Co-Chair Tim Nutt called the meeting to order. The order of agenda items was changed, with #4 being moved to #1.

1. Agenda Item #4: How we communicate when the media is focused on library activities—how we coordinate and ensure we are provided the same information and presenting the same to the public.

Dean Allen said there is a policy in place for handling media inquiries. If people follow the policy, there should be no problems. The university has instituted a new FOIA policy. It would be a good idea to remind library personnel of the media policy and the FOIA policy. WE have never had an issue where the media violated our policy with regard to copyright.

**Action:** The committee agreed to send links to these policies to the library email list.

2. Creation of GA training plan/program—should we pursue committee involvement?

Parker-Gibson mentioned that sometimes we need input from other departments in order to design a program. This group (the clearinghouse) could make it a fuller piece. Parker-Gibson would like to recruit people and information from different places. Lennertz said she assigned someone who has a GA to work on a draft. Lennertz asked for the pleasure of the group. Dean Allen expressed a concern that the process may be slowed if a large number of people are involved. Gibson said that a large amount of this work could be conducted over email.

It was agreed that the plan will be reviewed and discussed via email.

3. Should the clearinghouse be involved in the development/revision of the new employee checklist?

The committee agreed to review the checklist for new employee orientation with an eye toward looking for items that can be removed and placed back with individual departments. There are items on the library-wide checklist that should be training items handled by the various departments and units within the Libraries. The focus of the Libraries’ checklist should be on overall library orientation, not departmental specific practices or policies.

**Action:** Committee members will review the document and send the suggested changes to Gibson.

4. Proposal to schedule twice yearly meetings to which all library personnel are invited and at which committee chairs will report on the activities of their groups. Meeting would be conducted once in the morning and once in the afternoon so that all will have an opportunity to attend. Dean suggested using a faculty meeting time and a staff meeting time instead of creating a separate meeting.
Dean Allen explained that she hears numerous concerns about there being too many meetings to attend. The Libraries are about to embark on another major exercise in developing our strategic plans for the next three years. Staff and faculty meetings would be a good place to work on those items. The committee agreed to use existing faculty/staff meeting times to schedule a twice yearly committee update.

**Action:** Parker-Gibson, Nutt, and Gibson agreed to be responsible for ensuring that these reporting sessions are placed on the agendas of the two groups.

Other matters:

Dean Allen asked for feedback on how the semester is going. She said she was pleasantly surprised to see Mullins Library so full. She reminded us that if there are any issues arising, administration needs to know about them sooner rather than later.

Dean Allen said that the provost and she do not believe that it is the Libraries’ obligation to purchase textbooks. Textbooks are to be used for coursework. We have so much research material we need to buy that we cannot afford to buy textbooks. We could perhaps do a better job of explaining to faculty that if they want to assign a textbook, they should make every effort to ensure that we have a desk copy on reserve. Dean Allen further stated that this is a good topic to place on the Administrative Group agenda.

Freedle mentioned that the Staff Senate part-time employee of the year nomination period will open soon.