



Librarians' Meeting August 30, 2007

Present: Y. Alberg, M. Aldrich, J. Cook, J. Dobbs, L. Flanders, D. Fulkerson, C. Goodson, V. Gunther, C. Huff, S. Lanford, M.J. Rootes, J. Ruskell, S. Smith, L. Flanders, D. Sullivan

Absent: M. McManus

Lorene Flanders called the meeting to order.

Lorene Flanders welcomes new staff, Julie Dobbs-Administrative Coordinator, Faculty-Jean Cook, and Faculty- Dean Sullivan to the library. Diane Fulkerson will mentor Jean Cook and Mary Jane Rootes will mentor Dean Sullivan. Candidates will meet monthly to discuss and concerns or questions regarding job matters.

New Business:

Election of Tenure Advisory Committee will need to be formed for the process of electing new Tenured Track Faculty. Susan Smith studied the Faculty Handbook to help with the selection process of committee for Tenure Faculty as certain rules will apply for each committee. Each member received a list of candidates. Susan motioned to select officers and it was seconded by Chris Huff with none opposed.

Committee Reports:

Furniture Committee: Last year it was brought to the attention of Library Personnel that some of the furniture needed updating. Chris Huff is the chair of the committee. Last week new chairs arrived for computer students and library staff. Office furniture was placed in Lorene Flanders and Susan Smith's new rooms. Everyone seems to love the new furniture as well as students using them in the computer area of the library. The next phase of remodeling will be electrical and painting which will begin December 17, 2007. Chris Carroll is checking with vendors for replacement of our old circulation counter. Chris also mentioned December as a starting date for this project.

Senate Committee: Members met on Strategic Planning Items. Campus safety is one of the campus concerns.

Pr Committee: Victoria Gunther is currently working with West Georgian for 3 new instructional services stories from Carol Goodson, Chris Huff, and Lorene Flanders. Victoria has suggested a word range limit for each story. Our Campus Chronicle needs all information regarding new hires by Ingram Library. Betsy Grimes article was placed in Coweta newspaper. Victoria forwarded an e-mail to Steve Gradit and will follow up on information regarding campus ads. There will be a meeting on September 6, 2007 at 10:00am. Victoria will contact UTV13 news for marketing strategies. The goal is to make students on campus aware of how the library can help with their studies.

Dr. Hunter has not replied regarding Constitution Day if he can not be reached Jim Agan will be the guest in charge of this event. Shelly Elman can be contacted regarding student as orators for the event.

Michael Aldrich is working on American Democracy Project with Dr. Said Sewell and others.

The circulation desk can supply students with voter registration forms.

Victoria has ordered books for ban book sale.

Victoria also mentioned Grant Writing Class using Grant Filing System. North Atlantic Grant Writing professionals will help. This class begins September 29-October 6, 2007. Michael Aldrich stated other librarians might be able to help with the grant writing process.

Training: Vendor trainers are needed. Many suggested Galileo Beta Version Class. Mary Roote suggested, Lexus Nexus Class.

UAPC- Diane Fulkerson committee chairman will meet next week.

Library Goals:

Dr. Hynes and Lorene discussed goals last week in their meeting. Staff Website and Computer use are some things of high importance on the list. (See Attached Goals).

Our number one concern is the use of computers for educational or business purposes. Michael Aldrich suggested a look at our open records site.

Centennial Faculty Member: Jean Cook and Dean Sullivan will receive copies.

All self nominations are due September 4, 2007. You may send citations to Lorene or Susan for annual publications. Annual reports will need updating if information is necessary.

Circuit Rider Archivist Visit is scheduled for September 7, 2007. Diane Fulkerson will be in charge of this project. It's designed to provide us with feedback regarding resources for the library. This will be an all day event. Myron House will be helping with the project when he returns.

Our current GRA's are Audrey Cook, Ashley Judy, Stephanie Jarelis, Rick Promise (George Steely's GRA).

September 25, 2007 1:00pm-2:30pm – Library Renovation Planning Webcast. Charles Forrest, Library Planning officer from Emory University will attend. We are currently searching for space to hold this event.

Diane Fulkerson alerted everyone to a black male entering the library and not wanting to leave. She will follow up with Public Safety for help with this person. Jan Ruskell also noticed strange things during one night at the library.

Chris Carroll states that the circulation of computers is going well. Jan suggested we buy Flash Drives for student use to print.

Shirley Lankford needs a wireless mouse at the reference desk.

Lorene Flanders motioned to adjourn meeting, meeting adjourned 2:47pm.