

All Staff Meeting Minutes

January 21, 2016

Attendees: Brett Arno, Ellen Bahr, Stephen Crandall, Susan Eszes, Laurie McFadden, Natalie Skwarek, David Snyder, Linda Sootheran, Brian Sullivan

Opening Remarks

Steve stated that he is pleased with the smooth integration of the Center of Academic Success with Herrick Library and has talked with Liz Shea about improving the CAS webpage and linking it to Herrick's website. Steve also mentioned that the custodian is temporarily out again due to family medical leave. Laurie wondered about the lights usually being turned off in the hallway leading to the CAS. She also suggested that the empty hangers in the same hallway either need to be removed or cohesive artwork needs to be added. Ellen commented that she is impressed with the new signage throughout the library but she has noticed that there is a lack of signs on the second floor to continue following. Laurie added that she would like a larger sign put above her entrance door to make the archives more visible. It was also suggested that new "library service desk" signage should be considered for the front desk; this would emphasize its multiple functions after both the CAS is integrated into Herrick and ITS into the front desk during evening hours.

Staff Updates

Steve stated that he updated the strategic plan and worked on the annual assessment report throughout the fall semester. He also reported that he was involved in many of the Harry Potter World events that took place during this time. He was particularly thrilled by the outcome of the Harry Potter themed Team Trivia Night which drew in 53 participants and was the largest trivia night up to date.

Brian reported that he taught his second honors course titled "Create Your Own Religion" and co-authored an article with Karen Porter about the Personal Librarians Program. He has also been working with Patty Crast to coordinate the eventual integration of ITS with the front desk.

Laurie is currently teaching a maple syrup honors course. In the fall, she became director of the Women's Studies Program, worked with President Edmondson and Provost Stephens on Middle States related matters, attended a genealogy workshop, and spoke with middle school students on the topic of primary sources.

Susan stated that in addition to her standard work routine, she has continued to weed mail and has noticed a significant decline in the amount of unwanted magazines and advertisements Herrick receives.

Ellen is working to create a campus-wide reservation system and continues to lead the Digital Projects Work Group. She announced that Read and Write Gold software has been installed on every library computer. Ellen also mentioned that SUNY is beginning to assess what will come after ALEPH. Though Herrick will probably stick with ALEPH until 2020, many changes will occur after this point.

Linda is moving books from the Confucius Institute Collection. This entire area will be cleared for the Archives weeding project. She is also working on replacing the VHS tapes in the stacks by either discarding them or transferring them to a DVD format. Linda also requested that the Better World Books deadline be extended to December 2017.

Dave has integrated all of the reference books into the General Collection; the library no longer has a reference section. The Confucius Institute Collection has also successfully been shifted. Dave stated that he will not be teaching this semester; he will focus on completing his book about Alex Yunevich instead.

Brett reported that the new printing system has been working smoothly and that there has been a decrease in printer-related issues this semester. He is continuing to keep the library websites afloat, provide tech support to Scholes, and work on DSPACE, the software that runs AURA. He now has freed up time to work on other projects going forward.

Natalie remarked that the fall semester went smoothly at the front desk and in the archives. While her role in the archives transitioned to Digital Collections Manager, she also worked to integrate and shift all of the athletic files from the Communications Office with the current collection stored in the annex. Natalie attended weekly Digital Projects Work Group meetings, took a course on getting started with digital collections, and will now aim her efforts on the digital projects initiative between the AU Libraries.

Closing remarks

Steve discussed the importance of conducting the AU libraries' program review. The review will provide a snapshot of how we view ourselves, and how we're viewed by our constituencies. It will also provide a baseline for future assessments of the libraries' progress.