

1-17-2018

January 17, 2018, Library Advisory Board

Library Advisory Board

MINUTES OF THE LIBRARY ADVISORY BOARD

January 17, 2018

Dr. Nora Pat Small, chair of the Library Advisory Board, convened the meeting at 4:00 p.m. in Witters Conference Room 4440.

Present: Dés Adom, Crystal Brown, Stefan Eckert, Linda Ghent, Lance Hogan, Sham'ah Md-Yunus, Nora Pat Small, Jennifer Smith, and Bailey Young

Excused (including alternates): Wutthigrai Boonsuk, Gopal Periyannan, and Jennifer Stringfellow

I. Welcome and Comments

Approval of Minutes:

A motion was made by Dr. Lance Hogan and seconded by Jennifer Smith to approve the minutes of the November 15, 2017, meeting. The motion passed with 3 abstentions.

Other

Dr. Small stated that she was surprised that the library was closed the Sunday before the Monday holiday. Dean Tolppanen explained that whenever there is a Monday holiday, the library is closed the Sunday prior, as there is not enough traffic on that date to justify a fully staffed library.

II. Communications

Communications were received from Dr. Wutthigrai Boonsuk and Dr. Gopal Periyannan regarding their inability to attend today's meeting.

III. Old Business

With respect to the *Awards for Excellence in Student Research and Creativity* program, Brad Tolppanen announced that the library has announced this program in the media, have put it on social media, and have posted fliers. Dr. Linda Ghent asked that a .pdf of the flier be emailed to the Board so that the members could post it in their departments, as well as share that information with their students. Dean Tolppanen stated that a mass email will be sent to all faculty to encourage their students to submit a research paper or some other creative endeavor.

IV. New Business

Bylaws

It was brought up that the Library Advisory Board bylaws need to be clearer when defining student representation on the board. It was generally agreed that students would be better represented if there was one undergraduate student on the board and one graduate student. The undergraduate student would be appointed by the Student Senate and the graduate student would be appointed by the Graduate Student Advisory Council.

In addition, Section IX – Amendments to the Bylaws - was also considered unclear with respect to what constituted a two-thirds of the voting members. It was suggested that meant two-thirds of those in a meeting of the board.

Revision language will be prepared for both of these suggested changes, and the voting on them will be done via email.

LAB Membership

Dr. Gopal Periyannan had to step down from the Board, so that opened up the position of vice-chair for the remainder of the semester. Dr. Linda Ghent volunteered and was unanimously approved.

Dean's Report

I. Welcome

Dean Bradley Tolppanen introduced Steve Brantley and Andrew Cougill as guest speakers, presenting on the library's ongoing efforts to engage online students by providing organized and easily accessible tutorials specific to their needs. They reported on the services and resources the library has made available over the last several years, including being enrolled in D2L courses, D2L library search widgets, embedding of online research guides and the wide variety of guides created for the general populace or for specific courses.

This past summer, at the request of Dr. Sace Elder, Dean Tolppanen and Karen Whisler provided instruction to the new cohort of online MA in history students. Dr. Elder asked them if we might be able to produce similar content that can be delivered online exclusively. That request prompted us to develop the online history MA tutorials using a format and template that can be easily adapted for any department on campus that wishes to provide targeted resources for their online students. The platform offers a combination of basic library information and services along with specific content requested by the teaching faculty.

The Online MA in History guide is accessible here:

<http://booth.library.eiu.edu/subjectsPlus/subjects/guide.php?subject=histutorial>

These describe and link to several short video tutorials teaching the use of online library resources.

With respect to staffing issues in the library, the provost has appointed Dr. Anita Shelton as chair of the search committee for the dean of library services position.

II. Public Service and Collection Issues

Exhibits - Andrew Cougill is the library's new exhibit coordinator. Currently there is an exhibit for the 2018 Winter Olympics and in February there will be an exhibit representing Black History Month.

High School visits - There were three high school visits during the fall semester and four more high schools are scheduled to visit this semester, representing approximately 240 students. It is hoped that these students' visits will have a positive impact in that they would consider attending college at EIU.

