Library Leadership Team

Minutes

June 10, 2013

Call to Order- 9:30am

In Attendance- Linda west, Darren Tobey, Samantha Clifford, Shannon Stacy, Vickie Sheffler, Amanda Chappelle

Announcements-

Today is the monthly birthday party

ISDC may be using our Macs to do a student training.

Agenda Items-

Budget Report- As everything is washing out it turns out that we have more funds than previously thought. We will be fine to finish out the year.

We will purchase a wide format printer for Archives.

R&I will make the yearly Barnes and Noble trip.

We will be ordering the Sarah Brick Archer Memorial Bench very soon. It will be placed near the place where The Circle of Excellence bricks will be on the South side of the library.

The latest word on next year’s budget is that we will face a 3% budget cut instead of the expected 5%.

Shannon will need to do a snapshot of all of our accounts at the close of the fiscal year so that we can compare with the new budget.

Library Web committee- The committee will continue with current timelines. Expecting to roll out the new website after the 4th of July holiday.

Library Remodel- We now have timelines for the library remodel. Had meeting with Capitol Projects and planning last week to clarify the information.

Department reports-

Darren Tobey- The university has pushed back new computers until July. We are unsure as to what exactly they will be replacing this go around. We will also be looking at purchasing new Dell printers and do some testing to see if they can withstand our volume. We will need to be hiring new students soon.

Samantha Clifford- Access Services has hired two part time supervisors, Nicolas Guzman and Brandy Smith. The Access Services team has just finished rearranging and cleaning up the North desk area. The
department is working on cross training this summer. They are also working on ideas for new student orientation. Natasha has submitted her notice and her last day will be June 13th.

Amanda Chappelle- Will be working with a few people to make end of year purchases.

Linda West- In the process of preparing Annual Reports. TS Preparing for the Barnes and Noble trip. TS is still receiving Midwest orders. Linda and Susan Woitte will be attending a workshop at Langston University the 19th and 20th. July 19th we will have captivate software training at the JVL.

ALADN Conference- Amanda reported that the conference that she attended was very fruitful by way of information, contacts and ideas.

Meeting Adjourned- 11:00