April 17, 2018 Meeting

Attendees:

Faculty
Calvin Blackwell, Economics
Juliette Bourdier, Francophone, and Italian Studies, Chair
Adam Domby, History, Secretary
Marcello Forconi, Chemistry and Biochemistry
Courtney Murren, Biology

Library
John White, Dean of the Libraries
Heather Gilbert, Associate Dean of Collection & Content Services

Absent:
Susan Flynn, Teacher Education
Bethany Goodier, Communication

1. Call to Order at 2:00
2. The committee approved the Minutes of the last meeting (November 17, 2017).
3. Discussion of Budget’s scenarios / Report of the Budget situation:

The committee went over budget including various potential options. The library is optimistic that inflation funding will be granted this year. If we do not get funding for inflation then it will lead to issues staying competitive. Indeed, not only will our material budget be cut but it will be too low to garner reaffirmation and could lead to problems staying accredited. We are already at the bottom of the pack for primary resources available but if we can get new money we can order new databases.

4. New Catalog

Big News: we hope to get new catalog next year. Committee made it clear they hope new one will have predictive text feature. Everyone agrees this is needed.

5. Other Library Resources News

Other resources: We have new Library Classroom and looking forward we hope to renovate the first floor. Library needs more collaborative space and power to all tables. We may end up combining circulation and info. Students need space but often have their own computers.

6. 2021 will be anniversary of Library.
7. **Technology is being circulated**

We are starting to circulate more technology. Chargers, laptops, we just got power packs that are basically batteries for areas that don’t have plugs. We are experimenting with them. Laptop checkout system was discussed. Lots of laptop are use by students who don’t want to carry their own computer or cannot afford to acquire one.

8. **Update on Avery:**

Avery is closed and being constructed. It will be closed at least till September. We expect it to open by October in part and but Spring 2019 it will be fully open. We are Revising job descriptions for folks there but the employees are currently housed in Addlestone.

9. **Adjournment, Moved we adjourned and motion carried at 3:27**
Attendees:

**Faculty**
- Juliette Bourdier, Francophone, and Italian Studies, Chair
- Adam Domby, History, Secretary
- Susan Flynn, Teacher Education
- Marcello Forconi, Chemistry and Biochemistry
- Bethany Goodier, Communication
- Courtney Murren, Biology

**Library**
- John White, Dean of the Libraries
- Heather Gilbert, Associate Dean of Collection & Content Services
- James Williams, Associate Dean of Public Services

**Absent:**
- Calvin Blackwell, Economics
- Bethany Goodier, Communication

1. **Call to Order at 2:00**
2. **II. The committee elected Adam Domby secretary.**
3. **III. The committee approved the Minutes of the last meeting (March 30, 2017).**
4. **IV. Discussion of Budget / Report of the Budget situation:**

   The budget (and various possible scenarios were handed out (see attachment).

   Library Director and Staff explained to committee that we can expect cuts to the library budget in the coming year. They also made clear that cuts are harder to make each year, as there is less and less discretionary spending. Additionally, the fact that there no money being given to account for inflation makes even a status quo budget a de-facto cut. Additionally, we have been given orders from the administration for a budget cut of about 50k.

Making the budget more difficult is the fact that we have lost other sources of revenue. For example, at the Fort Johnson campus, the Marine Resources Library partners (NOAA, NIST) cut their budget for library stuff this past year. So the library lost a staff member and had to transfer funds to cover Marine Resources materials.

In all, the library has seen an almost $200,000 total cut from its budget over the past year.

One issue that is hard to get around and can’t be decreased easily is that subscription based resources are a big cost, and they have a 5.52% average increase in cost (inflation) per year. This means we really need inflationary increases.

The library has begun looking at usage statistics on Subscription based journals with no or minimal use to try and make cuts where it is more cost effective to get the needed articles per article. If budget woes continue it will mean cutting more heavily used ones in the future.
The bottom line is that if we don’t get inflation increase next year we might not get print books added to our collection. Faculty curated collections have also decreased 65% over past 2 years.

V. Survey of Library Use

The library staff asked that we compare their survey to others to consider how to make it shorter. It seems part of the problem is that it takes too long to get people to take it.

The committee engaged in a discussion on how to get the available resources known to folks around campus who are not using them.

Everyone is asked to give feedback on what questions to keep and get rid of and the committee plans to discuss it at future meeting.

VI. How to make Faculty room more useful

There is discussion of if the faculty room can be unlocked but the scantron must be in locked room. Also we discuss if we can get nicer, less harsh, lights in them. This would make the room more useable for work.

VII. Library and Technology. Library is getting a new classroom with super technology on first floor. It can be used as part of computer lab if we want to as well or its own space. It is a flexible space which is exciting.

The library now has a one button studio that allows recording. This provides new opportunities for teachers (but we need to make sure people know about it). Video and audio recordings can be done.

The library is now using appointment manager to make appointments online. Students seem to like it and expect this capability of scheduling online now as many professors use it.

VIII Teaching

Library reports that given the budget crunch adding classes is hard to do as we are already stretched on personal. Despite the constraints the library is planning to try to teach Lib 106: digital literacy. This is a potential new class but will be hard to offer often because of limited faculty.

IX. Fundraising from outside sources.

The one bright spot in money issues is that fundraising is actually going well.

Moved we adjourned and motion carried at 3:27