FACULTY SENATE
LIBRARY COMMITTEE MEETING
MINUTES
28 SEPTEMBER 2005

PRESENT: Nathan Buckner, Larry Hardesty, Joan Lewis, Rick Miller, Deb Schroeder

ABSENT: Jose’ Mena-Werth, David Palmer, Brinton Strohmyer

GUESTS: Jim Rowling/Head of Acquisitions, Janet Wilke/Associate Dean of the Library

The meeting convened at 4:36 p.m.

Hardesty reported that the Library is considering revising the order deadlines for books. There are several reasons for this: If order requests are received very close to the currently established deadline in the spring, it is difficult to get the materials ordered before the end of the fiscal year, which means that not all of the current fiscal year’s allocation is spent, and thus is lost. It also means that those books that do get ordered must be paid for out of the new fiscal year’s budget, thus reducing the amount available for allocations in the new year. In addition, if we learn that a particular book is out of stock, out of print, etc., at the end of the year, by the time that we learn this it is too late for the department to place an alternate request.

The Library would prefer to have several deadlines instead of one. In this way, there will not be a time crunch for ordering materials at the end of the fiscal year. Also, materials can be processed and placed on the shelves more quickly if they are ordered throughout the year.

The Library proposes that a minimum of 1/3 of a department’s allocation be spent by December 1, a second 1/3 be spent by February 1, and the remaining 1/3 be spent by April 1. Departments can spend more than this by these deadlines. However, if the minimum amount is not spent by each deadline, the amount not spent is lost to the department.

Prior to the deadlines the Library will notify departments if they haven’t spent their minimum amounts. This will be especially necessary if a department thinks they have spent 1/3 of their allotment, but actually have some money left due to discounts, book unavailability, etc. The department allocation letters will describe this new deadline structure. The Library’s Acquisitions Department will monitor expenditures and send reminders to departments. Library liaisons will also keep in touch with their departments on this. The Library Committee agreed to the new deadline structure.

Hardesty announced to the Committee that Sharon Mason, Head of Cataloging/Serials/Systems, is retiring in early January 2006. The search requisition has been approved and the job notice is being sent out. Ken Messersmith is chairing the Search Committee. Hardesty stated that Jim Rowling, Head of Acquisitions, and Mary Barton, Head of Reference, have also indicated that they will retire in a couple of years.
Miller announced that Ada Leung, Associate Professor for Marketing & MIS, has been elected to replace David Palmer, whose term expires this year. Joan Lewis was re-elected to serve another term. Hardesty said that we may need to have a new Student Representative appointed.

Hardesty then announced that, due to a budget reduction, the library probably will not be able to offer library grants this year. However, we were able to provide $500 to each of the new tenure-track faculty. Rowling said, that budget-wise, the library is okay for this year, but if we have more budget cuts next year, it will be more difficult for us.

Miller reported that typically someone from the Faculty Senate Executive Committee attends the first Committee meeting to read the charge and composition to the Committee and oversee the election of a new Chair. Since Miller is a member of the Executive Committee, he can serve in this capacity for this first meeting of the Library Committee.

The charge and composition are as follows:

**Article VII.J. Library Committee**

"Recommends the procedures by which funds are allocated to the colleges and advises the University administration on the formulation and implementation of Library policy. **Composition:** One faculty member from and elected by each undergraduate college, the Dean of the Library, the Assistant Vice Chancellor of Information Technology, one member selected by the Graduate Council, and one student selected by Student Senate. Total: 8 members."

The next order of business was to elect a Chair. Lewis agreed to serve in this office and was approved by acclamation.

Miller stated that another item of business is to establish a day and time for the meetings. Monthly meetings will take place on Wednesday afternoons at 4:00 or 4:30. However, meetings will not be called if there are no pressing matters to discuss.

Hardesty then reported on the status of the library’s renovations. The rest of the main floor will be carpeted later this semester. Over Fall Break the sections that don’t require stack movers will be completed. Then during Christmas Break the stack movers will be utilized to move the reference collection tall stacks, and the rest of the floor will be completed.

There being no further business to discuss, the meeting adjourned at 5:09 p.m.

Respectfully submitted,

Colleen M. Lewis
Scribe