

MINUTES OF THE TREASURE VALLEY COMMUNITY COLLEGE LIBRARY  
ADVISORY BOARD

October 26, 2005

The meeting of the TVCC Library Advisory Board came to order at approximately 7:00pm. Those present were Jean Ruud, Pat Jacobsen, new member Jeanie Ford, Claudia Widmer, Dennis Gill and Josette Flock, acting secretary. Member Nan Moss arrived about 7:25pm.

The minutes of the January 2005 meeting of the Library Advisory Board were read. Dennis Gill moved and Pat Jacobsen seconded that the minutes be approved as read. The motion passed unanimously.

Dennis Gill began by drawing attention to the new oak shelves in the library reference area. He stated that Harry Flock had built them. The cost was a little over the \$5,000 budgeted but they are beautiful. He also noted that the staff had worked very hard to remove and re-shelve the books in that section. He was quite pleased with the outcome.

Dennis Gill also stated that the library had received \$10,000 over the original budget for new books. There is still no money to move the circulation desk across the room to the reference area in order that more areas in the library can be seen from the desk; however, he feels it is still a priority. Jean's office will also be remodeled at the same time, changing the doorway to a single doorway leading directly to the main library. Dennis Gill also suggested that another doorway be added leading directly from the Law/Spanish Books Room to the Conference room to avoid having students go through the work room. Jean Ruud stated that she asked Harry Flock to give her a bid for more shelving and that he had indicated that he might be able to build a circulation desk to her specifications. She suggested that perhaps he could make a bid for this, as the Maintenance Department has so many other projects. The copy machine may need to be moved around the corner.

Dennis Gill stated that all the reading carrels in the library were to be stripped and varnished this year.

At this time, Dennis Gill stated for the record that he was delighted with the results of the visit by the accreditation team to TVCC. They seemed impressed by the changes in the library and had not had one negative thing to say. A survey had indicated that the faculty liked the changes in the library proper and staffing. Jean Ruud has been driving to the TVCC Caldwell Center to give research training. A small reference section will be added to the Caldwell Center. The accreditation team was extremely pleased with the leadership and the overall appearance of the library. He thanked the TVCC Library Advisory Board for their suggestions and indicated that they were an important and necessary addition to the TVCC Library.

Jean Ruud stated that BSU and possibly NNU seem to be allowing use of TVCC Library cards to check out items from their libraries. This is a very positive change. She will follow up on this before next meeting.

Claudia Widmer stated that she hoped that the stated goals for the library would still include a coffee bar as formerly stated. Dennis Gill also stated that the library was able to slightly increase the salaries of part-time staff, but has not been able to add a new staff member, and this still remains a goal.

Dennis Gill noted that the TVCC Library has taken over the responsibility of keeping newspaper articles from the Argus Observer for the archives. Jean Ruud stated that TVCC has very large scrapbooks from the 60's and 70's with many articles. Although large scrapbooks are no longer available, Jean Ruud bought two 12x15" scrapbooks to begin anew. She had approximately \$141.00 from a Foundation Fund that she spent on scrapbooks and supplies. Josette Flock was asked to show a sample of the pages she has been working on so far in this project.

Dennis Gill stated that one of the best things that happened for the library is the acquisition of a Library Credit Card. Now Jean Ruud can order books on EBay or Amazon and attach a P.O. later. Jean Ruud said it was particularly nice to have the credit card for clearance sales that need to be acted on quickly, since a P.O. takes longer.

Pat Jacobsen asked if the extra \$10,000 added to the budget this year was being used for books. Jean Ruud indicated that it was, although not all at once. She expressed some concern that although she had sent out email inquiring as to what the instructors would like in the way of new books, she had received no feedback. Claudia Widmer stated that most instructors are not aware of what new books are available in their departments or even what kinds of books. Jean Ruud stated that the Math Department had not ordered new books in 10 years. Jean Ruud also stated that she had ordered a new set of 37 biography videos for \$200 that seemed to be very good.

