

**Herrick Library Faculty Meeting Minutes  
May 4, 2018**

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

**Outlet replacement for conference room table**

The built-in electric receptacles need to be replaced. Steve will follow up with the physical plant to ask them to try resizing the holes in the table. They will need measurements for replacement parts, but might want to hold off on ordering the parts until they know that the holes can be resized without damaging the table.

**Furniture reupholstering**

Steve will contact Giovana Lloyd, VP for Business and Finance, to let her know that we have furniture that needs to be reupholstered, and that we would like to spend endowment funds on the project.

**Flashlights/emergency lighting**

Laurie suggested that we purchase flashlights that plug into an outlet. This way, they will be charged and available for future blackouts/emergencies. Steve also reported no lighting in the front entryway during last night's blackout. He will follow up with the physical plant or security.

**Kanopy billing**

Steve and Linda are still working on resolving our billing issues with Kanopy. Kanopy will notify us when we reach \$1,000 in our deposit account. Steve will share a list of films that have been watched and Ellen will provide a list of collections that we can activate or deactivate as we prefer, to help control the cost.

Respectfully submitted,  
Ellen Bahr