Library uses - Housing and Dining services used space in Booth Library last week as a one-stop process for their interviewing and hiring of students for positions in their department. They were pleased with the turnout and the one-stop hiring process.

In February and March, the Honors College will have two poster sessions at the library.

Thesis workshops - During February, three "Thesis Research 101" workshops will be presented at the library, taught by Steve Brantley, Kirstin Duffin and Ellen Corrigan.

Storytime (BTC) - Michele McDaniel, the education librarian and Ballenger Teachers Center coordinator, has five dates arranged for storytime (for young children). These dates are on a Saturday and will involve campus RSOs doing the actual presentations.

III. Programming Events

The exhibit, *Twenty Years of Harry Potter: Celebrating a Phenomenon*, is completed and exhibit materials are being taken down.

Coming soon this month, the library will host the exhibit, *Symbols of Service*, a University of Illinois exhibit. In addition, library staff will add to this exhibit with their own *Designs of Duty*, our local version of the U of I exhibit. This exhibit will feature seven veterans and their tattoos: two students, one employee and four community veterans. Each veteran will have his own exhibit panel and Andrew Cougill will also have a display representing military history.

Additional planned exhibits, the last two being traveling exhibits, are:

- *Paul Revere Awards Exhibit*, Music Publishers Association, February 2018. This is a traveling exhibit and will consist of sheet music being displaced in flat cases.
- *Influenza Pandemic Centennial*, fall 2018. This will be a locally produced exhibit by Stacey Knight-Davis and David Bell. They will be requesting faculty involvement with respect to this exhibit.
- *A Century of Citizen Action in Health Care Reform*, September -November, 2019
- *Fire and Freedom: Food and Enslavement in Early America*, October 12-November 21, 2020

IV. Planning Issues

On January 3, 2018, Booth Library personnel had the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training. Chief Martin and Officer Hoh spent two hours of presentation and one hour of application with library staff. Dean Tolppanen reported that it was a great experience and he highly recommends all departments on campus take the training. Several board members indicated that they had likewise taken the training.

With respect to building maintenance, Dean Bradley Tolppanen announced that over the Christmas break the electricians replaced the ceiling lights in the atrium, which has resulted in a much brighter area, especially at night. The SPC crew of the building service workers cleaned a couple of floors that probably hadn't been touched in more than ten years! Also, on the first Saturday of spring break the library will have an annual power outage.

With respect to the furniture/computer refresh for the library, the glass boards and presenters have been installed in four group study rooms. The software in these rooms is compatible with software across campus. The furniture requisition has been placed and the furniture is expected before the end of the semester. In addition, 30 computers for the glassed-in area (fishbowl) have been ordered. Once it has been determined what monies are remaining, the library can then purchase computers for the reference area.

V. Financial Issues

The funds for the Book and Materials budget were loaded in December so the library is now spending that money. The provost has given us 100% of last year's budget. However, due to increasing costs, the funds do not go as far. Furthermore, we have not had an increase in funding since 2008, and in the previous three years the library experienced cuts. The aim is for a well-rounded collection; the library's plan is to provide all the information needs for our students.

Dean Bradley Tolppanen explained further about Project Muse (journal titles) and that institutional subscriptions are always more expensive.

The library is investigating the contacting of its former student workers as library donors. One major monetary donation was made in the fall and a couple of former EIU faculty and staff have made donations, as well.

VI. Other

The library received 3 CUs to offer to a tenured faculty. David Bell applied for and received the allotted CUs.

The CARLI (Consortium of Academic and Research Libraries in Illinois) value statement memo, as of November 8, 2017, was distributed. This statement shows that for every dollar we contribute, we get four dollars back. CARLI is essential to libraries. CARLI provides collection, knowledge and expertise. Our Voyager (catalog) system and I-Share systems are a benefit of CARLI membership.

V. Adjournment

The meeting was adjourned at 4:46 p.m.

Respectfully submitted by:
Christine Derrickson, recording secretary