

Alfred University Librarians Meeting

2014-05-07, 2:05pm

Scholes Conference Room

Attending: Stephen Crandall, Beverly Crowell, John Hosford, Laurie McFadden, Eva Scippa, Mark Smith, Brian Sullivan

Excused: Ellen Bahr (Sabbatical)

- I. Faculty Senate, Deans Council, Graduate Council:**
 - a. Laurie updated the librarians on the April Senate meeting
 - b. Steve gave a report on recent Dean's council meetings.
- II. LibAnswers Update:**
 - a. Brian reported that editing has been done in LibAnswers to move general questions from private to public, allowing patrons to benefit from questions already in the system.
 - b. Over the summer promotional "table toppers" will be created to advertise LibAnswers in the libraries, specifically promoting the texting feature.
- III. Personal Librarian Update:**
 - a. Packet will be created for each incoming student which will include the following; "Trading Card" with librarian profile & persona, Letter of introduction to personal librarian, Library Brochure, and invitation to Library event to be held in September.
 - b. Eva created the individual cards, a poster and a banner for the table at orientation.
 - c. Database is being created so that students can look up their personal librarian.
 - d. LibGuide is being created with Personal Librarian contact information.
- IV. Assessment Planning:**
 - a. Brian and Eva presented a draft of the assessment plan, (see handout for details).
- V. Discuss ideas for giveaways for first year student "goody bags":**

- a. It was decided that the libraries would spend any available funds on the Personal Librarian Program.

VI. Program Review:

- a. Steve noted that he would like to move forward with a program review for the libraries.
- b. Steve would like to retain Bill Hall to help the libraries facilitate a program review.
- c. Other academic units have been going through the process of creating program reviews.

VII. New Student Library Orientation Sessions:

- a. John would like to continue the sessions next fall; he will get back to Steve on whether he would like to lead effort.

VIII. Progress on putting the Strategic Plan, and AU Libraries Mission, Vision and Values Statements in a cohesive package:

- a. Directors will write introduction for each library.
- b. Groups will work together to right a short synopsis of each section, to be included in a sidebar in the finished document.

IX. Retreat Day Plans:

- a. Mark reported that an August 18th retreat is planned for both libraries, with Susan Grey presenting a program on "Change".

X. Printing Issues in the Libraries:

- a. Mark noted that the data from PaperCut shows that the libraries printers are the primary printers used by students on campus.
- b. PaperCut data also shows that the printers in labs and class rooms across campus are not stocked with ink and often not in working order.
- c. Steve offered to follow up with someone in ITs to see if they can more closely monitor the printers in labs and classrooms across campus to ease the strain on library printers.

XI. Selection of a new P&T member for the AU Libraries:

- a. Laurie noted that the process of selecting a new P&T member is ongoing. She will send an e-mail to all librarians asking for nominations.

XII. Evaluation of non-tenured librarians:

- a. Mark discussed the process and forms where by non-tenure track librarians will be evaluated.

XIII. Other:

- a. John asked why the libraries do not participate in open visit days for high school students.
- b. John asked if there could be clarification on President Edmondson's e-mail concerning the Alfred University Strategic Planning Coordination Committee regarding Gary Roberts being listed as both "Herrick Library, and Director, I.T.S."
 - i. Steve said he would check into this.

Meeting adjourned 4:10pm

Minutes submitted by John Hosford