Dennis Gill indicated that another change in the library was that the Conference Room and Storage Room had been switched. Harry Flock had been hired for the day to move the shelving. The Conference Room is now a little larger and more functional.

Dennis Gill stated that he was very pleased that the administration has been very supportive of the library recently by approving money for raises and shelving. He would now like the Advisory Board to work toward other goals, such as purchasing new furniture within the next few years. The former furniture was re-upholstered and has worked very nicely.

Dennis Gill then praised the TVCC Library Advisory Board for helping accomplish so much for the library. Since the accreditation committee suggested the need for an advisory committee, the administration has listened and responded well to the concerns stated by the committee. Though a security camera for the stairs had been suggested before, it was not installed until the Advisory Board requested that it be installed for the safety and security of the staff. Money to replace the shelves in the reference area was also found when concern of this hazard was expressed by the Advisory Board. Dennis Gill also stated he would like to see shelves in the Periodicals section of the library replaced also.

Nan Moss said students and community members respond well when there is an inviting environment. Jean Ruud indicated that there had been fewer noise and discipline problems in the library.

Dennis Gill stated that another possible goal for the library would be to limit community access to computers to 15 minutes to a half hour. One possibility is a program that resets itself and locks the patron out after his or her time is up. Since there are only two computers in the library available for public access, the time needs to be controlled better. Jean Ruud indicated that there have been a few problems with community members. For example, one patron brought his child and did not properly monitor her.

Jean Ruud noted that it would be nice to have a few more computers available for the public. Claudia Widmer stated that there have been many computers replaced in computer labs around campus. Perhaps the computers replaced could be used as public access computers.

Dennis Gill stated that the newer computers were installed with USB ports, but did not even include a floppy drive and students are complaining. Though the library itself still has computers with floppy drives, the TVCC Library Advisory Board unanimously expressed concern for the students' need for access to floppy drives. The campus technology may be progressing too quickly for most students.

Other suggestions for goals by board members were: More money for books and a laminator for the archiving.

Dennis Gill requested that Jean Ruud work with Renae Weber, the head of assessment, on a questionnaire for students to give feedback regarding the library. For example, are the hours good for them? Dennis Gill questioned whether the library needs to be open on Saturday at all. Currently, the library is open Saturdays from 1:00pm to 5pm. He wondered if the staff would be put to better use at other times, and increasing the staff coverage at more busy times of the day during the week. Dennis Gill would like some hourly tracking of time monitored by the Saturday staff, tallying the number of patrons hour by hour on Saturdays. It was stated that Western University increase their library hours the last two weeks of the term to accommodate the students before and during finals. It was also suggested that the first week of the term is busy enough to have extra help. Dennis Gill indicated that the administration will agree with any changes to the schedule that are needed.

Jean Ruud expressed some concern over classes that are scheduled in the library for the first week of school. Dennis Gill stated that President Jim Sorensen has made the statement that "Classes in the library should never override the students' ability to study." Jean Rudd stated that orientation classes held in the library were usually not disruptive.

Jeanie Ford then stated that she was a new member of the TVCC Advisory Board. She stated that in the past, she had heard concerns that the Weese building, where the library is situated, had a load problem and the library may have to be moved to a lower level and wondered if this was still a concern. Dennis Gill stated that he had not heard anything about this recently and that the building is constantly being remodeled. Dennis Gill also stated that since more office space on campus is always needed, the library must be vigilant to those seeking extra space here at the library.

Dennis Gill indicated that there is currently a need to find space to store the school archives, syllabi, etc., that have to be put in notebooks. The room that they are being stored in now is much too large for it and is considered a waste of space. Jean Ruud and Dennis Gill decided to check out the small storage room across from the elevator to see if room could be made for school archives in there.

Jean Ruud stated that even though there are signs indicating no cell phone use, students are still trying to talk on cell phones or some students will just step around the corner to the top of the stairs and believe they cannot be heard. Dennis Gill stated that he would like to check into obtaining a cell phone scrambler, so there can be no possibility of cell phone use.

The next meeting date was not set. Most meetings are set toward the beginning of the term. Members will be notified beforehand.

