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## April 11, 2018, Library Advisory Board

Library Advisory Board

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# MINUTES OF THE LIBRARY ADVISORY BOARD

April 11, 2018

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

Present: Crystal Brown, Razak Dwomoh, Stefan Eckert, Lance Hogan, Nora Pat Small, Jennifer Smith, Jennifer Stringfellow and Bailey Young

Excused (including alternates): Dés Adom, Wutthigrai Boonsuk, Linda Ghent and Sham'ah Md-Yunus

## I. Welcome and Comments

### Approval of Minutes:

A motion was made by Jennifer Smith and seconded by Lance Hogan to approve the minutes of the Feb. 21, 2018, meeting. The motion passed unanimously.

## II. Communications

Communications were received from Dr. Linda Ghent, Dr. Wutthigrai Boonsuk and Dr. Sham'ah Md-Yunus regarding their inability to attend today's meeting.

## III. Old Business

With respect to the *Awards for Excellence in Student Research and Creativity*, Nora Pat Small suggested that the guidelines next year be changed so that students may enter only once. Brad Tolppanen agreed, stating that the student would likely only receive one award, and it's best to recognize as many students as possible. Small also suggested asking the student's faculty mentor to rate the excellence of the submission, to aid the judges who are not experts in particular subject areas. Stefan Eckert noted that the guidelines state the entry should be understandable to a non-expert. Jennifer Stringfellow suggested that perhaps a nomination form by the faculty mentor would help judges understand core research in various academic areas. Small wondered if the research paper itself needed to be submitted at all. The award is designed to focus on the research and use of Booth Library resources, which is explained in the resource narrative and annotated bibliography. Stringfellow suggested rejecting submissions that are missing the annotated bibliography. Jennifer Smith suggested that an online submission form be created that would require the annotated bibliography in order to enter the competition. This discussion was tabled until the board meetings resume in the fall.

## IV. New Business

### **Elections**

Small opened the floor for nominations for board chair for the 2018-2019 year. Small nominated Linda Ghent, who expressed interest in serving via email. The board unanimously approved Ghent. Nominations for vice chair were accepted. Eckert nominated Bailey Young, who accepted. The board unanimously approved Young.

### **Dean's Report**

#### **I. Welcome**

Dean Bradley Tolppanen thanked the members of the board for serving this past school year. He appreciated their input and assistance.

## II. Staffing

Tolppanen announced that Christine Derrickson, office manager, retired at the end of March. Reference librarian Karen Whisler, head of Acquisitions, has announced her retirement effective at the end of May after 31 years.

## III. Public Service and Collection Issues

Current exhibits - Currently there is an exhibit for Asian Heritage Month in the Reference Room focusing on North Korea, with photographs and artifacts by a resident in the region.

Annual library survey - The Patron Satisfaction Survey has been distributed, and the responses will be compiled in a future report.

## III. Programming

The *Designs of Duty* exhibit will remain on display through mid-May and will then travel to seven public and academic libraries in the region through the end of the year.

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

- *Influenza Pandemic Centennial*, fall 2018
- *Moon Landing and Space Exploration*, January 2019
- *A Century of Citizen Action in Health Care Reform*, September -November 2019
- *Fire and Freedom: Food and Enslavement in Early America*, Oct. 12-Nov. 21, 2020.

## IV. Planning Issues

Furniture/computer refresh for the library – Some of the furniture has arrived, and the feedback so far has been positive. Some of the study tables are waiting to be assembled. Computers and task chairs are still to be delivered.

## V. Financial Issues

FY2018 book and materials budget – All allocated monies will be spent by the end of the fiscal year. Currently there is approximately 15 percent left.

Annual periodicals review – This process was completed during February and March.

## VI. Other

National Library Week is ongoing this week. The Edible Book Festival was held on Monday, April 9, and was a success, with 23 entries. The Spring Book Sale will wrap up at 4 p.m. today.

## V. Adjournment

The meeting was adjourned at 4:30 p.m. The reception for the *Awards of Excellence in Student Research and Creativity* was held immediately following.

Respectfully submitted by:  
Beth Heldebrandt, recording secretary