

**HERRICK LIBRARY  
LIBRARIANS MEETING  
Minutes  
8/24/2011**

Attended by: Ellen Bahr, Laurie McFadden, Brian Sullivan and Steve Crandall

- 1) **Reference Schedule** – same as last semester (see attached schedule)
- 2) **Display Schedule** – (see attached schedule)
- 3) **Scheduling of the Herrick All-Staff Meeting** – It will be held on September 8<sup>th</sup>, 10 am in the Conference Room.
- 4) **Library Meeting Schedule** – (see attached schedule)
- 5) **Instruction Evaluations** – After some discussion it was decided that the librarians would revert to using a paper form for the moment. Brian can use the information collected to inform the Herrick Librarians. At some point future evaluation methods can be discussed at a joint library faculty meeting with the Scholes Library faculty. Ellen agreed to forward the paper form she's been using to the Herrick faculty.
- 6) **Tabbed Search – Deferred until the September 7<sup>th</sup> meeting.**
- 7) **LIBQUAL** – Steve plans to offer the LIBQUAL test during the fall semester. [He checked with Kathy Woughter and the Provost's Office and it seems that the fall semester will work the best.]
- 8) **Update on library copier/printer, and color copying – Deferred until the September 8<sup>th</sup> All-Staff Meeting**
- 9) **Library Faculty Reception** – Plans were finalized. Ellen offered to bring flowers and a tablecloth for the event.
- 10) **ARC café contract and update on plans for the fall – Deferred until the September 8<sup>th</sup> All-Staff Meeting.**
- 11) **Juvenile Collection Weeding – Deferred until the September 8<sup>th</sup> All-Staff Meeting.**
- 12) **Meeting with CITE faculty? – Deferred until the September 7<sup>th</sup> meeting.**
- 13) **PA System Update – Deferred until the September 8<sup>th</sup> All-Staff Meeting.**
- 14) **Endowment Income Discussion – Possible uses of the money – deferred until the September 7<sup>th</sup> meeting.**
- 15) **Tour Guide Talking Points** – after the meeting librarians made suggestions for edits to a preliminary list by Steve. [List was sent to Jodi Bailey on 8/26/2011]
- 16) **Autumn Miller, Library Intern** – Autumn will be working 10 hours a week. [This will also be an agenda item for the All-Staff Meeting.]
  - Autumn's work will include:
    - Participation in the PR group
    - 3 hours of work at the front desk
    - Offering reference assistance
    - Participation in the development of the Digital/Institutional Repository
    - Displays
- 17) **Brett Arno's transition to new position – Deferred to September 8<sup>th</sup> All-Staff Meeting.**
- 18) **Instruction, what are we trying to accomplish? – Deferred to September 7<sup>th</sup> meeting.**

- 19) IDS Conference Report – Deferred until the September 7<sup>th</sup> meeting.
- 20) Aleph Coordinator/Liaison, Transition from Laurie to Ellen – Deferred to the September 8<sup>th</sup> All-Staff Meeting.
- 21) Agenda suggestions were generated for the next joint AU Library Faculty meeting:
  - Evaluation of administrators
  - Program Review
  - Evaluation of Librarians – P&T: Refining the form, prepare/present method for evaluation of librarians in non-tenure tracks positions
  - Strategic Plan for AU Libraries
  - General Education Task Force – Kerry Kautzman indicated at the opening AU faculty meeting that representatives were needed from all sectors of the University. Brian is willing to represent the libraries, but there may be someone at Scholes who is also interested.

The meeting adjourned at 12:00 pm.

Respectfully submitted,  
Steve Crandall, Secretary for the meeting

**HERRICK LIBRARY  
REFERENCE SCHEDULE  
Fall Semester 2011**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Morning (9-Noon)</b>	Brian	Brian	Laurie	Brian	Laurie
<b>Afternoon (1-5 pm)</b>	Ellen	Steve	Steve	Ellen	Brian

**HERRICK LIBRARY  
LIBRARIAN MEETING SCHEDULE  
Fall Semester 2011  
(all meetings at 10 am – except on 9/7/11)**

Monday, September 7, 2011 – Laurie, Secretary

Monday, October 3, 2011 – Ellen, Secretary

Monday, November 7, 2011 – Brian, Secretary

Wednesday, December 7, 2011 – Steve, Secretary

**HERRICK LIBRARY DISPLAY SCHEDULE 2011-2012**

August – Autumn Miller

November – Steve

January – Brian

March – Dale Inglett's Class

May – Laurie