The meeting was adjourned at 8:00pm.

Josette Flock  
Acting Secretary  
TVCC Library Advisory Board

## MINUTES OF THE TREASURE VALLEY COMMUNITY COLLEGE LIBRARY ADVISORY BOARD

January 25, 2006

The meeting of the TVCC Library Advisory Board came to order at approximately 7:00pm. Those present were Jean Ruud, Pat Jacobsen, Claudia Widmer, Dennis Gill and Josette Flock, acting secretary. Member Nan Moss arrived about 7:15pm. Member Jeanie Ford was absent.

The minutes of the October 2005 meeting of the Library Advisory Board were read. Nan Moss moved and Pat Jacobsen seconded that the minutes be approved as read. The motion passed unanimously.

Jean Ruud stated that she emailed Terteling Library at Albertson College concerning allowing Caldwell Center students to use their facility. Christine Schutz, the library director, emailed that although TVCC library could make requests through the OCLC interlibrary loan system, their library would not be able to extend a reciprocal lending agreement as a research system for TVCC students, due to current staffing levels at Tereling Library. Jean Ruud stated that she believed NNU in Nampa welcomed anyone for checkout, while BSU was not user friendly.

Jean Ruud stated that she received no feedback from instructors regarding library books for the different course areas.

Jean Ruud also stated that she had emailed Eric Ellis, TVCC Director of Support Services, regarding technology requests for the 2006-07 budget. It had been suggested by adjunct faculty member Angela Flock that the archives being saved in scrapbooks should be backed up by scanning them and saving them onto DVDs or CDs. Claudia Widmer noted that those who don't like to look at scrapbooks may look at CDs on a computer. Jean Ruud stated that she believed it was an excellent idea and asked for help from Eric Ellis for suggestions of equipment or programs needed for such a project. Jean Ruud had also suggested in her email to Eric Ellis that she would "love to have the public access computers replaced, as well as the computer that is used by work study students behind the front desk.

Jean Ruud then stated that she had asked Randon Hunter at Computer Services if he could find a computer program to limit time on public access computers. He has found programs for \$25 each. These programs can be set for specific time periods and will do a countdown of minutes remaining before shutting down the computer. Dennis Gill stated that there were programs he knew of that turned the computer off after 20 minutes use. Pat Jacobsen stated that she felt this was a reasonable amount of time. Dennis Gill stated that he knew that cruise ships charged \$15 for 15 minutes, so 30 minutes should be enough time for free public access use.

Jean Ruud then stated that a full library inventory will be made over spring break in March 2006.

Dennis Gill then asked if there would be any more books weeded from the TVCC library. Jean Ruud said there would not be any more books weeded for quite some time. Dennis Gill stated that the English Department made over \$500 from books sold at the used book sale in October 2005. The English Department book sale is put on every year in October or November.

Jean Ruud then discussed the problems that the library has been having with the noise in the computer lab. Students have been told numerous times to be quiet, but there has been an acceleration of noise due to laughing and talking by the students, many times athletes. While in the past coaches have been willing to take responsibility for complaints about their athletes, lately coaches are asking for specific names of individuals rather than dealing with athletes as a whole. Library staff have had to take a more hard-line

stand regarding noise level, asking students that break the rules to leave the library. Dennis Gill stated that the students being in an enclosed computer lab is not conducive to study. He is planning to eventually have the computers moved to the open area right across from the reference area when the checkout desk is moved there. The students will then have their backs to the front desk and will be more easily monitored.

Dennis Gill then stated that he had checked into the cell phone scrambler that would scramble cell phone usage within 200 feet and had been told that they were very expensive right now but may go down in price in a few years.

Jean Ruud stated that she needed to turn in her budget tomorrow and was budgeting for a new book drop. She asked if there were any other suggestions from the Library Advisory Board members.

Claudia Widmer asked about the maintenance agreement for the security system. Dennis Gill stated that he had spoken to Student Director Randy Griffin and he felt that he would prefer to pay for maintenance of the security system out of the Maintenance budget rather than purchasing a maintenance agreement.

