

December 4, 2008 – Minutes

**Barb's Report:**

On Thursday Nov 13, Mrs. Hommel brought in her LLA313 class and the cart of laptops that belong to the college and she had her class work on an assignment searching for materials in CLB on a specific topic. This allowed her to instruct the students on the assignment itself and it allowed me to instruct them on how to search for their topics and answer library related questions. This was really fun and it gave me some ideas of what could be done in regards to some other classes as well. (Food for thought as they say)

Thanks to purchases made by the administrative office and David's work the new media racks are in place and the shelved they replaced have been moved to the stacks where we have elementary textbooks. The purchase of the media racks over the last couple of years in addition to providing us with a better way to handle the items like CD, DVD's, etc. has allowed us to solve another problem that being able to use the deeper shelves where we need them for at least some the textbooks. With the purchase of 10 more media racks we would be able to complete the last of the sections that need racks for hanging. Thank you to everyone who has made this happen.

**Haley's Report:**

Materials are still coming in and being processed. In return, some of the first batches of orders are already arriving and being processed thru to cataloging.

Edi invoicing has finally been completed with the remaining 2 of the 3 major vendors.

The Acq/Cat group is currently working on a floor plan for the future move of cataloging into Acquisitions area.

Sexual harassment training is being completed throughout the unit.

The materials budget is being figured to determine our current status in remaining funds.

Robin is being cross-trained to help Cataloging with mending of materials.

Cataloging, as well as, Greg is preparing the necessary materials to start the e-serials project. (Cataloging of the electronic journals we currently get thru Ebsco)

**Kathleen's Report:**

Completed finals week schedule and draft of spring schedule.

Announced to my students that Game Nite is this week, Thursday, December 4 and asked my student assistants to support this activity, attend, and help out. Three of my students, Lauren-Ashley Barnes, Krystal James, and Jasmin Kennebrew will be helping out tonight.

Idea about avoiding misunderstandings between patrons and staff or staff and staff members from different units...perhaps we could have student assistant badges for branch libraries and computer services.

Community Outreach--Last summer Mrs. Gail Kunch, a science teacher from a Fort Madison, Iowa high school brought a group of science students working on research projects to visit the Chemistry department, Physics department, and PSL. On Monday afternoon, Mrs. Kunch called me, asking for more a phase diagram for thermodynamic conditions using lithium hydroxide. Using SciFinder I was quickly able to find what she wanted and I faxed it over.

Interview with the Macomb Eagle about my book "Eva Galuska and the Christmas Carp." An article is supposed to appear in the Eagle on Friday, December 5. Copies of my book are available now at Copperfield's, HyVee, Sugar & Spice (Colchester) and the Colchester State Bank.

Two of my student assistants have great news to share. Jasmin Kennebrew just learned she had been selected for an internship at Cook County Court Services AND she was also chosen by the Minority Internship Program to receive a \$4000 scholarship to complement her internship next spring. Jasmin has worked at PSL since Fall 2007. Ryan Sotelo will graduate this December with a Master's degree in Physics. Ryan has worked at PSL since fall 2005.

#### **Peggy's Report:**

Have started doing ILL photocopying as well as the call slips in the evenings. Have worked out procedures with Linda for saving the documents since we do not have a LAN connection at the scanner location yet.

Christian and students tested and did some surveys of students on the weekends regarding the "Text Me this call number". Christian then prepared a report of the concerns and the positives - T J and I met with Hunt and when you look at our material starting today, you will see an emblem for "Text me this call number" on the card catalog. Hunt has turned it on through CARLI. Other libraries have reported positive comments for the change.

I have been meeting along with Linda on the Dean's Review Committee. We are working on the final report which is due finals week. We are hoping to finish it next week.

I have been talking with Andrea about setting up training for circulation staff on the digital studio. Chet has a student there with several hours but we may have to help students when Sparkle is not there. We are hoping to start the training after break.

Christian and one of our students started working on a vodcast over break. This is the first one and we are doing it to demonstrate how to use microfilm reader/printers. There is still more to do on it before it is finished.

We have entered into our busy time with books being returned and reserve material needed to complete final projects. With Paul's reassignment, we have asked that Christian be full-time rather than part-time. We are still waiting on word about this.

Worked with Mary on spring hours brochure - currently the only change will be that we will close at 9 pm on Thursday of finals week. No other big changes at this time.

#### **Linda's Report:**

ILL began Monday morning with a power outage. Looked like a blown fuse or tripped breaker. ILL was up and running by 8:30 am.

Jennifer and Linda have been busy doing duties of the vacant position.

Circulation has begun searching and scanning photocopy at night. Uploading those from disk is working well at no extra cost.

Correcting students on packaging materials for US mail and ILDS. There is still a steady amount of requests.

Gearing up for mass mailing in January and returns. Returns are already coming in.

Looking at maintenance of the lending ILLiad database. Requests have not been maintained since last October. Most were updated in Worldcat, but not ILLiad. This was after our new employee in October. Not sure what the issue was here. The transferred employee did not know about updating in Worldcat.

Posted ILLiad spotlight about bookmarks to the ILL blog.

Trying to keep up staff and student morale as the semester hits Stress season.

Vodcast is on hold as I have not had enough time to redo the images. They switch movie version in the middle of the vodcast being created. The audio has now been recorded.

Preparing interview questions has the Dean has signed off to fill the vacant ILL position.

#### **TJ's Report:**

- Executive Planning Committee
  - Advisory group to the Dean
  - Decisions made (policies)
  - Tech based, staff, funding, etc

- Tech Meeting
  - Digitizing
- Reported on Dean's Meeting (Monday)
- E-Serials Project
  - Online
  - OPEC
    - Everyone trained on project
    - Do we want students involved?
- Two emergency alert systems meetings
  - Barb and Kathleen
  - All are participating
- Luna Webinar
  - Digitization
  - Availability
- Reported on faculty meeting
- Explained that everyone would be affected by the reorganization process

**General:**

- Digitization is key – will eventually run the library
  - Reorganization
    - More efficient
- Mobile Computing
  - Instructional videos
  - Tours
  - Fun activities
- Text me (Attachment)
- Peggy – Carli Update Voyager
  - Circulation Changes
  - Policy on blocking students (including ILL)
- Linda – checking on Zip ties
- January 15
  - Distance Education
    - 10:00 and 2:00

