PRESENT: Joan Lewis, Chair; Ting-Lan Chen, Mark Ellis, Ada Leung, Amber Lewis, Rick Miller, Deb Schroeder, Janet Wilke

The meeting convened at 1:38 p.m.

Miller read the charge to the Committee:

**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.”

The next item of business was the election of a Chair. Joan Lewis agreed to stand for election for another term and was unanimously elected.

Miller stated he will check on recent Faculty Senate election results and notify the scribe of any changes in Library Committee membership.

Wilke then reported on several changes to Library staff including a retiring librarian, restructuring of departments, new positions filled, and vacancies that are yet to be searched. She distributed copies of the new Library Staff organizational structure and explained the changes that were made. The Library is just beginning the process to fill the Curriculum Librarian position that was vacated when Wilke was appointed Dean of the Library.

Ron Wirtz, the new Head of User Services and Instruction, started on 1 August 2007. This is the position formerly held by Mary Barton, who retired on 3 July 2007. The Head of Technical Services and Systems position, formerly held by Sharon Mason, has been filled. The new Head of Technical Services and Systems, Rene Erlandson, will begin on 14 January 2008. In addition, with internal reorganization, the new position of Collection Development Librarian was created. Trudy de Goede will carry out the duties of this position.

There are currently two Office Service Staff vacancies in the Cataloging unit. They will not be filled until after the new Head of Technical Services and Systems arrives. As a result, the Cataloging unit is short-staffed. Priorities have been set regarding processing incoming materials. Rush orders will be processed first, followed by faculty requests. Materials will continue to be ordered, but processing those materials may be a bit slower. Due dates for departments to spend their allocations will not change, December 1, 2007 for the first half of their allocations, and March 14, 2008 for the remainder.
Library building – Wilke reported that the Writing Center has been housed in the Library for a number of years. Now the Health Sciences Program is also being housed on the second floor, while renovation of Bruner Hall continues. Once that department returns to Bruner, the space will be reconfigured for library use. Several possibilities are being considered including an area for the Special Collections.

Wilke reported that Dean Harrold has also been looking for classroom space in the Library during part of the Bruner project. In addition, one of the rooms on West Campus used for video conferencing has been converted into a lab, so space on the east side of campus is needed for video conferencing.

Other changes in the building included ordering some furniture, and reconfiguring the reference desk to make it more ADA compliant and easier for students to work side-by-side with librarians.

Collection development – Wilke reported the Library is exploring the issue of shifting from print format to electronic format whenever possible. Items in electronic format are available when/wherever, whereas print format is limited to a place. There are policies and procedures for collection development that will need to be reviewed and/or revised as well as budget issues to explore. Electronic format materials are often more expensive than print format. However, it is believed that electronic format materials will receive greater usage than print.

Student Library Enhancement Fee – Wilke stated that the Student Library Enhancement Fee is currently set at $2.00 per credit hour. The Deans of the NU Libraries are preparing a request to increase this fee to $3.00 per credit hour systemwide. Wilke provided some background on how this fee came about. It was voted into being by the students at UNK. Several years later UNL, UNO, and UNMC requested a similar fee, and the Board of Regents approved the request. Traditionally UNK’s Library has spent this money on electronic resources, primarily full-text databases.

Wilke explained some of the reasoning behind the proposed increase, including the rising costs of journal subscriptions. She distributed a document showing national projected serials prices for 2008 (attached below). An increase in the Student Library Enhancement Fee would help meet these rising costs. This proposal would require Board of Regents approval and would be presented at the April 2008 meeting.

Library annual report – Wilke reported that the Library will be preparing an annual report providing some basic information on the Library.

Academic program review – Wilke reported that the Library has been placed on the schedule for an academic program review and will be preparing to do that. The annual report will provide information for this process.

UNK Foundation – Wilke stated she has met with Lucas Dart of the UNK Foundation and he is looking into preparing some basic information that can be sent to
alumni/alumnae, the Foundation’s website, and the general public. There are some things that can be done to generate interest in and support for the library.

Miller reported on a series of academic research posters that could be displayed. He suggested setting up a rotating display in the library. It was observed that UNK doesn’t always do a good job of promoting itself. People don’t think about scholarship when they speak of UNK. Perhaps the library could consider presenting displays of works by UNK faculty, rotating them once a month.

Miller then noted that in past years unspent library materials funds have been used to award grants for special projects or special collections of works. It was a popular program that was well received by the faculty. He stated he would like to see the grant program reinstated if possible.

J Lewis reported on the Thesis Committee’s revision of thesis guidelines and the use of an electronic process to submit theses. She asked if the Library’s webpage could contain a link to student scholarship for electronic research. Wilke agreed to look into the matter. Related to this was a suggestion for the Library’s webpage to contain a link that would allow other researchers to view what UNK’s faculty and students are doing.

Ellis reported that Don Briggs donated an extensive collection of photographs, most of which are in negative format. Ellis has a graduate student scanning the photos and he would like to be able to post the collection on a server so it can be accessed. Schroeder discussed with him ways of making that possible.

There being no further business to discuss, the meeting adjourned at 2:32 p.m.

Respectfully submitted,

Colleen M. Lewis
Scribe