Jean Ruud stated that she would budget for moving the circulation desk and new book shelves for the periodical room.

Claudia Widmer then asked if money needed to be added for the new "eBooks." Jean Ruud stated eBooks will come from the book budget and the library will ask for the same amount for books as this coming fiscal year. Jean Ruud then showed the advisory board members how to access the new eBooks. She stated that eBooks are all full text, that they can be checked out for a day or used as research material with no checkout. The company that they were purchased from had trouble loading them onto the website, so rather than charging \$700 for 350 eBooks as was originally agreed, TVCC library now has access to 4600 eBooks, 1200 newly published and 3400 publicly-accessible titles for \$700. At this point, students still have to go to the website [www.netlibrary.com](http://www.netlibrary.com) to see the eBooks, but eventually they will be put on the card catalog with an eBook notation. In order to use the eBooks off campus, students must create a free account from a college computer. They can search by keyword, title, author or full text, and then chapter by chapter or page by page. Every month there is a new "eBook of the Month." Some eBooks are PDF and some are HTML but both can be printed. There is an attached dictionary that will verbally pronounce a word for the student or give the definition and pronunciation. Dennis Gill requested that a tally be kept of how much eBooks is used.

Nan Moss asked if the library needed a printer for the computer in the conference room. Dennis Gill and Jean Ruud both noted that this computer is only used for teaching the research classes, so a printer is not needed.

Dennis Gill then stated that the TVCC library will not be open on Saturdays next year, since there is so little Saturday use. The schedule will need to be modified and perhaps extending the Sunday hours or adding more hours during finals week will help. Dennis Gill stated that the administration was aware of the changes and were fine with whatever was decided.

Jean Ruud and Dennis Gill both stated that a committee was being formed to formulate a copyright policy. There is no board policy at TVCC at present for copyright of books, though there is a policy for acceptable use for computer use. There are some TVCC faculty members that would like to put every textbook for every class offered on reserve in the library. It was stated that not only would there be spacing and staffing problems, but there would be copyright infringement problems. Dennis Gill called McGraw-Hill Publishing Co., which has 52 attorneys at their disposal, and they said that it cannot be done. Books can be put on reserve but they must only be used 10% of the term or up to two weeks. The administration's stand is that they do not want to chance being sued or jeopardize the success (stealing) of

the bookstore, so prefer to be overly cautious on matters regarding copyright laws. Dennis Gill stated that there were 52 textbooks in the English Department alone, covering six instructors. There would be many more books than that, all with only one hour reserves for “in library use”, causing many problems with student use. Dennis Gill stated that the committee would like to create policies for the school and bring them back to the Advisory Committee for approval.

Pat Jacobsen stated that there is so much that is not understood about copyright laws. She stated that not only are school districts being sued, but the librarians and library directors can be sued also. Dennis Gill stated there is a difference between source materials and support materials. Support materials may be placed on reserve, source materials may not. TVCC’s attorneys, Yturri and Rose, will review the policy before publishing.

The next meeting date was not set. Most meetings are set toward the beginning of the term. Members will be notified beforehand.

The meeting was adjourned at 8:20pm.

Josette Flock  
Acting Secretary  
TVCC Library Advisory Board

## MINUTES OF THE TREASURE VALLEY COMMUNITY COLLEGE LIBRARY ADVISORY BOARD

April 12, 2006

The meeting of the TVCC Library Advisory Board came to order at approximately 7pm. Those present were Jean Ruud, Pat Jacobsen, Claudia Widmer, Dennis Gill, Jeanie Ford, Nan Moss and Josette Flock, acting secretary.

The minutes of the January 2006 meeting of the Library Advisory Board were read. Dennis Gill moved and Pat Jacobsen seconded that the minutes be approved as corrected. The motion passed unanimously.

Dennis Gill stated that the fuss over the copyright laws has toned down, though the college still preferred to be very cautious. Concern was expressed that if all textbooks were put in reserve in the library, not only would the logistics not be feasible due to staff and room, but many students may choose not to purchase books from the college bookstore, causing hardship there. Dennis Gill stated that the library staff has been very conscientious about sending notices to the instructors to pick up their books out of reserve at the end of the term.

