

MINUTES OF THE TREASURE VALLEY COMMUNITY COLLEGE LIBRARY
ADVISORY BOARD

September 25, 2008

The TVCC Library Advisory Board meeting came to order at 7pm on September 25, 2008 at Fiesta Guadalajara Restaurant. Those present at the meeting were Jean Ruud, Dennis Gill, Claudia Widmer, Patty Faw, Nan Moss and Josette Flock, acting secretary. Pat Jacobsen was not present.

The minutes of the May 2008 meeting of the TVCC Library Advisory Board were read and approved.

Dennis Gill began by reporting that the \$6,500 requested for magazine shelving was reduced to \$4,000. He stated that he hopes to get the rest of the money for the shelves from the equipment budget. Jean Ruud stated that she had found a set of shelves in a catalog that she planned to purchase.

Jean Ruud reported that changes in library staff are as follows:

Virginia Crow is now full time at the library, Christina Macklin has been moved to days, Lorie Richards and Bill Burkhart are new part time employees and Jean Ruud is now part time 9 to 1 Monday thru Thursday.

Jean Ruud stated that she has sent two letters to TVCC security regarding concerns that there has been no security here to walk library employees out to their cars at 9:00 at night. Claudia Widmer expressed dismay and concern. Dennis Gill noted that he will send a letter to TVCC security from the TVCC Library Advisory Board stating their concerns.

Jean Ruud reported that the concerns of computer services not being available on weekends had been addressed. Someone will now be available for computer help on weekends.

Dennis Gill then stated that he will be requesting \$15,000 for new furniture in the library by next year. Patty Faw will write a letter to Bernie Babcock, head of maintenance, requesting the old furniture be donated to Vale Elementary School.

Dennis Gill stated that TVCC will be working toward accreditation next year. Christina Macklin, staff librarian, will chair the Library Committee for the accreditation team. There will be a 4-5 page major document required to be submitted.

TVCC Library has acquired through a donation a museum quality map of Oregon. This has been framed and securely mounted to the wall.

Dennis Gill also stated that the library staff is doing a great job.

Jean Ruud stated that there have been numerous Research Trainings given this term and at least 250 students this week have come and more are scheduled for next week.

Dennis Gill hopes to move the existing speech room from the library to Barber Hall once the new science building is completed. The library classrooms cannot be used for classes at this time unless they are during library hours, since there is not a separate access for the classrooms.

Jean Ruud stated that the library is celebrating Banned Books Week. A bulletin board has been done in the library and in Barber Hall plus buttons are available for faculty.

Nan Moss stated that Jean Ruud should be very proud of her record and happy to retire from a library so beautifully maintained. Jean Ruud stated that she would stay on the TVCC Library Board despite her retirement.

The next meeting will be during winter term. The meeting was adjourned at 7:45pm.

Josette Flock
Acting Secretary
TVCC Library Advisory Board

**TREASURE VALLEY COMMUNITY COLLEGE
LIBRARY ADVISORY BOARD
MINUTES**

MEETING DATE: May 7th, 2009

MEMBERS PRESENT: Dennis Gill, Jean Ruud, Pat Jacobsen, Patty Faw, and Claudia Widmer.
Absent: Nan Moss. Recording: Christina Macklin

The meeting began at 6:30 p.m. in the TVCC Library meeting room.
The minutes of the September 25, 2008 meeting were read and approved.

OLD BUSINESS:

Dennis Gill reported that the new shelving for the magazine room was purchased and has been installed. The Library is going to purchase four additional units over the summer to expand the space that we now have. Claudia Widmer commented on how nice the periodical room looks now and how nice the new shelving looks.

Dennis Gill reiterated that he asked for \$15,000 for new furniture in the 2009-2010 budget and some of that has been given to the Library. That will be used to purchase new couches and chairs for the Library. He then let the board know that he had spoken with Randy Griffin who okayed the donation of the old couches to the Vale Elementary School.

Dennis Gill updated the board on the accreditation progress and timeline. An initial report will be written and copies given to all board members over the summer. Christina Macklin is chairing the Library Standard committee with Dennis Gill as co-chair. Dennis Gill is also chairing the accreditation effort for the whole campus.

NEW BUSINESS:

Accreditation: Dennis Gill stated that with the initial review of our accreditation report, there are some things that we need to include in our Library policies. Christina Macklin said that it is required by Oregon State Library standards and the NWCCU accreditation standards that the Library have a Collection and Development policy. Dennis Gill and Christina Macklin will develop the policy which will need to go through the governance process. The policy will be brought to the next Advisory board meeting for approval.

Dennis Gill also stated that there needs to be some information gathered for the accreditation report. Christina Macklin, with Renae Weber, will put together a survey to the faculty to be sent out next week asking about their needs and how the Library can assist them. Claudia Widmer asked if that was necessary as Jean Ruud always sends an email invitation every year for faculty input on new materials for the Library to purchase. Dennis Gill explained that the accreditation team is looking for hard facts to back up what we say that we are doing. The questionnaire will become a yearly form that the Library sends out so that we have a physical copy of what we are doing.

Dennis Gill told the board that Christina Macklin will also be gathering and including the data from the yearly Climate surveys from Renae Weber to add to our accreditation report. The Library has had such good feedback from these surveys that they will really add to our report. Over the summer, Christina Macklin will send out a draft of the report to all Advisory board members so that they can review it by the next meeting.

Dennis Gill expressed that the Library is currently meeting Oregon Standards with his Master's degree, but it would be better if the Library staff had Library certification. Christina Macklin will complete her Bachelor's Degree with Library certification next Spring and will proceed into a Masters in Library Sciences program.

