

TREASURE VALLEY COMMUNITY COLLEGE
Library Advisory Board Minutes
Wednesday, September 12, 2012

Those present: Dennis Gill, Christina Trunnell, Patty Faw, Pat Jacobsen, Laura LeBoutillier, Nan Moss, Arwyn Larson, Cindy Feibert.

Not present:

The Library Advisory Board's fall meeting began at 7:15 pm.

Agenda Items:

1. **Approval of Minutes:** Minutes were approved.
2. **An Open invitation was extended to all members to continue to serve on the Library Board for another year.**
3. **Update and Old Business:**
 - a. **Research classes:** Christina Macklin reported on the new web page and the new Library Research page. For the past two years we have declined around 30% per year in the number of students serviced in classes. Christina expressed her concerns about this trend and is working on an outline for an 'online' research training class to assist students in self training.
 - b. **Poetry month:** The movie that was presented was not well attended. There was a room mix-up. The poetry reading had around 14 people in attendance and some students read their own poems. We will do this again next year.
 - c. **Facebook:** Christina Macklin reported that Facebook is receiving a very positive response. We had a summer high of 800 posts.
 - d. **Databases:** We discovered that we were not able to channel some of our database costs through the OCCLA (Oregon Community College Library Association) as a cost saving measure. It was still too expensive. Most Community Colleges have a separate 'database' budget but, we don't and can't participate in quite the same way.
4. **Student survey:** The results of the 2012 survey were supposed to be passes out but the wrong year was copied and distributed...so, we will try again.
5. **Web Site:** The College has unveiled their new web site.
6. **Staffing:** We lost our full time night employee, Michelle Flock, this summer. She took a job as Vocal Music Director at the Parma School District. We have hired Barbara Garrett to replace her. The Library is still short staffed and there is no backup staff available for emergency situations.
7. **Open Discussion:** Dennis Gill and Christina reported on their attendance at the ALA national convention in Los Angeles, CA this past June. There was a lot to see and they all had a great time.

As there were no more questions, the meeting was adjourned at 8:15 pm. The next Advisory Board meeting will be held in the latter part of the winter quarter, date and time TBA.

TREASURE VALLEY COMMUNITY COLLEGE
Library Advisory Board Minutes
January 23rd, 2013

Those present: Dennis Gill, Christina Trunnell, Patty Faw, Laura LeBoutillier, Nan Moss, Arwyn Larson.

Not present: Pat Jacobsen, Cindy Feibert

The Library Advisory Board's Winter meeting began at 7:15 pm.

Agenda Items:

1. **Approval of Minutes:** The Fall meeting minutes were approved.
2. **Spring Survey:** The Spring 2012 student survey results were reviewed. The Library scored the same or with slight improvement in each area. No major setbacks and a lot of positive comments. As this is only the second year holding this survey, Christina Trunnell remarked that the two years results would now serve as a baseline for the Library in continuing years. Nan Moss commented that it may be of value to have a fall and spring survey. Christina said that she would look at the survey and plan a fall survey for 2013.
3. **Update and Old Business:**
 - a. **Research classes:** Christina Trunnell shared that the Fall term had almost the same number of students as the previous fall, so though the numbers were still lower than previous years, they haven't dropped again. Dennis Gill remarked that the FTE had dropped as well so the lower numbers should not be worrisome.
 - b. **Facebook:** The Facebook page was still going strong, though had not really increased in use. Christina feels it's still a viable means of outreach to students but is also reflective of the fact that she hasn't had the time to put into it that she would like. With the addition of a new staff member, Christina is hoping to transition some of that type of work.
 - c. **Budget:** One of the issues the Library budget has struggled with is the increased need for and price of databases. In the budget this year, the major requests by the Library are an additional part-time staff member and a 20% increase in the database budget. Because the need to do more traveling has become an issue, the Library also asked for the travel budget to be doubled.
4. **Improvement Projects:** The Library does have some funds available but at this time aren't in need of any remodeling. The only area that is of great need is more shelf space. Christina Trunnell has bid and sent sketches to have a new shelf/display unit for the oversized books which would free up some space in the non-fiction that could really help extend the regular book collection. Because of the carpenter's schedule, the date for this to be completed has not been determined.
5. **Events:** The Library has not been able to keep up with an event schedule for the fall term and has little planned for the winter. Dennis Gill introduced a new contest for the Library for February getting students involved in the Oscar awards season by having them vote for their choice of winner. Christina Trunnell and Marc Wilson will again host events for National Poetry month. Christina will look into more to keep students involved and participating in the library.

6. **Staffing:** With the change in Christina's schedule, the addition of a new full-time employee just as fall term began, and the busyness of the year, the Library staff have struggled to keep up with the students and workload. The Dean of Instruction gave approval to add a part-time staff in December. Just in the two weeks since hiring Kylie Jones, the difference has been amazing. This position was not allocated in the budget for the year, but has been requested as a permanent addition.

7. **Open Discussion:**

As there were no more questions, the meeting was adjourned at 8:15 pm. The next Advisory Board meeting will be held in the summer quarter, date and time TBA.