

Eastern Illinois University

The Keep

Minutes

Library Advisory Board

2-16-2022

February 16, 2022

Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD
Feb. 16, 2022, 4 p.m.
Witters Conference Room 4440 and via Microsoft Teams

Vice chairperson David Boggs called the meeting to order at 4:07 p.m.

Present: David Boggs, Steve Brantley, Camden Burd, Lauri DeRuiter-Willems, Sierra James, Abdul Moh'd, Zach Newell, Amy Paredes, Anne Thibault Geen

Excused: Amy Davis, Cori More, Irene Jacobsen, Madison Palmer, Jenny Sipes, Yordan Yordanov

Guests: Todd Bruns, Sarah Johnson, Alyssa Marino

I. Welcome

Boggs, leading the meeting in place of Chairperson Amy Davis, welcomed the new undergraduate student board member, Sierra James. He asked each person present to briefly introduce themselves.

II. Approval of Minutes

Lauri DeRuiter-Willems moved to accept the minutes of the Jan. 19, 2022, meeting; Camden Burd seconded the motion, which passed unanimously.

III. Old Business

a. Awards for Excellence in Student Research and Creativity

Beth Heldebrandt reminded board members of the timeline for judging entries. At this time, six graduate entries and four undergraduate entries have been received. All members were encouraged to continue promoting the competition. The judging duties will be split among the board, with some judging the graduate entries and some judging the undergraduate entries. Those with a preference should let Heldebrandt know; she will send the judging list via email following the meeting. Instructions about the judging process will be emailed on March 10.

TIMELINE

11:59 p.m. CST March 9, 2022 – deadline for students to submit entries

March 10, 2022 – Heldebrandt will send rubric and judging information to all LAB members

March 10-22, 2022 – LAB members judge entries (this time period includes Spring Break)

Noon March 23 – deadline for LAB members to submit all scores to Heldebrandt

4 p.m. March 23, 2022 – LAB meets to finalize winners (this is the regularly scheduled LAB meeting)

March 25, 2022 – Deadline for Heldebrandt to notify winners and invite deans, faculty advisers, etc., to awards showcase

April 1, 2022 – Student Research and Creative Activity Conference; Awards for Excellence ceremony **tentatively at 11 a.m.**

IV. New Business

a. Collection Development Policy

Librarian Sarah Johnson gave an overview of the policy and the proposed changes. A subcommittee of the library's Collection Development Committee revised the 2013 policy at the end of 2021, and the revision was reviewed and approved by the larger committee. The policy provides oversight on how the library develops and maintains its collections. Some of the changes made included updating the mission and vision statements; adding a paragraph on DEI and emphasizing DEI efforts throughout; and outlining procedures for the purchase of books with chapters written by EIU faculty. The music collection (section D) and open access resources section (H) are new. The section on theses, Appendix A (ALA Library Bill of Rights), and Appendix B (Ballenger Teachers Center) were updated. Burd voted to approve the revised Collection Development Policy; Steve Brantley seconded the motion, which passed unanimously. The policy will be posted on the library's website.

b. Dean's report

1. Library staffing: Todd Bruns, head of Scholarly Communications, gave an update on the search for a Digital Initiatives Coordinator/History Instructor. This is a split position between the library and Department of History. Four finalist candidates have been chosen and will visit campus beginning Feb. 24. While on campus, the finalists will teach a history course, meet with Department of History faculty and chair; meet with library faculty and dean; and give a presentation in the library's Center for Student Innovation. A job description is posted online, and CVs will be available in the library dean's office. LAB members are encouraged to attend the open sessions in the CSI, which are scheduled for 2 p.m. on Feb. 24 (Dr. D. Trevor Burrows), March 1 (Mr. Jeffrey Turner), March 2 (Dr. Xiao Li) and March 3 (Dr. James Rankine). Bruns said they had a very strong pool of candidates, and it was difficult to choose finalists.

Newell gave an update on the First-Year Experience/Student Success Librarian search. The job description is posted on the EIU employment website. This is the second attempt to fill this position; the process last year resulted in a failed search. Brantley said virtual interviews are ongoing, and finalists will be chosen soon for on-campus visits. Both of these faculty positions will begin in the next fiscal year, after July 1.

Newell said the library recently filled a Civil Service library assistant position. A new staff member will begin working in the Circulation department this weekend.

2. **CSI update:** Newell announced that they have finalized the order with Steelcase to get new active learning furniture in the CSI space. The purchase was made possible by a donation from retired EIU faculty member Newton Key. The furniture is expected to arrive in about four weeks.
3. **Merging committees:** Newell reminded members that the board will be merged with the Faculty Development and Innovation Center Advisory Committee starting in August. Any member who is interested in serving on this combined committee should let Newell know.
4. **Circulation policy update:** Newell said the library's Circulation Policy has recently been updated. He will email it to board members for review. Updates include changes in the loan times for materials and removing fines for overdue books. Patrons who do not return materials are now charged a replacement fee but not overdue fines. This change is reflected in the university IGP 54, which will go to the provost for approval. Overdue fines previously were used to pay Bepress, the operating system for The Keep, EIU's institutional repository. Options are being considered as to how to cover this cost in the future.

V. **Adjournment**

Brantley made a motion to adjourn the meeting; DeRuiter-Willems seconded the motion. The meeting adjourned at 4:45 p.m. The next meeting will be at 4 p.m. on Wednesday, March 23.

Respectfully submitted by:
Beth Heldebrandt, recording secretary