

Library Advisory Committee

Members: Gary Arbogast, Jeffrey Bryson, Shara Curry, Art DeMatteo, Maureen Gildein-Kraus, Melissa Gish, Jason Gum, Jeremy Keene, John McKinney, Gary Morris, Victor Vega, Gail Westbrook, Rick Witte

Tuesday, November 6, 2018, 12:30 p.m.

- Call to Order

Old Business

- Introduction of members
- Recap of previous meeting

New Business

- Election of Secretary
- Election of Chair
- Budget
- Materials
- Operations
- Renovation

Open Discussion

Closing

Library Advisory Committee Meeting Minutes

November 6, 2018

Fall 2018

Members Attending: Gary Arbogast, Jeffrey Bryson, Shelly Ratliff for Shara Curry, Art DeMatteo, Maureen Gildein-Kraus, Melissa Gish, Jason Gum, Jeremy Keene, Amanda Lamb, Gail Westbrook, Rick Witte

Members Absent: Shara Curry, John McKinney, Gary Morris, Victor Vega

The meeting was called to order at 12:30 pm by Melissa Gish.

Introduction of Members

Old Business:

- **Previous Meeting Discussion:** The previous meeting on October 19, 2017 mostly centered on administrative needs and concerns focused on the removal of physical collections to provide space for the Academic Success Center and Student Support Services. Other discussions revolved around outreach activities in the form of information literacy sessions, computer lab updates, statistics, internships, and weeding. While the idea to bring Student Support Services into the building was scrapped, the library staff did end up clearing all of third floor to accommodate the Academic Success Center remodeling.

New Business:

- **Elections:** Elections took place for the Chair and Secretary positions. Melissa Gish was re-nominated as chair by Art DeMatteo, seconded by Gail Westbrook, and all members voted in favor. Melissa Gish accepted. Amanda Lamb was nominated to be secretary by Melissa Gish, seconded by Gail Westbrook, and all members voted in favor. Amanda Lamb accepted.
- **Budget:** There have been issues with getting several invoices paid, although the budget allotment for the library was increased from \$105,000 last fiscal year to \$140,000 this

fiscal year. However, Dr. Keene explained that he understood this allotment would include our student assistant budget. In previous years the student assistant budget was totally separate from operations. As mandated, non p-card invoices are received and paid through the business office. Marissa Fox, from language and literature, has graciously made all our p-card orders and their payment transactions this year. Jason Gum anticipates getting a p-card in the next few months.

- **Materials:** WVDELI materials have increased to 53,817 eBooks, 14,630 audiobooks, and 1,224 videos. \$2.3 million has been spent in the WVDELI consortium since 2008. Glenville State College has spent \$95,769.50 of this total. This fiscal year, we have spent \$1,000 of our \$10,000 contractually, obligated, annual amount towards WVDELI collection materials. The library also provides access to 34,150 Ebsco ebooks. Discussions regarding database usage and the elimination of some hardcopy journals has resulted in the development of a faculty survey that will influence future decisions. FY19 hardcopy material purchases currently total \$3,300. Cataloging has included 389 records, mostly consisting of 33 faculty requests, 110 gifts, 46 DVD purchases, and 182 FCI/HCC materials supplied by Off Campus Programming.
- **Operations:** The removal of all materials from third floor and reconfiguration of material, furniture, and equipment holdings throughout the library proved to be a hectic and challenging time for the library staff and student assistants. This was accomplished on a limited timeline with limited assistance. Third floor was cleared by May 2, 2018, missing the requested May 1 deadline by one day. Directly impacting these transitions, Tisha Underwood's contract expired October 31, 2017 and was not renewed, Jane Friedmann left employment April 9, 2018, and Nalani Dolpies had several long absences before she officially retired July 31, 2018. The library then functioned with three staff members from July 1- November 12, when Tisha Underwood was rehired under full-time employment. Over 77,000 hardcopy materials remain in the library. Shelving, 40,000 books, and 24 cabinets of ERIC microfiche were relocated to Pickens Hall. Basically, all VHS tapes, indexes, microfilm, and most hardcopy journals were eliminated. All online catalog records are being updated to reflect location status changes or withdrawal.
- **Statistics:** Door count statistics are down approximately 10% at approximately 1,000 visitors a week for this fall semester. Circulation checkouts and database usage numbers are also extensively down, ranging from a 20-30% reduction.
- **Archives/Grant:** Jason Gum provided placements for three HIST-293 internships. These students are currently completing their projects under his supervision. The "We, too, are Appalachia" WV Humanities Council grant is coming to completion. This project has supplied 3 interactive touchscreen Kiosks across campus involving local, cultural activities; included the distribution of Appalachian cultural materials; hosted 6 separate speaker series events; and spurred the development of the campus' first student-driven Appalachian Studies Conference.
- **Info Literacy sessions:** Sessions have been held by Jason Gum in numerous disciplines including science and math, language and literature, land resources, education, and social sciences. As of this meeting, 17 sessions have been held.

- **Renovation:** While a plan was developed to have the new Academic Success Center open at the beginning of the fall 2018 semester, it looks like the renovations will not be finished until the end of the semester.

Open Discussion:

- **Website:** New website functionality has decreased the efficiency of the library's online services in a number of ways. Jason Gum has discussed making improvements with the new website facilitator. Authorities for changes were handed off to specific departments internally. Dr. Keene expressed his concern in general, and stated that he and his students have trouble accessing different parts of the website from different locations throughout the state because of loading issues, potentially related to internet speed. The library website usage counter is not compatible with the new web system. A new way of tracking our website usage has been requested. All library online forms had to be redesigned by Web Developer and Jason Gum.
- **Science Fiction and Fantasy Guild:** In conjunction with the 6th annual Halloween event at the library, the Science Fiction and Fantasy Guild held their 2nd annual silent auction fundraiser. This event raised \$1,063, more money for a student group than any other individual function.
- **Workshops/Activities:** The success of a recent reading by three faculty members spurred discussions about hosting further events on the library's first floor. Melissa Gish and Jason Gum mentioned ideas for further faculty-related functions such as workshops on research, grammar, APA, MLA, databases, popular culture/comic books, and additional readings.

The meeting was called to close at 1:35 pm by Melissa Gish.