

**TREASURE VALLEY COMMUNITY COLLEGE**  
**Library Advisory Board Minutes**  
**Thursday, February 7, 2011**

**Those present:** Dennis Gill, Christina Macklin, Pat Jacobsen, Patty Faw and Laura LeBoutillier.

**Not present:** Cynthia Feibert and Arwyn Larson.

The Library Advisory Board's Winter meeting began at 6:10 pm upstairs in the Library meeting room.

**Agenda Items:**

1. **Approval of Minutes:** Christina began the meeting with explaining to the board that we received a 20% increase in our budget for the 2010-2011 school year and did have the extra money to finish the Library's improvements. The Library purchased new computer tables with Wi-Fi access, art work for the walls, and enough money in the book budget to buy a film database. The library also asked for money to convert the library meeting room into a film room. Dennis and Christina are also thinking about writing a grant to secure funds from Laura Moore Cunningham Foundation to help with that project. Christina explained that the bulk of the Library's budget is spent on databases, and she is in the process of trying to determine what's best for the instructors and the students. She said that this year the focus will be on the database statistics, what databases are being used the most and which ones aren't.

In addition, Christina also stated that she approached Abby Lee about helping to purchase software for the TVCC archive project to be available on-line, but at this time Abby wasn't willing to commit any funding. She also told the Board that our next project would be to go through projector slide negatives, identify them, and convert them to digital format. Ted Fink, TVCC's photography instructor, is willing to do the bulk of the conversion work. The idea is to put up a website and post prints so that people in the community may be able to identify them. When that's finished, then the ones that were identified would be printed for our archives. Christina said that we should not move forward with this project until we had a cost.

Other items of discussion were updating the Library collection, Library staff changes, the new Evergreen system that has replaced Sage, Library survey results, our summer remodeling, which included repainting, and new chairs for the computer tables. Dennis made a motion to approve the minutes, and Patty seconded it.

Dennis also announced that Christina is officially the TVCC librarian as she has completed her Bachelor's degree and is now enrolled in the University of Washington's Master's program. Once that's completed she will officially be a member of the facility.

2. **Accreditation Visit Recap:** The Accreditation visit in November went very well. The College received 8 accommodations, two of which were to the Library. The Information Literacy classes had over 1500 students last year, and this year there are 1000 students as of right now not even taking into account the upcoming spring term. The classes are offered 3 times a week except the last week of the term. The English Dept. is not the only one that requests these classes for their students. Christina regularly teaches the classes for biology, nursing, orientation, history and natural resources.
3. **Sage Report:**
  - a. **New Circulation Policy:** There are lots of changes due to the Sage Board voting on a new circulation policy. There are 30 libraries in the system and Columbia Gorge, located in The Dalles, is the newest library to join and has a lot of research materials available. Along with this change, our students now have access to more material and are now allowed to check out 40 items at a time.