Dennis Gill also stated that a committee would be working on the copyright policies in the fall and then approve them through the school board and Library Advisory Board. Jean Ruud stated that there was an excellent, albeit lengthy copyright policy online through the University of Texas that could be adopted and referred to when necessary.

Jean Ruud then stated that regarding the scrapbooking for TVCC, the English Department has a digital camera that she is hoping they will let us use for the purpose of transferring data to CDs. She has been informed the library might need copyright permission to use the articles from the Argus Observer. The Argus Observer will be contacted. Josette Flock stated that the 2004 year scrapbook has been finished and laminated and she is partly through the 2005 year.

Jean Ruud then stated that there is a meeting with the new athletic director on Wednesday, April 19<sup>th</sup>, regarding the problems with the athletes in the library. The athletes would like to have study hall in the library and have the library staff sign them off. However, Dennis Gill and Jean Ruud both expressed concern that this would be much too hard to supervise in the library since students could easily come in, sign in, and then leave.

Jean Ruud then stated that a full library inventory was made over spring break 2006. There were 125 books cited as missing. Jean Ruud feels the loss might be as little as 75 books as ten have already been found to be on the shelves. This is a vast improvement over the nearly 1000 books missing the year before the security system was put in. Jean Ruud also stated that in the future, the swimsuit issues of Sports Illustrated magazine would again be placed behind the desk, since students had torn and cut out parts of those magazines that had been placed with the rest of the periodicals.

Jean Ruud said there were several boxes of books and video supplies that were wedded from the library and sent to the warehouse for the English Department used book sale in the fall.

Jean Ruud then stated that one of the recent library projects was to move materials from the reference area into the nonfiction for checkout. After checking with other libraries, this seems to be what is being done, since computers and internet have made students less apt to research within the library. Pat Jacobsen stated that high schools are doing the same, while keeping the more expensive books and sets in the reference area. Claudia Widmer suggested that students may be more apt to use these books if they are

put in the regular stacks. By shifting the books into regular nonfiction, Jean Ruud was pleased to be able to move the book sets that have been shelved on the student carrels onto the reference shelving.

Dennis Gill stated he believes the budget will be approved for the library for the same as last year, plus a new book drop and the cost of remodeling the circulation desk area for security purposes. The computers will then be moved to the area where the circulation desk is now, making them more easily monitored, and the computer lab will probably become another conference room. Jean Ruud stated that although the computers are not always used for study, if a student signs up for a conference room, it is usually because they are actually there to study. When asked about the reason for cutbacks, Dennis Gill stated that though there are more students registered at TVCC, there are less full time students. Most students are half time of three quarter time students. Dennis Gill stated that during the times of a recession, community college use jumps and conversely, is used less during more prosperous times.

Nan Moss asked what was happening with the possibility of community colleges in Idaho. Dennis Gill stated that even though the legislature voted against community colleges, the Albertson Foundation is still talking about putting \$30 million into a facility to be used as a community college five blocks down from Boise Towne Square Mall in a 40,000 square foot building in an industrial park. Nan Moss expressed her hopes that the plan does go through, since Idaho is in great need of community colleges. If the college goes forward, it will be considered a branch of the college rather than a satellite as the one in Nampa is now. There will be the need of an onsite library and a librarian. Dennis Gill stated that BSU is turning students away. TVCC had 72 students transfer from BSU. Jean Ruud stated that it is difficult for students to transition from a small town high school as most are in this area, to a big town college such as BSU. BSU is leaning more and more toward becoming a research school and not prioritizing the freshmen.

The next meeting will be held in the fall. Dennis Gill suggested that it be held in his gazebo at his home. Members will be notified beforehand.

Dennis Gill moved and Nan Moss seconded that the meeting be adjourned at 7:30pm.

Josette Flock  
Acting Secretary  
TVCC Library Advisory Board