Present were: Alberta Bailey (Chair), Amy Brown, Andrea Cantrell, Donna Daniels, Tess Gibson, Beth Juhl, Lynaire Hartsell, Jimmy Jackson, Lora Lennertz Jetton, Elizabeth McKee, Karen Myers, Michele Tabler, Kareen Turner and Luti Salisbury.

Bailey announced that the ERIC documents have been moved to compact storage. It was noted that the documents are already accessible for retrieval. It was agreed that the status of the ERIC documents in InfoLinks will be changed to Ask at Reference. Circulation will be responsible for retrieving them from compact storage. A procedure for retrieval will be put in place. Juhl noted that a procedure for ERIC documents already exists. She will send to Elizabeth and to Bailey for review.

Bailey reported that Sheri Gallaher has put together a listing of what needs to be done in order for service to continue without disruption as changes are made. Jackson mentioned that he has a flowchart on possible locations where REF books could be located. These will be placed on the web.

Information about the move will be posted in two separate places on the web. One will be for staff information and another for the public about service disruptions. Candido will send information to the listserv and Juhl will post on the web.

It was decided that the West guard desk will be used for guarding, answer circulation questions and for checkout. The lobby outside the west end will be used for reference services. Bailey will pursue with Young the mechanisms to set up the reference service point.

Carrels on 3rd floor, 372B, 472B or home were identified as workspace for faculty during construction. Bailey will collect information on vacant carrels.

The library is still deciding on the three copiers with scanning capabilities that will be housed in the copy room. The suggestion is to buy two machines with automatic feed and one with book edge. Two of them will have jump drives. The other patrons will have to e-mail the file to them.

Updates
Cantrell is working on a handout for International education and cultural exchange. McKee is updating the CUARL k-education portal. Hartsell and Turner gave a presentation at Arkansas Paraprofessional meeting, Karen Myers also presented. Both of the presentations were well attended. 85 participants attended the paraprofessional meeting and there were several good presentations. Next year’s meeting will be held in Fort Smith.
Play-aways are now available in seven different languages from Performing Arts and Media. The classical score library is not yet in InfoLinks. Lennertz and her group are working on metadata for the Mary Parler project. They are in the process of writing a grant proposal to the National Endowment for the Humanities with a short time period for the deadline.

Daniels reported that there will be several junior high students walking through the library on Friday, May 14. Johnson is coordinating the activities. This year they have been requested to provide 8000 items for packets since 4500 new students are expected.

Gibson reported that the Bookeye is set up and working properly.
Juhl requested everyone to attend the party at 2 p.m. in the staff room to celebrate the e-journal project completion by members of the cataloging staff.

Juhl also reported that the web group has identified two summer priority projects as being: Airpack implementation and the setting up of the Ebsco integrated search service, if approved. She suggested that the name of this integrated service might be called Whole Hog.

Salisbury reported that the science group is expecting the REU and Carver students next week and instruction sessions are planned for them.

Bailey reported that based on data collected for 2007, 2008 and 2009 on the use of the library on King’s holiday, but given the fact that the spring semester will not have started, we will be closed on the King Holiday for 2011. The library will be closed on Saturdays during the weekend of the interim period.

Juhl reminded everyone to either input their hours in the system or send it to her as soon as is possible.

Respectfully submitted.

Luti Salisbury
May 13, 2010

Approved
Alberta S. Bailey June 22, 2010