

# HERRICK LIBRARY FACULTY MEETING

## MINUTES

September 7, 2015

2:00-3:30 pm Seminar Room

Secretary, Steve Crandall

### 1) Downstate students & Personal Librarian Program – Brian

There was discussion about how to divide up the 102 new off-campus students, and what message should be sent to them. Brian, will draft a short e-mail encouraging them to take advantage of library services. He will share it for comments, and then we'll send it out.

### 2) Front desk student worker training – Brian

Brian described the training that student desk workers received on August 23<sup>rd</sup>. Following dinner at “Dave’s Dirty Diner” they received updates on the new printing setup, the library construction, the shift in book locations, the coffee sales procedures and more. As a way to make the training fresh, student workers were asked to make short videos explaining how to do various tasks at the desk.

Brian also explained that each student worker has a half hour meeting with Dave, Natalie or Brian each year. In that meeting they go over the student worker employee guide/manual. They also review a checklist of training topics, to ensure that each student feels comfortable in performing every item. If the students aren’t sure about an item, then appropriate training is provided. Brian also shared a revised **Student Supervisor form**, which is used to report on activities at the desk when permanent library staff members aren’t scheduled. The form has been revised to capture more positive outcomes, instead of focusing mostly on problem areas.

There was some discussion about using a brief “test” of student worker skills as an assessment of the effectiveness of training efforts.

### 3) Update on construction projects – Steve

- CAS construction is close to completion.
- Signage has been ordered, but no word on when it will be installed.  
Laurie noted that the orientation of the new floor plans inside the

elevator didn't line up with the direction of the building as one exits the elevator. She will work with Natalie to change the orientation of the plans. She will also ask Natalie to add copies of the floor plans to the walls as one enters the elevator. These will also need an adjustment in orientation/perspective.

- Ground floor group study rooms were also very close to usable, so the furniture stored in the ground floor of the east wing will be moved out soon.
- Campus construction currently underway in Carnegie and Herrick will have to be completed before the proposed construction of walls around a new archival storage area can be undertaken on the ground floor. This new area might also provide room for some or all of the Alfred Historical Society Collection currently housed at Hinkle Library.

#### **4) Natalie's new job description – Laurie**

Laurie has rewritten Natalie's job description to focus on her new role as Digital Collections Manager. Natalie is really looking forward to this role which encompasses much of which she's doing already (scanning) and developing new work flow and processes. Her start date will be October 1, 2015.

#### **5) Update on printers – all**

Ellen noted there were some ongoing issues with the public printer in the Herrick Commons area. The lending laptop collection still has the old list of printers on them and Brett will working on them as soon as time permits. Some students have been charged 6 cents a copy instead of 3 cents – ITS is aware of the problem and will be following up.

#### **6) Planning for more weeding – all**

Steve noted that he will be returning to the PS area and the Hs, later in the month. Brian will be working on C-F and parts of the Bs – Chris Churchill and Vicki Eaklor had volunteered to review history books. Laurie noted that Vicki was on leave this semester. Ellen will be working on the Psychology section and will contact Dani Gagne and Cris Lauback to determine which of the Psych faculty may be willing to help evaluate the BFs. Laurie will be working on A and G.

Steve will contact Linda and ask for help from her student workers in making streamers for the ongoing evaluation/weeding process. [Steve spoke to Linda

post meeting. She will direct student workers to make copies of the streamers, and put them in a box which will live on the shelves just outside Linda's office.] Librarians can then come and take them as needed. If supplies are running low, please let Linda know.

**7) Next steps for merged service desk (ITS and libraries) – all**

After a flurry of activity discussing the merging of the library's front desk and the ITS Helpdesk in April and May, discussions were suspended for the summer. After things quiet down for ITS later in September, we will be looking at these issues again. A high priority was given to creating meeting times, and personal meetings with affected staff members to ensure that their concerns are heard. While it will be nearly impossible to implement such a radically different service combination and have everyone get everything they want, giving everyone the opportunity to express their ideas, concerns and preferences is essential. We need to bring more people "into the room" during these discussions.

**8) Staff printer has still not been replaced –**

Donna Sturdevant had followed up Toshiba in the previous week. It's coming, but still not sure when. When it *is* replaced staff should be encouraged to use that printer, rather than the public printer in the "Commons" area.

Respectfully submitted,

Steve Crandall