Dennis Gill asked that Christina Macklin include in the report all that the Advisory board has accomplished and have copies of the minutes available for accreditation.

Dennis Gill informed the board that the Advisory board will need to meet with the Accreditation team when they come.

To further the collection of data and information that we have, Jean Ruud and Dennis Gill have discussed a patron questionnaire that will be handed out to gather patron's view of the Library. Jean Ruud will create this and distribute it by the end of Spring quarter.

Claudia Widmer asked to have a copy of the 2000 report to compare with the current one. Christina Macklin will send those copies out by the end of the summer along with the new report.

Staffing: Dennis Gill let the board know that next year, he would like the Library remain closed on Sundays that fall on Holiday weekends such as Easter and Thanksgiving. He was in the Library twice on Easter Sunday and there weren't any patrons using the Library. Dennis Gill felt that it was an ineffective use of the Library to be open during those times. Claudia Widmer concurred.

Dennis Gill reported on the staffing changes that the Library will make next year when Jean Ruud retires. Christina Macklin will take over Jean Ruud's position and work from 7 a.m. – 4 p.m. An addition full time staff member will be hired to work from 10 a.m.- 7p.m. during the week and Virginia Crow will remain full time working 12 p.m. to 9 p.m. Sunday thru Thursday. The Library will retain its part time positions, which will provide there to be three working staff members during the middle of the day and two during the morning and late evenings. This will meet the strain that is put on the staff when research classes and meetings or illness pull staff members out of the Library. Dennis Gill expressed how difficult it was on the staff this year with illness and absences due to emergencies. Claudia Widmer expressed that it should be noted that the staff are willing to work so well together and take care of things.

Dennis Gill said that to help with the transition of staff in the Library, he is bringing Michelle Kinzer on full time in the English Department. This will allow her to take over doing the Library billing. When Jean Ruud leaves, there are so many things that she does that Christina Macklin will need to learn that the added help is needed. Dennis Gill also noted that this was pending budget approval.

Dennis Gill stated that the Library would no longer fill a position with someone who did not have at least an Associate's degree and for full time staff it was preferable to have a Bachelor's degree. He wants to start focusing on hiring staff who are equipped with research capabilities and can assist students as such without extensive training.

Other Business: Jean Ruud reported that the Library purchased a new microfiche reader last month. Our old one had become so expensive to maintain and due to its age, parts are no longer made to repair it. Dennis Gill commended Jean Ruud for getting the Library such a good price on the new machine and having the company waive charges for the maintenance of the old. The old microfiche reader will be donated to the Ontario LDS Genealogy Library.

Jean Ruud informed the board that the Library recently purchased the database Global Warrior, which was previewed and approved by instructors who would have their students use it. The database has been added to the website and is separate from EBSCOHOST.

Jean Ruud also commented that the usage numbers for EBSCOHOST have continued to go up this year. Claudia Widmer added that students seem more adept at using it now than they have been in the past.

Patty Faw mentioned that it is in part to do with schools having access to it. Jean Ruud said that the Library has gone from about 250 periodical subscriptions at the time she started here to about 75 that it currently holds due to EBSCOHOST.

Jean Ruud let the board know that Josette Flock will be retiring at the end of Spring quarter this year.

Patty Faw asked about summer hours and if the Library remains open. She also asked if students had access to the Library schedule of hours. Dennis Gill commented that we are open all Summer. Jean Ruud responded that Library hours are posted and that in the Summer term, the Library is open from 7 a.m. to 7 p.m. Monday thru Thursday and 8 a.m. to 5 p.m. on Fridays. Between terms, the Library is only open 8 a.m. to 5 p.m. Monday thru Friday.

Jean Ruud voiced the mounting concern the Library has for the need to have a Library presence in Caldwell, at least part-time. The stress it puts on the Library staff to leave for 3-4 hours for one research class is becoming an issue and students need to have someone available for help. Dennis Gill said that he would speak with Randy Griffin about finding a solution.

Jean Ruud commented again on the lack of consistent security walking out Library staff in the evening. It is especially disconcerting when a staff member has confronted a patron shortly before closing and there is no security to ensure their safety.

Dennis Gill said that he had looked at the Library budget and it looks like it's been approved for the same figures as last year's budget. With this, the Library is going to purchase new leather furniture. The Library is also going to transfer the titles it currently holds in VHS that are used regularly to DVD. Jean Ruud commented that she had already begun to do this. The discarded VHS are then donated to the English Dept. Book Sale in the Fall. Dennis Gill remarked that this was what the Library did with discarded books and donations. Last Fall, the Book Sale made \$1100 which was able to provide English Students scholarships to the Ashland trip.

Dennis Gill mentioned that the video/teleconference equipment has been moved to the large conference room. It had become a challenge when video conferences were going on at the same time classes were in session in the adjoining room. Claudia Widmer agreed with this, and that it was a good move. Dennis Gill shared his idea of turning the room into a movie viewing room next Summer.

Pat Jacobsen commented on how much change has happened in the Library in one year.

Patty Faw asked if there were a certain number of hours the Accreditation standards require the Library be open. Dennis Gill said that there wasn't.

Claudia Widmer expressed concern that due to the new dorms and the computer access there that the Library usage had gone down. Jean Ruud said that if it had, it was due to online access in general and not just the dorms.

Jean Ruud asked about extending the Library hours during finals week and the week before. Students have asked for this in the past and Jean Ruud thought the Library should consider it. Dennis Gill suggested extending the hours the Thursday and Friday before Finals Week and then the Sunday, Monday and Tuesday the week of. Then the Library could close early on that Friday.

The meeting adjourned at 7:40 p.m. The next meeting will be held during Fall term on a date to be announced.