

Minutes of the Library Advisory Committee Meeting – Oct 19, 2017

Members attending: Tim Henline – Business, Art Trimble – Criminal Justice, Shara Curry – Education, Dana Wilson – Health and Human Performance, Rico Gazal – Land Resources, Jeff Hunter – Science & Math, Art DeMatteo – Social Science, Melissa Gish – Language and Literature, Travis Gibson and Nicole Williams – student representatives, Gail Westbrook and Jane Friedmann – Library

Members Absent: John McKinney – Fine Arts

The meeting was called to order at 12:15pm by Melissa Gish, who was reappointed as Chair of the committee. Jane Friedmann will serve as secretary.

The floor was turned over to Gail Westbrook, Library Director, to discuss items on the agenda.

Old Business:

Archives: At the previous meeting, we had discussed the possible expansion of the Archives Department space into LB 23. At this time that expansion is on hold. The Archives collections are heavily used - for example, Jason provided 90 images for a Hall of Fame function; 78 photos to the Foundation of the Gilmer County Gulf course and Rec. Center; currently working on providing 300 pictures to the WV and Regional History Center's online image database (called WV History OnView); the Homecoming Queen display in the Administration Building; and the Early Appalachian Photography Exhibit currently on display in the Fine Arts gallery. Materials are still being received, such as 10 linear feet of materials from the Alumni House, so the need for expansion still exists.

Staffing Issues: The student assistant budget, which had been \$20,500 for the library and an additional \$2,050 for Archives for several years, was slashed to only \$7,000 for both departments at the beginning of this academic year. That has since been raised to \$13,000 for both. A hand-out of the student assistant schedule was provided to show the many hours without student coverage.

Tisha Underwood's part-time contract will run out Tuesday, Oct. 24 and hopefully will be renewed by Nov. 1. Until her contract gets renewed the library has a staff of only 5 people to provide service and supervise activities on all four floors of the building. We are down one full position since Ginny Yeager retired.

There are times now when, because of illness or other commitments, we cannot make sure there are 2 employees (either fulltime or student assistants) in the building at all times. Discussion ensued as to the risk and liability that situation creates. It is not possible for one person to provide service on other floors without leaving the main floor, circulation desk and phone unattended. It is not possible for one person to make sure everyone has left the building at closing time. If that one person should fall down the stairs or have a health issue they might

not be found until the next morning. Members also wondered if the number of hours we are open can be sustained with those staffing levels.

New Business:

Budget: The library operating budget had been \$105,000 for several years, then was cut back to \$100,000 last year. This year it was returned to \$105,000. However, \$89,000 of that total was already encumbered by annual recurring costs such as database subscriptions before the budget was announced which leaves us \$16,000 in flexible funds to operate for the year. Although we charge for copies, prints and fines, that money goes back into the college general fund and not to the library.

Computer Lab: Last summer we removed 27 computers that were around 15 years old and could not be updated to function in today's world. This past summer, using Foundation funds that had been designated for library support, IT bought 16 refurbished computers. Today, an additional 20 new computers were provided by IT and are being installed. That will give us a functional computer lab.

Statistics: Door count - We have averaged 1,100+ people per week in the building since classes started this year (10,571 in the first 9 ½ weeks).

There have been 128 Inter-library loans either borrowed or lent so far this fiscal year.

WVDeli - has a digital collection of over 60,000 items with nearly \$2.2 million spent over the last 9 years. We have provided just over \$90,000 of that content but have access to the entire collection through our membership in the consortium with 10 other libraries. The "metered access" purchasing model was discussed. Some titles/publishers are only available for purchase having a set number of circulations or a set length of time before ownership expires and the title has to be repurchased. Robert F Kidd Library has a policy to only purchase titles with a "one copy/one user" model so access does not disappear. The disparity in price for digital verses hard copy was described using a Steven King audiobook as an example. An audiobook would cost \$131 and would expire because it is only available with metered access, as opposed to a hard copy book which might be purchased for \$19.95 and kept until it literally falls apart. OverDrive, the vendor for WVDeli, also donated \$2,000 in addition related materials at no cost to help address West Virginia's opioid crisis.

Databases – Zinio was dropped because of low usage. ArtistWorks which consists of professional artists giving lessons on a variety of musical instruments as well as art and vocal components was added.

Communication/outreach:

Jason has held 16 IL sessions or guest lecture classes so far this fall with 6 more currently scheduled.

Language and Literature held a Poetry Slam on the Library's 1st floor on Oct. 6th that was well attended.

A "chat widget" was established as a means of communicating online in real time with library personnel. The license cost around \$300 per year and provides 3 widgets that could be used elsewhere on campus.

Gail has begun attending the weekly Department Chair meetings and Jason is trying to attend individual departmental meetings in an effort to improve communication and interaction with others on campus.

Three videos were created for BlackBoard introducing Library resources to students and faculty.

Jason is a member of the WV Humanities Council which allows him to learn what kind of grants are available. He has been told that we do not take advantage of opportunities to the extent we could.

The Archives Department received a \$300 donation which was deposited in a Foundation account dedicated to the library. The donor wanted to show appreciation for the materials and service provided.

On Oct 30-31 the Science Fiction and Fantasy Guild will hold a silent auction fundraiser in the library. There will be a Live Action Clue game on 3rd floor on Oct 30th. The Library's annual Halloween event will be on Oct 31st on first floor.

There are 6-8 interns expected to work with the Archives collections this year. The three currently working are from Art DeMatteo's class and are doing well.

Dr. Pellett has requested that the Library develop "Mind-Body Stations" modeled on Little Free Libraries to be placed around the state with Grantsville, Burnsville and Spencer being the first locations proposed. They would each contain juvenile books and non-perishable food items. Gail drew up plans for construction, she and Jason drew up a draft Memorandum of Understanding to govern maintenance of the stations and Gail got bids from the Calhoun/Gilmer Career Center for construction costs. At this point we do not have the necessary approval of the design, Memorandum of Understanding or the cost/construction proposal from CGCC by the President or Vice-President's office in order to proceed.

Weeding – Although nothing has been decided at this point, plans are being discussed to implement a 'one-stop-shop' for Student Support Services and the Academic Success Center. In order for that to happen in the library building our collections would need to be weeded heavily. Gail asked that departments begin reviewing our holdings in their areas of expertise so that good decisions can be made should the need arise. The process will take considerable time and effort to do properly. Options include relocating to departments, bringing in Better World Books to box and ship items we withdraw, recycling and/or landfilling other materials. Books will need to be evaluated based on quality of information, rarity, monetary value, etc. If

withdrawn, records need to be updated in both the NorIn consortium's Sierra online catalog and in the OCLC database.

The meeting adjourned at 1:10pm

Saved as LAC Members
FY18

LAC Members FY 18	Vote on Oct 19th Meeting Minutes
Shara Curry	Accept
Art DeMatteo	Accept
Rico Gazal	Accept
Travis Gibson	Accept
Tim Henline	Accept
Jeff Hunter	Accept
John McKinney	
Art Trimble	Accept
Cheyene (Nicole) Williams	Accept
Dana Wilson	Accept
Melissa Gish	Accept
Jane Friedmann	Accept
Gail Westbrook	Accept