

## Herrick Library Faculty Meeting

September 5, 2016

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

1. **Personal Librarian Program:** Most (if not all) of the students in the Downstate and Corning programs were on campus this summer and received a library orientation. Brian will send out a message to the Downstate students reminding them of the services offered by the library and encouraging them to reach out to the librarians with questions. Since Steve volunteered to be the personal librarian for the Corning students Brian will get the names and contact information to him to send out a message.
2. **Front Desk Student Workers:** Steve suggested a mid-semester “test” for the front desk students to determine areas in which they might need additional training or a refresher. Brian agreed it was a good concept that would also be useful for both quality control and assessment. Ellen suggested a session be offered specifically on assisting with research-related questions and wondered if an online tutorial could be developed. Steve and Brian will continue the conversation and determine what, if anything, happens next. It was agreed that it shouldn’t be a “test” for the students that might make them anxious, rather explained as a way to make sure we were training them adequately.
3. **Recent Construction Projects:** The new archive storage area on the bottom floor is complete. The new study room on the main floor is done but Steve will be asking for a window that can be opened to be installed. The study room on the bottom floor still needs to be connected to the AC system, and needs carpeting and some wiring work. Ellen asked Steve to ask Natalie to update the library floor plans for the webpage, elevators, and printed maps by the entryways.
4. **Weeding:** The A-BD and HG-Z books have been done. Rob Reginio and Becky Prophet assisted with the literature section. Steve is starting on the BF section; Ellen contacted the Psychology Division to request faculty help with those books and Dani Gagne, Kevin Curtin and Cris Lauback have volunteered. Steve will also start weeding the HD books. The philosophy faculty have said they would help with books in BH and BJ. Steve will contact the Human Studies faculty when it’s time to weed the religion books. Laurie is continuing to weed the G books. Bob Myers will be reviewing the anthropology books in GN and Cliff DuBreuil has looked at the track and field books in GV. Once all of this has been done, the only area not yet looked at will be the history-related books.
5. **New Majors:** Two new majors are being offered in college student development and health fitness management. There was a brief conversation about the liaison assignments and it was agreed that we should keep them as is for now, and make sure the list is up-to-date on the webpage. Ellen will be the liaison for college student development and Laurie will get the health fitness management. A short discussion was held on the need for the library to stay abreast of new programs and be proactive in making sure the collection and overall resources, including LibGuides, are in place to support them. Kevin Curtin did reach out to inquire about journals for the college student development program. Ellen provided a list and he requested that we add a couple new titles. Steve had been contacted about health fitness resources in the early spring.
6. **Books for the Alfred Collection:** Laurie asked for feedback on how we decide when to order two copies of a book or how to decide when to add a single copy to either the general collection

or the Alfred Collection. Since each book's reason for acquisition is unique it was decided to continue making decisions on a case-by-case basis.

7. **Filling Staff Time:** A discussion was held on the way to approach filling time if a staff member has extra available outside his/her normal responsibilities. Laurie suggested using the strategic plan as a guide for developing priorities and achieving goals we haven't yet been able to work on. It was agreed that there doesn't have to be a clear delineation of hours per week for duties outside the normal department but that some guidance and structure should be decided upon to make it easier for both the staff person and the supervisor. The job description should also be revised. This will be added to the October meeting agenda to discuss further.
8. **Back Door Signage:** With the recent construction of the study room replacing the storage room on the bottom floor there is now a large blank wall greeting people as they enter through the back door. Steve asked for suggestions for signage. Ellen said she liked the other wall signs recently put up in the library and suggested we contact the same company. Laurie suggested we could get something with a little flair in the design since Steve was interested in having something fun in the design.
9. **Social Justice Faculty Group:** Brian, Ellen, Eva and Laurie have volunteered to be part of the new social justice faculty group on campus. They will be meeting next week to brainstorm ideas for a display to support the upcoming Racism Teach-In days on September 28 and 29. They will also work with a list of ideas generated at the faculty group's first meeting on other ways the libraries can support the initiative.
10. **History Collection Transfer:** Laurie gave an update on the transfer of the history collection from Hinkle Library to Herrick. She is working with David Haggstrom on the project. He is currently deciding just what will be transferred. The goal is for it to be at Herrick by the end of the semester. Laurie will be planning a major reorganization of the archive storage spaces with the addition of this new collection as well as the addition of the new storage area on the bottom floor.
11. **Team Trivia:** Steve has a team trivia night scheduled for early October but given the low attendance at the last many events thinks that it may be the last one. It's hard to justify the cost if few people show up. He has some ideas for alternate events (movie night or an "escape room") and welcomes additional suggestions.

Minutes respectfully submitted by,

Laurie McFadden