- b. **New Cataloging Policy:** A new cataloging policy is going into effect. In the past, when students were looking on the website to find information, if it was done poorly and improperly, they couldn't access what they needed. This year the state library board put together a committee to identify issues and enforce standards. Christina has volunteered to be the regional library mentor and Sage will pay for any visits that she may need to make to other libraries.
  - c. **Evergreen Migration:** The new software for Evergreen will save our Library approximately \$900.00 in the coming year as compared to last year. The Sage council voted and libraries can ask for changes to be made. Christina was told that the implementation over to the new system wouldn't be until June of 2011, but it came in November of 2010. Anything that patrons have checked out has not migrated to this new system. It stays on their record and we will lose all of that information. Christina has been working with Beth at EOU to work this out. A lot of libraries in the system are wiping their slates clean and waiving all fees. Nan asked if we follow up with notices on outstanding balances. Christina told her that we send out overdue notices and have an 85% recovery rate. She also stated that a good percentage of the lost items are from non-students. Dennis stated that some libraries require non-students to put a credit card on account if they check out materials. That way if they damage or lose an item that they check out, the library would be covered and able to replace them.
4. **General Library Concerns:**
- a. **Staffing:** Due to the increase in the mini-research classes that Christina has been teaching, she's asked that we have more funding in next year's budget to add another part-time person to the staff.
  - b. **Flooding:** Christina has requested that the Library Advisory Board assist and support her in drafting a letter to the TVCC Board of Directors to address the ongoing flooding problem that has and continues to plague the west side of the Library. When it rains heavily, the maintenance crew comes up to check for water seepage, along the west side, and then they bring in loud, obnoxious fans to dry the carpet out. Not only is this a huge disturbance, but there could also be health concerns. Christina believes if a letter is formally drafted and the Advisory Board signs it, it will make more of an impact on the college to fix the problem instead of ignoring it which has been the case for years.
  - c. **Printing issues:** Christina stated to the board that the Library has seen a phenomenal increase in the amount of material printed on our printer. The Library has never really had any established rules or regulations regarding this issue, students/patrons can print whatever they want. Dennis suggested that we put a 30 page limit on how much one person can print. Christina didn't know if the library could charge for paper and toner usage. Patty Faw told the board that at Vale High School they only allow the students to print 100 copies free each 0 weeks. If they go over that limit, then they have to put money on account.
5. **Open discussion:** Christina asked if there were any more questions. She stated that a few of our goals next term were to get updated information on our Library's collection development and to have more detailed information on our student surveys. She also stated that there was a 40% increase in the number of books that our library sent over to Caldwell center from fall to winter this year as compared to the same time last year. Dennis suggested that for the next Advisory meeting we should get the school van and take all the board members to tour the new Caldwell Center. He believes that eventually, the Caldwell Center will have to put in an actual library in to keep up with the increased demand for materials.

The meeting adjourned at 7:15.

**TREASURE VALLEY COMMUNITY COLLEGE**  
**Library Advisory Board Minutes**  
**Wednesday, July 6th, 2011**

**Those present:** Dennis Gill, Christina Macklin, Pat Jacobsen, Laura LeBoutillier, Nan Moss, Arwyn Larson, Cindy Feibert.

**Not present:** Patty Faw

The Library Advisory Board's Spring meeting began at 6:10 pm.

**Agenda Items:**

1. **Approval of Minutes:**

2. **General Report:**

- a. **ALA Conference:** Christina Macklin and Dennis Gill reported on the conference and what was learned as well as the overall experience. Next year's conference will be in California which will more affordable. Both Christina and Dennis are planning on attending the 2012 national conference.
  - b. **Memo to President:** Christina Macklin reported that the letter written by the Advisory Board had been sent to President Young who had asked that it be fixed immediately. The head of the Maintenance reported this week that a new wall will be built and the problem fixed in August when the Library closes for its yearly inventory.
  - c. **Library Usage:** Christina Macklin reported that Library usage (in regards to attendance) is up marginally from last year. The previous year, attendance went up 5% whereas this year only showed a 2% increase. Christina hopes that circulation numbers when they come in will show that the Library has increased in this area more significantly.
  - d. **Library Programs:** Christina Macklin informed the Board that during the Library had hosted 2 author events in the Library, both of which were not promoted by the campus, and had small attendance. The Library also held contests through the Library blog each term this year. The participation was small but consistent each term, improving with each term. Christina Macklin intends to continue this practice, possibly making the competition more diverse in order to increase student involvement in the Library.
  - e. **Year-end class data:** Christina Macklin shared data with the Advisory Board on the number of Information Literacy courses taught by the Library this year in comparison with other years. The Library taught 98 classes, serving over 1300 individual students. While this is slightly lower than the 2009-10 fiscal year, faculty members felt that the student body was still being covered and served well.
3. **Budget Update:** In the past several years, the Library budget overall sees about a 10% increase. Though requests in the budget process always exceed this, ten percent is typical for the Library to see. This year however, the Library only saw a \$700 increase from last year with reductions in a couple of areas including staffing. This is a major concern for Christina Macklin and Dennis Gill as the Library is already very tightly and often short staffed. Christina had asked for an additional part-time person. She will continue to request for this position as it is necessary to the functionality of the department. Another area of concern to the Library budget is the change in services provided. The Library has explored and offered a variety of online databases which are a huge expense and continue to rise in price. In order to update and expand our physical collection, Christina had to do some serious usage evaluation of all the databases. EBSCOHOST, which the College has subscribed to for more than a decade will be cancelled by the Fall term. The state library is no longer assisting in funding of this database, so the Library simply cannot keep it.

