Meeting Called to order by Paula Settoon at 9:35am

In attendance- Paula Settoon, Peggy Kaney, Delores Sumner, Darren Tobey, Ben Etemad, Vickie Sheffler, Brandon Oberg, Steve Rice, Linda West, Tom Rink, Amanda Chappelle.

Paula took a moment to thank everyone for being at the meeting.

Agenda Items:

Norms and Expectations-

Leadership Team meetings will be held the second and fourth Monday of the month at 9:30am. Meetings will start regularly in August.

Paula reminded everyone of the importance of respectfulness. She also said that there will be a group decision making process (shared governance).

She encouraged more communication between departments so that information can be shared with all and questions answered.

Minutes are to be taken and distributed/posted for all meetings.

Calling In Absences-

Discussion- What is the most efficient way to do this???

Action- Absences should be called in to your supervisor and the library office at Ext.3200 or emailed to Amanda Chappelle at chappe02@nsuok.edu. If you need to contact anyone and are unable to do so leave message with Amanda and she will take care of this for you.

Out of Office should be out by 10am.

Amanda will begin adding announcements to the out of office email.

Updates from Departments-

Vickie Sheffler-Archives

Archives has had a researcher researching Women’s Temperance

Archives has been getting photos ready for Dr. Betz’ going away, as well as sending photos to UCO for his inauguration.
Donna Graham has been volunteering in genealogy room.

Brandon Oberg- Reference

Reference finished first full year of providing on call reference

They are planning a field trip to a few of the universities in Tulsa to observe how they are handling Reference services.

Members of Reference are meeting with Brian Searcy (University Strategies) to find out information on what our role will be.

Steve Rice-Literacy Center

Literacy Center has finished the remodel of the reading area.

They have completed purchases of Rosetta Stone- Spanish, Japanese, and Chinese.

Literacy has acquired 18 brand new computers.

They are also starting talks to try and get room 118 for the Literacy Center to turn into a lab. If this happens, they will turn the current lab into a language lab for Rosetta Stone, etc.

Checking into other languages (French, German, Russian, Latin etc...), and adding English.

Wondering how the role of the Literacy Center will change with all the transitions.

Thinking of putting academic software on floor computers, reading, chemistry etc...

They continue to expand the Audio Books collection

Literacy Center is looking to acquire anything that would help faculty, staff and student community.

Brandon will be getting in touch with Steve to discuss opportunities for involvement.

Linda West-Technical Services

Doing normal cataloguing, processing, receiving.

Working on budget preparation.
In the middle of a project in Special Collections barcoding everything that has not had a barcode.

All teams are spending several hours a week on the project.

Digital Library Committee (Linda West, Vickie Sheffler, Delores Sumner), is moving the digitized items from the current format to ContentDM. Started commencement programs (80-100 files). Next group will be language materials, and then THE NORTHEASTERN. Will leave Brad Agnews book at the current location for now. We can add 3,000 files for free before we have to start paying.

Linda has redesigned the catalog page, fixed the one problem found so far. It will hopefully be live by the 18th. [Note: Due to unforeseen circumstances, this has been delayed.]

Linda will resend the link to remind everyone to go to the webpage to review it.

Tom Rink-Broken Arrow

Redesigning BA landing page on the Web site, hopefully it will be ready for fall.

Looking into how reference services can better serve students and staffing.

Librarian search is moving along steadily.

NSUBA is working with the city of Broken Arrow to put in a satellite Jazz Lab in BA.

Linda asked how the Center for Continuing Learning will affect the Library Resources in Broken Arrow. At this point, we don’t know, but there are many opportunities.

Peggy Kaney-User/Access Services

Floor maintenance ongoing.

Working on new end signs for shelves, with a NSU branding theme.

Card pulling project- seeing light at the end of tunnel. Adding missing books to the on search list.
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Inventory tool is up and running. AV Collection has been inventoried and working on Y-Collection. Olaf has been showed how to use the inventory tool. Peggy will be working with Muskogee in the future.

Handheld devices for the inventory tool have been backordered.

Access services will be addressing questions about special borrowers.

Idea being tossed about a Student Ambassador program. A vamped up Student worker position that will serve as a liaison at campus events as well as in the library. At this point, we will have to see what the budget will allow.

Access Services will be revamping student training as there is a high percentage of new student workers.

Susan Woitte- is working on backlog of Gov. Doc’s.

Access Services position- The Circulation Supervisor position has been changed to an Access Services Coordinator. This person will be supervising Reserves, ILL/Doc. Delivery, and Circulation.

Delores Sumner- Special Collections

Has a reporter doing research in SPC on all the murders that she has covered in her reporting career to write a book.

Has a doctorial candidate from Wisconsin doing research on the Masons.

SPC is regularly receiving requests for help by phone and email.

Does not have any student workers right now.

Darren Tobey- System Services

Lacking system services students. Hiring one today.

Working on computer cleanup, updates are pushing out much faster and most computers are out of date. Has looked at software that would go out to sites and search for updates and then pull them

Viper is now campus standard for virus protection, if anyone has sofos remaining on their computer we have the software to remove it.

Purchased 50 public computers for BA

Next round will go for BA labs, then JVL labs and then JVL floor.
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With last year funds we were able to purchase 8 faculty/staff computers  

JVL Instruction Library search-  
  Many applicants have moved through the phone interviews, now looking at calling references and bringing candidates to campus.  

Ben Etemad-  
  Muskogee had water breaks on the June 28th (major leak) and another on July 5th (minor). Do have fans.  
  Connor’s should have building done by August.  
  Will be having a meeting with Connor’s next Monday the 18th.  

Strategic Plan-  
  Discussion-  
    Linda West gave history of the strategic plan document.  
    Review of condensed list that Linda provided.  
    We need to make a viable working list.  
    Leadership discussed numerous items on the document- what progress has been made (Info Commons, Digital Library, etc.).  
    Tom who has had much experience with strategic plans gave hints as to what this document really is. It is an evolving work in progress. Best to have very broad goals in line with university. Goals need to be a bit of a stretch.  
    Paula shared several issues that are big on Dr. Tadlock’s radar. First Year Experience- creating an evolved citizen, who we are, and career development.  

Action-  
    Linda will review last year’s document and pull from it to make a new document to work from.  
    Paula will contact Development about funding for Digital Library.  

Communication- Identified need to improve communication. It’s the job of everyone to communicate.
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Action-  

Amanda will begin working on a monthly newsletter target for 1st of August for first newsletter.

Library Committees-  

Paula would like a review of Current Committees. Some committees are listed at http://library.nsuok.edu/admin/committees.html).

Goals:

Revisit/define the charges of committees.

Establish “terms” of service for each committee

Update the membership of these committees?

Are there other committees that we made need to bring back and reestablish?

Are there any committees that we need to drop?

Action-

Get updated information on committee members, etc… to Amanda.

Think on what committees should be brought back, reviewed, combined, etc…

Article-

Paula distributed and article on the “12 principles of servant leadership”

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<th>Building Community</th>
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<td>Healing</td>
<td>Conceptualization</td>
<td>Growth</td>
<td>Nurturing the Spirit- JOY</td>
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Meeting adjourned- 12:05pm

Items to carry over for next Leadership Team meeting-

Strategic Plan

Committee review

Minutes Submitted by Amanda Chappelle