

Treasure Valley Community College

Library Advisory Board Minutes

Wednesday, December 9th, 2015

Those present: Christina Trunnell, Dennis Gill, Arwyn Larson, Nan Moss, Pat Jacobsen, Patty Faw, Vanessa Paulsen

Not present: Cindy Feibert

The Library Advisory Board meeting began at 7:00pm.

Agenda Items:

- 1. Approval of Minutes:** Arwyn moved to approve the minutes and Dennis seconded the motion.
- 2. General Report:**
 - a. Library Statistics**
 - i. The meeting began with discussion about Library statistics. Christina stated that attendance numbers are dropping. Five years ago, the Library was at about 60,000. We are now at about 20,000. Christina felt that this was indicative of student enrollment at TVCC. Dennis also suggested that the building of the new science building may be playing a part in lower Library attendance. He stated that students have more study areas available now, so they are no longer gathering in the Library. It was also mentioned that attendance dropped due to the printing services being removed in 2012-2013.
 - ii. The next issue discussed concerning Library statistics was the circulation numbers. Christina stated that the number of borrowers has stayed consistent, but interlibrary loans have shown a significant change compared to last year. Christina said that the number of loans TVCC sends out indicates that our collection continues to get better, however she is still wanting our collection to improve overall. She stated that this

is supported by the fact that we are also borrowing a lot more from other libraries as well.

b. Research Classes

- i. Christina provided a graph to show the numbers concerning the Library research classes that students are required to take as part of their graduation requirements. Christina stated that we are still reaching a good percentage of students, but the stats for the fall term show a decrease in numbers. Again, she attributed this to decreased campus-wide enrollment. While there are no answers to this continuing issue, Christina said that we will continue to watch and provide services as much as possible. She mentioned that the Library is doing “okay” overall, but we are still needing more participation.

c. Enrollment

- i. Nan inquired as to why enrollment was down and what the difference in percentage was this Fall compared to last term. Christina estimated that percentage to be about 18-19% decrease and Dennis added that there were about 300 less students enrolled. Nan asked if tuition rates were comparable to the drop. Out-of-state tuition rates were also mentioned. Arwyn stated that in 2008 enrollment was extremely high due to the suffering economy. Once the economy improved, there were more jobs available. As a result, there was a decrease in college enrollment.
- ii. Dennis pointed out that with Randy Griffin’s retirement, the Student Services department now has a new Interim Vice President in Michelle McKay. He expressed that he thought Michelle has a lot of energy and hopes she will be able to create some changes that will help increase enrollment.

d. Book Giving Tree Event

- i. Christina talked about the Book Giving Tree event that is currently happening. She explained that the Library has been collecting and purchasing books for several of the local schools as gifts for students. Arwyn offered a possible change for next year’s event. She suggested that more people might be willing

to take the tags from the trees if businesses had books on hand for people to choose from instead of having to go out and buy books themselves. There are not very many places in Ontario to purchase books, so having some readily available may increase the chances of receiving actual books instead of donations.

e. Miscellaneous

- i. Nan stated that she loves having graphs to show stats. Patty also liked visuals at meetings. Dennis brought up accreditation and the fact that faculty has not been pushing Library use the last few years. He stated that as whole, faculty have become complacent and would rather not assign research assignments because it leads to having to read and grade them. It's much easier and less time consuming to not have research assignments included in their curriculum.
- ii. Christina addressed the printing issue that was discussed during the last Advisory Board meeting. She apologized and said that she had not drafted a letter to the President concerning the lack of printing in the Library. However, she did inform everyone that she was helping a student create a petition and had spoken to both ASG and VP Michelle McKay about the issue.

3. Open Discussion: As there were no more questions, the meeting was adjourned at 8:00pm. The next Advisory Board meeting will be held in the latter part of the Spring quarter, date and time TBA.

Treasure Valley Community College

Library Advisory Board Minutes

Wednesday, March 30th, 2016

Those present: Christina Trunnell, Dennis Gill, Arwyn Larson, Nan Moss, Pat Jacobsen, Patty Faw, Vanessa Paulsen

Not present: Cindy Feibert

The Library Advisory Board meeting began at 6:45pm.

