

Eastern Illinois University

## The Keep

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Minutes

Library Advisory Board

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9-16-2020

**September 16, 2020**

Library Advisory Board

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# **MINUTES OF THE LIBRARY ADVISORY BOARD**

## **Sept. 16, 2020, via Microsoft Teams**

Chairman Jon Coleman called the meeting to order at 4:01 p.m.

Present: Sarah Aten, Jon Coleman, Amy Davis, Lauri DeRuiter-Willems, Mindy Hurst, Andrew Kerins, Zach Newell, Stu Sallehu, Jenny Sipes, Seth Yeakel.

Excused: Steve Brantley

### **I. Welcome and Communications**

#### **a. Welcome**

Coleman welcomed everyone to the first meeting of the LAB for 2020-2021. Each member gave a short introduction to the group. Additional board members are expected once the Faculty Senate makes its appointments.

#### **b. Approval of minutes**

The minutes of the April 15, 2020, meeting were approved as submitted. Amy Davis moved to approve the minutes; Lauri DeRuiter-Willems seconded. The motion passed unanimously.

### **II. New Business**

#### **a. Dean's Report**

##### **1. COVID-19 response**

Dean Zach Newell explained that the library has been open since late March. EIU Administration asked that the library stay open for those students in residence halls, etc., who needed computer access in order to complete online classes. One entrance (south) stayed open and only the fourth floor was accessible. The library saw about 20-30 students at any time during the spring semester. The building was open from 8:30 a.m.-4:30 p.m. through the summer and is now open regular hours, but social distancing measures have been put in place. Students can use the study spaces, have access to computers, can check out books, etc. A fairly sizable contingency of library faculty and staff are working remotely. For research help, virtual chat and virtual meets are available on kiosks set up in library. The West Reading Room has been converted into a classroom, as classroom space on campus was needed to allow face-to-face classes with students socially distanced. Library bookshelves are closed to patrons. Patrons may ask for materials and our staff will get them ("curbside service"). Based on federal recommendations, materials are quarantined now for seven days before they can be available for new checkouts. More information is available on the COVID response page on the library website.

Finally, Newell reported that he has received requests from students to open the study rooms. The rooms have been closed this semester, due to safety

concerns. In libraries across the state, about half have opened study rooms, and others haven't. Newell said he has spoken with campus health and facilities officials to determine ways to open the study rooms safely. HEPA filters are already installed in the library, and we have three portable HEPA filters for library classrooms and computer labs. The plan is to open study rooms by reservation for an hour or two, with time for cleaning in between. The reservation system will be adjusted to allow for only single reservations of a study room.

Board members asked about sanitation procedures. Newell explained that alcohol wipes are placed on all the study tables, along with signs indicating if the area is clean/dirty. Plastic covers have been placed on the keyboards. Student worker teams have been hired to clean library areas during the day. In the study rooms, the main concern is aerosol transmission rather than wiping down the tables, etc. Students can be expected to clean their own tables and chairs, etc. The Meditation Room is another consideration; the cloth furniture there is a problem. It will likely have to remain closed.

Newell said that for the most part, the library has had good compliance with people wearing masks. When necessary, staff members ask patrons to wear masks properly. At this time, services are not being promoted to community members; campus patrons are the top priority. However, community members still come in, and they are generally the ones not wearing masks.

## **2. GEER funding updates**

Newell explained that the library applied for several areas of funding through federal and state programs related to the pandemic. A grant application was submitted via the CARES Act for libraries. Funds were requested to purchase technology (laptops, webcams, WiFi hotspots, etc.) to be available for checkout at the library. A grant application also was submitted for the state Governor's Emergency Education Relief Fund. Approximately \$40,000 was requested to create CSI satellite locations in Lawson and Taylor halls. These would provide technology for students to check out, as well as tech training. The library is still waiting to hear if these grant proposals were funded.

In addition, the library has submitted three proposals on campus for EIU's GEER allocation. This money was already received by EIU and is earmarked to meet the needs of underrepresented students during the pandemic, in addition to targeting the retention of these students. The library submitted three proposals, and all have been approved on campus to move forward. The first was for \$160,000 to purchase technology for checkout (replicating the CARES Act proposal). These will be checked out at the former Periodicals desk next to the Center for Student Innovation on the first floor. If we get the CARES act, we will adjust accordingly.

The second proposal came from the library's Diversity, Equity and Inclusion Committee to assess underrepresented students in the library, along with incentive money to encourage students to participate in a survey and focus groups. The third proposal was to sponsor a design competition with the Making Excellence Inclusive committee and Office of Inclusion and Academic Engagement. Student groups will submit proposals to use the technology in the CSI to successfully solve a problem or work on a project. Through this feedback, the winning student teams will receive money toward their tuition, and the necessary software/hardware for their projects will be purchased for the CSI. It's possible that LAB members may be asked to review these student proposals.

### **3. Center for Student Innovation update**

Newell gave an update on the renovation of the CSI. Thanks to a generous grant from the Charleston Area Charitable Foundation, renovation of the CSI space has begun. Work had been delayed due to many Facilities projects related to COVID-19, and a six-month extension was requested and granted from CACF. However, the renovation has now begun, and it appears the work will be done by the original deadline. The carpeting is finished, baseboards installed, walls painted, and electricians are now working on installing outlets, LED lighting, data drops, etc. Fire doors also will be installed. Work should be completed soon.

### **4. Big Read**

Beth Heldebrandt reported that Booth Library, along with many campus and community partners, received a \$14,000 grant in the spring from the National Endowment for the Arts Big Read program. Through the Big Read, a variety of programming is planned around the subject matter from one book. Booth's book selection is "An American Sunrise," by U.S. Poet Laureate Joy Harjo. Programs began in early September and will continue through April 2021. Through a sponsorship agreement with Broward County Library system in Florida, Booth will be able to present a virtual program with Harjo herself on Jan. 30. This program will be part of the EIU English department's annual Lions in Winter festival. Newell added that it is quite an honor for EIU to host a program with the current U.S. Poet Laureate. A public announcement about the Harjo program will happen later, once the final contract is signed. More information on the Big Read can be found on the website, <https://library.eiu.edu/bigread>.

### **b. Fundraising**

Newell reported that he has been considering various fundraising options on behalf of the library. Last year, an after-hours, Friday evening concert was considered this fall with Robert Rossi in the library's Marvin Foyer. Newell asked the board for other fundraising ideas, since in-person events aren't possible during the pandemic. Newell said there are several naming opportunities in the library, and he has been working with the University Advancement office on

creating a list of those. 2020 is the 70<sup>th</sup> anniversary of the library building, in addition to the 125<sup>th</sup> year of EIU, so perhaps there is an opportunity there for a fundraiser. Anyone with ideas is asked to please let Newell know. Coleman suggested inviting Ken Wetstein from University Advancement to the next meeting to talk about possibilities, naming rights, etc. Newell will contact him and extend the invitation.

### **III. Adjournment**

Lauri DeRuiter-Willems moved to adjourn the meeting; Stu Sallehu seconded the motion, which passed unanimously.

Respectfully submitted by:  
Beth Heldebrandt, recording secretary