

# **Herrick Librarians Meeting**

## **February 14, 2011**

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

### **1. Endowment Income Discussion**

Steve reviewed a list of Herrick Library Development Ideas that he recently shared with Amy Jacobson (Director of Gift Planning) in response to a potential \$25,000 endowment gift being considered for Herrick. It was decided that the list needs more detail so that it will be as useful as possible. After the meeting, Laurie sent suggestions to Steve, which have since been further modified. Several ideas were also discussed regarding what to do with a larger endowment gift (\$600,000) to Herrick, of which approximately \$18,000 per year is left to designate. That money will start to become available in July 2011.

### **2. Draft Summer Work Schedule**

An initial attempt at a summer librarian schedule was made (see attached document).

### **3. Liaison Group Text from Marketing Plan**

Laurie shared about the Herrick PR Work Group's Marketing Plan, particularly noting the inclusion of our Library Liaison program as a key piece of that plan. Everyone agreed that this is appropriate. Discussion ensued about the need to have a clearer plan for our Library Liaison program. This led to further conversation about the need/desire to have more periodic discussions/planning/readings about library literature, the changing world of academic libraries, and the implications for the AU Libraries. No decision was made on how we might begin having these conversations.

### **4. Café Space – ARC**

We are still waiting to hear from the ARC regarding the date they plan to open the BookEnd Café.

### **5. CITE**

We are still hoping to have a meeting with the CITE faculty about their current programs and what we can do to best serve their students (including the ideal contents of a CITE Libguide) . After our meeting, on February 15, the dates for the summer CITE instruction sessions were determined:

June 30, 10:30-11:00 – Literacy (with the possibility of an afternoon session as well)

July 12, 10:30-11:00 – Literacy

July 18, 10:30-11:00 – Literacy

August 1, 3:00-4:00 - Counseling

### **6. Dropping Overdue Charges**

Brian proposed dropping all library overdue charges for all items on a trial basis for the rest of the Spring Semester (currently we do not have late fees for books in the general collection). It is hoped that this will lead to a friendlier atmosphere at our front desk and bring us more in line with the expectations of patrons in the age of Netflix. The details are being worked out by the

Access Services staff (Brian, Dave Snyder, and Erinnae Baker). Laurie, Ellen, and Erinnae will implement the necessary changes in ALEPH.

## **7. Reference Collection**

The relocation of the reference collection downstairs has begun. It was agreed that the entire reference collection (including style guides and oversize items) will be moved downstairs rather than separating them on two floors, as we had been considering. The details of how to make everything fit downstairs have yet to be determined. The style guides will be shelved according to call number in the downstairs reference section rather than together at the end of the section.

## **8. Brand Development Workshop**

Laurie shared her initial plan for the Brand Development Workshop (led by the Rochester Ad Council). All staff and librarians from both libraries would be invited to participate in the initial survey (date TBD) and full day workshop (May). The Fall Retreat in August (which may or may not include the Scholes librarians and staff, depending on their desire) would be about specific applications of the information gained from the May workshop to our respective libraries.

## **9. Herrick Work Plan, AU Libraries Strategic Plan**

To be discussed at a future meeting.

Respectfully submitted,  
Brian T. Sullivan

**HERRICK LIBRARY  
FACULTY SUMMER SCHEDULE  
2011**

Week of:

May 16	Laurie (May 16-19) Brian (May 20)
May 23	Brian
May 30	Laurie [May 30 library closed for Memorial Day]
June 6	Laurie
June 13	Steve
June 20	Steve
June 27	Laurie (June 27-28) Steve (June 29-30 & July1)
July 4	Steve [library closed July 4]
July 11	Ellen
July 18	Ellen
July 25	Ellen
August 1	Steve
August 8	Laurie (August 8-11) Brian (August 12)
August 15	Brian