Agenda Items:

4. Approval of Minutes: Arwyn moved to approve the minutes and Dennis seconded the motion.

5. General Report:

a. Book Tree Event update

- i. The meeting began with discussion about how the Book Tree Event went over the holiday season. Overall, the event was very successful. Christina stated that we received over \$1,000 in money donations and two donated boxes of books, roughly 175 books, from Scholastic Inc. We were able to supply ten books per classroom to all Ontario Elementary schools and Four Rivers Community School as well as a book for every student in the Huntington, Harper, and Annex schools for a total of close to 1,000 books. Plans for next year have already been discussed. It was decided that we would start the event earlier in the season. Instead of starting the week of Thanksgiving, we will aim to start the beginning of November at the latest. Also, the option of supplying businesses with a small stockpile of books for people to purchase has been discussed.
- ii. The next issue discussed was about the newly hired Library Tech. Christina said that the hiring committee hired a man named Steve Lomax. Steve attended TVCC and then went to U

of I to complete his Bachelor's degree. Christina stated that she was very excited to have Steve in the Library. He is a quick learner and eager to be of service to all.

- iii. Christina discussed upcoming events. Christina and Dennis will be heading to Ashland for the annual Shakespeare festival. Poetry Month will be happening in April. In May, the Wholistic Peace Institute will be sending a travelling exhibit titled Educating for Peace-Never Again-Hiroshima & Nagasaki. Christina explained that the exhibit will include a plethora of information, posters, and pictures of the before and after effects of the dropping of the A-bombs in Japan. Dates are being decided and once that happens we will be sending out flyers, emails, etc. to promote the event. Nan suggested the Library get in contact with the Argus to help with promotion. Patty said that she would also promote it in Vale.

b. Accreditation

- i. Christina informed the Board that Accreditation is going to be occurring within the next year and the Library is being looked at for that process. She handed out the Library Standards to each Board member. She stated that the Library already does comply with most of the standards, but there are some that are difficult to do so. Nan asked if the Board members would be responsible for answering any questions. Christina answered by saying that Board members just need to be aware of the standards which is why they were being covered in this meeting. Christina walked through the standards with the Board and stated that they were all available online as well.
 - 1. Access to all types of materials – Christina explained that while we are required to provide access to all patrons, we do not necessarily comply since we cannot service patrons with physical disabilities. The elevator is not suitable for patron use and the chair lift has been broken for quite a while now. We do our best to accommodate.
 - 2. Dennis and Christina both stated that the English Department integrates the Library into their curriculum

as much as possible. Several all departments do this as well.

- 3. Library Resources** – Christina explained that she does her best to keep the Library materials as updated as possible. For example, the Science section is no more than twenty years old. The Library also takes faculty and student recommendations/requests regularly. The age of the Library collections is being assessed, but will not be completed for some time.
- 4. Feedback** – Christina discussed that feedback is crucial. Board, Faculty, and student comments are the main sources of feedback. The Library does Faculty and Student surveys, but there is no campus wide survey anymore. Dennis added that there used to be a Climate Survey, but that has not occurred for a few years. The Administration may fill that with some other tool. Nan asked what made doing a Climate Survey so difficult. Dennis stated that they were sent out through email, but timing is everything so maybe July. Christina said that the Climate Survey used to have five questions. Nan asked what the objective was for the CS. Christina explained that the data should be used for action to better reach people, share ideas, and improve the college as a whole. She also included that a lot of the Faculty and Administration do not know what the Library does or offers. When she went to Student Services both in Ontario and Caldwell, the staff were amazed at the resources that are offered by the Library. Dennis added that survey questions need to be worded carefully to avoid people thinking “myself.”
- 5. Mission and Core Themes** – Christina stated that the Library complies with this standard by having the in class and online Research Training class and collecting data with surveys.

6. Support – Christina stressed that the main issue with this standard is the students do not ask for help. The big project to help with this standard has been the Research Guides. Christina explained that these would be individual academic pages that are/will be available on the Library website for student/Faculty use. Information will be easy to access and also downloadable. In the spring, each department will be shown what the Library has posted and asked what information they would like to be added. The Research Guides will be easy to update as new titles come in.
7. Evaluation of Quality and Adequacy – Christina stated that the Library complies with this standard by keeping stats and data and also utilizing Faculty input from different departments to help weed out old or outdated materials. Nan asked where the materials go when they are Weeding occurs. Christina explained that they go to an organization called Better World Books.

c. Weaknesses

- i. A major weak for the Library is providing services to the Caldwell campus. Christina predicted that the Caldwell campus may not be running much longer, but that the Library needed to try to figure out a plan to provide Library services to the students at the campus. Arwyn believes that the college was basically crushing ourselves because we have little to no recruitment efforts. Dennis also added that there is no TVCC presence at local high school events. The group discussed the formation of the community committee that has been formed within recent months. Dennis and Christina explained that the group meets regularly to discuss how they can facilitate change at TVCC.

- 6. Open Discussion:** As there were no more questions, the meeting was adjourned at 8:00pm. The next Advisory Board meeting will be held in the latter part of the Spring/Summer quarter, date and time TBA.