Meeting Called to Order at 9:30am

In Attendance- Steven Edscorn, Shannon Stacy, Delores Sumner, Samantha Clifford, Darren Tobey, Pamela Louderback, Brandon Oberg, Linda West, Brenda Bradford, Amanda Chappelle

Budget-

Budget report was presented. Steven has been asked by Dr. Arant to begin Pre-budget request review and recommendations. Steven asked for R&I to provide him with database needs and costs. Steven plans on asking for funding for Sierra Discovery Service as well as plum analytics. Darren suggested taking a look at the purchase of a virtual server.

Agenda Items-

Digitization of Science Capstone Projects- Steven appointed Darren, Brandon and Blain to look into and make recommendations concerning this project. Their recommendation was to host it and catalogue projects. Linda mentioned that there has been conversations in the works for several years with other departments concerning Masters projects, Thesis, Dissertations etc… There are approval issues that have come up with other department papers, so a standardized process will need to be put in place. Linda shared that they had planned to host all of the digital papers in the Digital Library through Content DM. More conversations will be forthcoming.

Laptop Replacement- The next round of computer replacements will be happening soon. In this round the majority of our laptops will be replaced. There is an option to replace laptops with a Dell Venue Tablet with keyboard (This will also provide cost savings). Darren suggests that we replace part of our laptops used for checkout with the tablets, this suggestion met with approval. The recommendation was made to also purchase usb hubs as the tablets only have one usb port.

University Archives Collection Development Policy- The policy was distributed to everyone. Team members will review and reply to Steven and Brenda with any feedback by Friday September 26th.

Online Conference- The Digital Shift: Libraries @ Center- Amanda shared information about this free conference happening on October 1st. The conference will be available in the conference room for anyone to come and go. This is the link for more information. http://www.thedigitalshift.com/conference

Announcements-

Our checkpoint system is malfunctioning. Amanda will look into see about a service call.

ACRL Conference will be November 6th at OSU Okmulgee. L3 Libraries, Leadership and Learning.

The university has changed copier contracts. We will be changing from Ricoh machines to Cannon. There will be several stages to this implementation with the end goal of moving away from individual desktop printers. They are also looking at swipe access so that we will be able to move away from Print Manager Plus.

Meeting adjourned- 10:30am