4. **Spring Student Survey:** The new survey the Library conducted this term garnered some better numbers and a more rounded look at how the Library was doing. Full handouts of the survey results were shared with the Board. Nine instructors across departments administered the survey in their courses. Results were positive in general. The Library will repeat this survey and the time frame it was administered in for the next three years so that a comparison can be taken. Christina was concerned about the lack of exposure in Caldwell to Library services. Next year, she will create and administer a different survey for Caldwell Center students.
5. **What's Next for 2011-12:**
  - a. **Staffing needs:** all our staff are staying for the year, and though we are limited in number, will continue to plug along. Having two part-time staff, Lisa and Bridget, be available as fill-ins has helped in the last year and Christina sincerely hopes there will be enough funding to allow this practice to continue. Last year a temporary person was brought in for the first few weeks of the term to help with the busyness. Christina will try and do this again this year. Nan suggested the Library use volunteers to help in the Library. Christina was unsure of how to advertise and go about finding volunteers. Will look into this further.
  - b. **New displays:** Christina Macklin has been looking for new book display cases that will work for the library. Currently, the staff are using an extra study desk and a metal stand which is rather rickety. Because of the high cost of book display cases and the limited size options available, Christina is going to look for a local carpenter who would be willing to make custom build cases to suit the space the Library has and match the surrounding furniture.
  - c. **Department Outreach:** Christina reported that she was looking for ideas to get more departments involved in what happen in the Library. One way would be to meet with all the departments and discuss their information needs. This idea was well received and recommended by the group. Christina is also planning on presenting at In-Service and hopes to garner some interest there. Arwyn and Nan suggested having President Young talk about the Library in one of her weekly columns and discuss ways to volunteer, donate via Amazon and get involved.
  - d. **Programs:** No programs are currently scheduled. After Fall expenses are covered, Christina will look at the budget and decide what options are available to include in next year's program list. Laura recommended that the Library try setting up a Facebook page to get students more involved and aware of what was happening in the Library.
6. **Concerns:**
  - a. **Printing:** As discussed in the last meeting, the Library is still seeing a phenomenal amount of excessive printing by students in the lab. Despite the fact that the College reserved funds this fiscal year and supposedly purchased software to control the printing that students do without cost, Christina Macklin expressed concerns that this had not been put into place, nor has there been any statements about a realistic start date for this practice. Dennis Gill said that he believed it would go into effect for the Fall term. In the interim, the Library put up and began enforcing a 30 page limit at a time for printing. This has helped some, but requires regular monitoring. The excessive amount of paper usage comes out of the Library budget. The rest of the computer labs on campus are funded by the student services account.
  - b. **Caldwell Center access:** There still has been no formal discussion of providing more persistent library services at the Caldwell Center. This is a concern to Christina who hears regularly from students about the lack of a library or staff member who can help with research. Christina purchased scanners, installed software and made visits to train the student services staff to check materials in and out, but they are busy and cannot provide reference or research assistance. The Director of the center has expressed a desire to create a space and budget for a library of some sort there, but nothing further has happened.
7. **Open discussion:**

As there were no more questions, the meeting was adjourned at 7:23 pm. The next Advisory Board meeting will be held in the latter part of the Fall quarter, date and time TBA.