Library Leadership Team

Minutes

May 13, 2013 10:30am

Call to Order- 10:30 am

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

Announcements- Birthday party today at 2pm, Linda will be attending an OCALD workshop on Friday.

Agenda Items-

Budget Report- Shannon presented the monthly report and Linda supplied some other information about the budget. The budget is dwindling down very quickly. We do not have an actual monetary figure right now as to where we stand. Amanda asked about how much we had left and Linda said about $5,000. We are buying RefWorks as recommended by Research and Instruction earlier in the spring.

2013/2014 budget has now requested a 3% cut instead of the previously asked for 5%.

Summer contracts for faculty have been completed. Contracts were at the exact same as they were last year.

Master plan and the library- encourage everyone to look over the Masterplan plans on the website and give feedback.

Library Remodeling plan- We will use lab 105 as a work area for staff and faculty displaced by the carpeting and roofing projects. We have not been given a timeline as of yet.

Annual reports- Reminder that the Annual Reports are due to Linda by June 17th.

Department Summer Plans-

Tech services will be doing inventory at BA tomorrow. They have several projects that they will be finishing up and starting new ones.

System Services- Will hopefully soon have Illiad and Airpac up and running. Looking at purging users in Millenium and then will look at SS#'s. We may have more new computers in June.

Access Services- Working to update policies and procedures, rearranging North Desk area, moving to Worldshare after Illiad is up and running and designing new student orientation. Also working on tutorials for student training with other departments.

Library Office- Preparing for the transition in July when Steven Edscorn arrives as the New Executive Director of Libraries. We will be planning welcome receptions at all three campuses.
Vickie Sheffer- Plans depend on whether or not Archives will get more space. Will be working on more Digital Library collections over the summer.

Meeting Adjourned- 11:30am