

## Herrick Librarian Meeting

February 22, 2016

Present: Steve Crandall, Brian Sullivan, Ellen Bahr, Laurie McFadden

1. Downstate Student Services – We've occasionally had Downstate students ask if we can borrow material for them through ILL but haven't been able to figure out a way to do it. Recently a student talked with the Downstate Directors who have since talked with Steve to see if there can be something put in place. Steve explained the various issues involved. It's possible AU will be negotiating with an institution in the New York City area for use of space on their campus and it could include use of the library for our students. We will wait to hear more about the final outcome of that before making any changes. Currently students have a wide choice of electronic books available to them through our library and we already scan book chapters and articles for them. We are willing to work with the Downstate Office to better accommodate the students but an immediate change or decision isn't needed.
2. In-House Books -- We no longer have a separate reference collection and now have questions about a few books that might be better if they weren't allowed to circulate. One title is particular is the DSM-V. It was recommended that we put them on permanent reserve since that system is already in place and familiar to our student workers. Steve will send an email to faculty in the late summer to remind them of the reserve system and its benefits.
3. Reconfiguration of the Seminar Room – We've realized the set up in the Seminar Room isn't optimal (too many cables to trip over, the moveable podium is challenging, space can be tight) and Ellen has been looking for possible ways to alleviate some of the problems. She replaced the longer cables with shorter ones, ordered new speakers, and has talked with the Procurement Office about finding a different podium or table. ITS will be adding a Skype camera to the monitor on the wall and we will be getting an HDMI cable to connect to it as well.
4. New Furniture – Many of the upholstered chairs around the library are badly worn and need to be replaced, specifically in the conference room and the main floor. We've had the furniture for nine years so it's time to start replacing some pieces. Steve will ask the furniture company to meet with us to make suggestions for styles, colors, and fabrics. We can also ask the sales person for ideas on a podium or table for the Seminar Room. Laurie will check to see if the standard rolling chairs are a suitable height to use in the conference room in the meantime.
5. Summer Schedule – We will meet on March 3<sup>rd</sup> at 10:30 am to set the summer work schedule.
6. Display Schedule – Laurie (April – May 2016), Steve (June – August 2016), Brian (Sept. – Oct. 2016), Ellen (Nov. – Jan. 2017), Laurie (Feb. – March 2017), Steve (April – May 2017).
7. Room Reservations – At least once someone has put a sign on one of the new study rooms on the ground floor saying it was reserved when it's not supposed to be able to be reserved. We agreed that we like having some rooms available "first-come" with no reservation. Brian will double check with Dave and the student supervisors to make sure they aren't the ones putting up the sign(s).
8. Additional Study Room – Steve has talked with Physical Plant about the possibility of converting the storage room on the ground floor into a study room. The door would be moved so that it's in the hallway, inside the detection system. We need to clean out much of the material in that room anyway and whatever we want to keep could be kept in the storage room on the top floor (since

its contents will move to the new archive storage space in the enclosed bay on the bottom floor at some point). Physical Plant will hopefully be creating another new study room over spring break by adding a wall in Natalie's area, creating two rooms from it.

9. Library Floor Plans – Ellen realized that both she and Natalie have been updating the floor plans. We agreed it best that the secretary have the main responsibility for this. Ellen will talk with Natalie. Steve will ask Natalie if the secretary checklist is still up-to-date, and if not, ask her to work on updating it.
10. Weather Closing – Steve will add this to a joint librarian meeting agenda but wanted to acknowledge some of the confusion that happens when the University closes due to bad weather or an emergency. The library generally also closes but we know it would be convenient for many students if we were able to open. If nothing else, we should be changing the message on the library main phone to say we are closed.

Minutes respectfully submitted by,

Laurie McFadden