1. The meeting is called in order at 12:30

2. Roll call
   • Présents
     • Juliette Bourdier - French, Francophone, and Italian Studies, Chair
     • Timothy Callahan - Geology and Environmental Geosciences
     • Adam Domby – History
     • Michael Giuliano - Chemistry and Biochemistry
     • Bethany Goodier - Communication
     • Saif Mir - Supply Chain and Information Management
     • Joshua Shanes, proxy for Shari Rabin - Jewish Studies
   • Non-voting ex-officio members:
     • Dean of the Libraries, John White
     • Associate Dean of Collection & Content Services, Heather Gilbert
     • Associate Dean of Access, instruction, & Assessment, Christa Poparad
     • Head of Research and Instruction, Burton Callicott

3. Agenda
   The agenda was presented

4. Election of a new secretary
   The committee did not elect a secretary, the Chair offered to take notes in place of the secretary.

5. Approval of the minutes from the previous meeting
   The minutes were approved by the committee

6. Budget Report from the Library
   The meeting started with general explanations on the functioning of the budget
   Dean White and Associate Dean Gilbert presented the Budget for 2018-2019.
   The committee was informed of new resources added in 2018.
   The library is responsibly managing the budget
   The budget accepted is working well for the continuation of the mission.
   The budget 2018-2019 $2,919,969 (vs 2017-2018 $2,800,969) slight increase of $119,000.
   Increase on serials (subscriptions) +$97,402
   Firm orders maintained
   Approval Plan -$1,402
   DDA (e-books, demand-driven acquisition) maintained
   Kanopy (streaming videos) +$28,000
   New & One time - $5,000
   The funding of inflation stays the biggest challenge for the Library
7. **Discussion on the survey**
   Christa Poparad came to discuss the remodeling of the survey
   In the future, there will be only one survey for both Students and Faculty
   The survey will be reworked using
   The committee is requested to share feedback with the Library

8. **Discussion on new Head of Research and Instruction,**
   Burton Callicott addressed the committee on Open/Affordable Educational Resources. Open Educational Resources (OER) are teaching, learning, and research resources that are free of cost and access barriers, and which also carry legal permission for open use.* They include a multitude of formats, including textbooks, full courses, modules, videos, labs, assignments, and assessments.

9. **Discussion On technology**
   The committee opened a discussion on the role of the library upon the Digital literacy taskforce
   The acquisition of equipment, the equipment of digital rooms for students project.

   **Rooms**
   Room 120 – 122 - 127 (classroom designated primarily for Library Instructional Activities. Students may use the room as open study space when it is not in use.)
   Room 121 (meeting room equipped for skype conference)
   One Button Studio 136 is equipped for students to record presentation, podcast...
   Multimedia 236 (for webinar/meetings presentations)
   Room 227 (for lectures and event with audio conference capabilities)
   Room 360 (Flexroom designated primarily for students to use as open study space (no reservations required) and for librarians to give presentations - with a very few exceptions like the new faculty orientation.)

   **Equipment**
   The Library has equipment for checkout (Ipad Lending Program and 3 digital cameras, 5 Ipad air, 1 Gopro camera, Dell M110 pico projector)
   The Ipad Lending Program lends 60 Ipad Airs.
   TLC equipment Camera 360 or camera Scanteckt.

10. **Adjournment Motion to adjourn the meeting at 12:42**

Respectfully submitted,

* Juliette Bourdier, Chair 2016-2019