. Adjournment**

The meeting was adjourned at 4:55 p.m.

Respectfully submitted by:  
Christine Derrickson, recording secretary