Minutes of Public Service meeting

July 21, 2011

Room 486

Present: Donna Daniels, Judy Ganson, Tess Gibson, Phil Jones, Beth Juhl, Lora Lennertz Jetton (chair), Kathleen Lehman, Luti Salisbury, Tim Zou

Jetton announced that the Director of Development search is underway and that it has been announced in a variety of locations. Questions regarding the search can be addressed to Juana Young or Tim Nutt who are members of the committee.

Jetton mentioned that Amy Brown will be leaving Performing Arts and Media at the end of July.

Jetton announced that 372B and 472B are being reconfigured and that new equipment is being installed.

Gibson indicated that migration to the hosted Illiad product is underway. She stated that the department will be trying to use the OCLC document sharing site in lieu of Ariel. This product is also a good alternative to the campus dropbox and the e-mailing of large files.

Ganson indicated that new computers for Chemistry would arrive shortly.

Ganson also stated that all equipment requests should be given to Juana Young if this has not already been done. The Systems Department will be replacing staff and faculty machines that are out of warranty.

Jones indicated that Dorothy Valencia has begun working as the evening staff person in the Fine Arts Library.

We discussed the proposed hours for the fall. Zou reminded us of the new Fall Break. It was noted that the Chemistry Library may be closed on Sundays. Jetton indicated that the Dean would like all areas to critically review data for library use during and surrounding the holidays and we agreed that we would try to look at 3 years of data.

Salisbury expressed a concern regarding the projected use of room 102 with the larger incoming freshman class. Daniels suggested that persons reconsider the use of room 102 for small classes and to look at alternative spaces. Jones suggested that we might wish to reinstate the DeskTracker question relating to room turnaways as a way to maintain information on room demand.

Circulation transactions on pulling library materials from closed stacks materials such as CDs, reserves, etc. would be counted as directional transactions as long no reference type question is included.

Submitted Lennertz Jetton 8/16/11