FACULTY SENATE LIBRARY COMMITTEE
MINUTES
28 JANUARY 2004

PRESENT:  David Palmer, Chair; B David Sinclair, Secretary; Joan Lewis, Deb Schroeder, Janet Wilke

ABSENT (excused):  Mary Beth Ailes, Rick Miller

The meeting convened at 3:53 p.m.

Wilke reminded the Committee that the Library received $25,000 this fiscal year to fund services and resources in direct support of Priority Programs. Out of this amount $5,000 was reserved for Interlibrary Loan services specific to Priority Programs. The remaining $20,000 was made available to Priority Programs via a grant process. Grant requests were to be limited to a maximum amount of $2,000 each.

Seven proposals were received, totaling $11,403. The Honors Program did respond but they did not submit a specific proposal. They had difficulty determining what to do, as they don’t normally receive a book allocation.

The submitted proposals were discussed and all requests seemed reasonable and appropriate. Since the total amount requested was considerably less than $20,000, it was suggested that all the proposals be approved for the amounts requested.

This left $8,597 remaining of the $20,000 set aside for grants. Wilke suggested that the remaining amount be given to the Interlibrary Loan program to augment their service to Priority Programs. She explained some of the changes in document delivery using ILLiad, and some of the costs involved with these transactions. She reminded the Committee that when the Library received Priority Program funds a couple of years ago to implement ILLiad, the online document delivery system, we understood it would be a permanent addition to our own budget. This has turned out not to be the case. The additional $8,597 would be used to help prepay some ILL costs. Between the $5,000 originally set aside and the amount left from what was designated for grants, there will be a total of $13,597 going into Interlibrary Loan/Document Delivery for support of Priority Program ILL requests. The Chancellor’s office will require a report showing how the use of this money supports Priority Programs.

Lewis moved (Sinclair) that the Library Committee authorize the Library to fully fund the seven grant proposals as requested. The motion carried.

Lewis moved (Sinclair) that the Library Committee authorize the Library to use the remaining Priority Program funds to support Interlibrary Loan/Document Delivery services that support Priority Programs. The motion carried.
**UPDATES**

Wilke reported that the new shelving has arrived and was installed over the Christmas break. We are now in the process of shifting books and magazines.

Wilke reported that Sheryl Heidenreich, Coordinator for Interlibrary Loan/Document Delivery, is preparing an inventory of library equipment, artwork, etc., as a preliminary step toward preparing an emergency response plan for the Library.

Wilke also reported that the visiting librarian, William Elsbury, came to campus on 9 December 2003. He had a good presentation and the event was well attended. During his presentation Mr. Elsbury mentioned the Library of Congress Website as a location for resources. In addition, he indicated he would be willing to serve as a liaison for the History Department and the Library to help obtain internships for some of our students.

Wilke stated that budget matters are not being discussed as much now, and things have calmed down a bit. There were no changes to report.

She also stated that the deadline for receipt of departmental book allocation requests is 1 February. (NOTE: After further checking the correct date was determined to be 27 February 2004.)

Wilke mentioned that a campus-wide plan for distance education is being prepared. We need to let people know that this will have a significant impact on the library.

Schroeder reported that Information Technology Services has begun surveying the library building for implementation of a managed wireless network. They will especially target large study areas for this technology, and should have it up and running within a month or so. They will not be pushing Mac wireless because it is not manageable.

Info Tech Services will be testing how much feed-down there is from Second Floor to First Floor, and how much feed-up there is from the Lower Level to First Floor. They will also need to determine how much books and shelving block the signal.

Next meeting – No specific date was set for the next meeting at this time. If something comes up that needs to be discussed, a meeting will be called.

There being no further business to discuss at this time, the meeting adjourned at 4:31 p.m.

Respectfully submitted,

Colleen M. Lewis  
Scribe

B. David Sinclair  
Secretary  
Faculty Senate Library Committee