Minutes of Public Service meeting
April 8, 2010, 9:00 a.m. – 10:30 a.m.
Room 486

Present were: Alberta Bailey (Chair), Andrea Cantrell, Todd Cantrell, Donna Daniels, Lynaire Hartsell, Lora Lennertz Jetton, Beth Juhl, Phil Jones, Michele Tabler, Kareen Turner and Luti Salisbury.

Summer Hours

Bailey distributed a draft of the summer hours for Mullins Library. Some revisions were made to the document. Juhl agreed to use a template format to reformat the document to make it more user-friendly and to have it ready by 2 p.m. today.

It was noted that Fine Arts Library will be closed on Saturdays and Sundays during the summer. During the weekdays, the library will be closed at 7 p.m. Same hours as last year will remain for the CHBC and Physics Libraries.

Extreme Makeover Issues

Bailey distributed a summary of public service discussion of extreme makeover issues.

She reported that she had spoken to the Head of Special Collections with respect to the location for the large scanner. He agreed for it to be located in Special Collections. At the same time, Cantrell and Fowler were also looking for a good location for the scanner. They suggest the scanner be placed at the back of the binding area where there are adequate computer drops and good work space for those who need to scan documents. This area is opened during normal working hours but there will need to be keyed access during the evenings and weekends.

Juhl requested that changes made as a result of the extreme makeover should be sent to her so that they can update the webpage. She and Morgan will try to update information on the site during the summer.

Service Point Sub-committee Taskforce

Daniels reported on some of the items that are being considered by the Service Point Sub-committee Task Force. Among these are customer service and referral service training and acquiring a docking station and a regular station for reference. She suggested that at regular times there may be as much as 7 people at the consolidated desk. They are still discussing the checking out of ILL material through millennium and repurposing the west desk furniture. Young is looking at the cost of repurposing the
current desk vs. buying new ones and the atlas case will move over to the wall in front of the reference librarians’ office. There will be a third shelf at the back closest to Bailey’s office to accommodate the items with P call number.

Juhl requested that there should be proper lighting at the desk.

**Inclement Weather Policy**

Bailey circulated the wording for the new inclement weather policy. It was agreed that this information will be updated to include the procedure to be used in severe weather conditions.

**Miscellaneous Items**

Film festival starts on Sunday, April 11. Listing of films has been posted on the library’s webpage.

Library awards ceremony and ice cream social on April 13 at 2 p.m. in the staff room

Juhl reported that the university has acquired Illuminate but departments will need to buy seats in order to use.

The university has a site license for MatLab. Support issues are being worked out.

The CHBC library has mounted two displays in support of the 40th anniversary of earth day. One is highlighting the resources that users can access regarding earth day and sustainability issues from several material owned by the university libraries. The other is on resources on green chemistry.

Jones referred members to sections of the latest issues of ALA connect regarding the Keith Richards and Lincoln travelling exhibit.

Lennertz mentioned that there will be an ALA Technology webinar on “gadgets, personal electronics for your Library” on 22nd April at 1 p.m. in Room 472B

Respectfully submitted

Luti Salisbury
April 8, 2010

Approved: Alberta S. Bailey June 22, 2010