

MINUTES OF THE TREASURE VALLEY COMMUNITY COLLEGE LIBRARY
ADVISORY BOARD

September 28, 2004

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

At this time, the minutes to the last meeting of the Library Advisory Board were read. Dennis Gill moved and Pat Jacobsen seconded that the minutes be approved as read.

Jean Ruud began by updating some of the statements made at the April 2004 Library Advisory Board meeting. She began by stating that the videos would not be discarded. After several comments from the library staff, she decided that the videos were being used often enough to have value after all.

Jean Ruud also stated that there had been a letter sent to the Nyssa School Board and Nyssa High School Principal commending Harry Flock for doing a nice job on the bookshelves that are now in the Spanish Book room.

Jean Ruud also stated that rather than having Terry Bowers or Kim Holling update the library's web page as stated in April 2004 minutes, she is considering taking a web class herself or having someone else take the class to get it done.

Jean Ruud also commented that she had not had time to get plants for the top of the stairs, but will do it soon.

The mural has been completed. There were several good comments by the Advisory Board members. It was a general consensus that there did not need to be a neon sign at the bottom of the stairs to direct patrons to the library, since there are now large letters and arrows pointing up the stairs to that effect. Nan Moss asked if the artists could be recognized for their outstanding efforts on the mural and Dennis Gill recommended they be recognized in front of the TVCC Board of Education. Dennis Gill will check on the time and date for the next board meeting and will have this issue put on the agenda.

Dennis Gill asked about the results of the inventory. Jean Ruud stated that the number of missing books went from 1000 books to less than 100 missing. There were general comments of approval.

Dennis Gill stated that the circulation desk is still being planned to be moved to the middle of the reference section. This is for the safety of library staff members and for security of the library.

Dennis Gill stated that a new storage area and a new classroom have been added to the library floor. He indicated that there has been quite a bit of money put into the library building and that there has been a good amount of progress made in a short time. With the hats donated by the

Iseris for the conference room, the renovations made and the murals on the walls, the TVCC Library is looking better than ever before. Dennis Gill stated he would like to buy some paintings for above the periodical section and commented that he has asked Josette Flock to paint an extra plant or two upstairs. There were several positive comments made regarding the amount and quality of work done to the TVCC Library in the last three years.

Dennis Gill stated that at the January meeting, there will be budget issues to discuss for the Library Advisory Board regarding what to purchase, such as new books and bookcases.

Dennis Gill commented that the addition of a college library credit card has been a big help in purchasing books at bargain prices, either on Amazon.com or Barnes & Noble. He stated that most of the TVCC Library's books are from the 60's and 70's and Pat Jacobsen commented that some experts recommend that libraries should not have non-fiction books older than five years old. Dennis Gill then stated that he would like to increase our book volume and is planning to ask for a special one-time budget request of \$20,000 to update our fictional section here at the TVCC Library, such as the 100 greatest books of the 20th century.

Dennis Gill stated that other positive changes are that the library has increased their part-time staff, so that no one is by themselves. The library is now open at 7am.

Nan Moss asked if the department heads at the college are directing students towards the library and making the library more of a value to the instructors making use of the library resources a standard. Jean Ruud stated that she believes some instructors are doing better in this regard.

Nan Moss stated that in her experience, adolescents are too focused on the internet, yet don't really know how to use the library itself and are too focused on the electronics rather than the learning. She stated that she has been counseling children for gambling and that gambling in children is now the fastest growing addition. 98% or more of the state gambling revenue is from video poker, which is in businesses all around our area. She would like to see the children learn what is behind the electronics.

General discussion stressed the importance of persuading students to use the library and all its resources. There was some discussion of the use of the library vs. online. Some college libraries stress more quality control in research. Some colleges forbid the use of internet research by freshmen. Not all things are equal on the internet, but one can't always get teachers to point this out to students. Jean Ruud stated that EbscoHost is an excellent resource for research, granting access to approximately 10,000 magazines and journals, 7,000 of which are full text. Since TVCC pays EbscoHost \$999 for their subscription and TVCC library pays almost \$7,000 for 100 magazines, it is an excellent deal for the schools. Since public schools get EbscoHost free, there have been more students coming in that realize its value. Jean Ruud also stated that she gives a mini-research class, reaching about SIRS, EbscoHost, periodicals and the Pioneer System that is quite informative for the students and required by some researchers. Dennis Gill stated that the college now has a plagiarism detection device. Statistics show that 99% of plagiarized material is stolen from the internet. Last year 40 to 50 plagiarism attempts were caught at TVCC.

Dennis Gill stated that he would send an email as Division Chair, saying that the TVCC Library Advisory Board strongly recommends more use of the library and stresses the importance of the knowledge of proper library use for the good of the students.

Nan Moss stated that the presentation of the library to the public is important in that it looks inviting.

Jean Ruud interjected that she did not give a class in copyright infringement as noted in the minutes, but has assembled a copyright booklet, condensing and explaining copyright infringement laws.

Dennis Gill expressed concern about putting textbooks on reserve in the library for use by the students for particular classes. He stated that he believes that (1) there should be a system for charging for the textbooks BEFORE classes start, (2) that the library cannot house approximately 500 textbooks for all classes and (3) some students would never buy the textbooks, if all textbooks were offered for use here in the library. The staff at the library does not have time to regulate that. He is hoping that a system can be worked out wherein the financial aid for the student is billed for the textbooks when the student is acknowledged in the particular class. It is merely a matter of consumption of time by library staff.

Jean Ruud stated that the Student ID machine has been moved up to the library, so that IDs can be issued on weekends, since more TVCC offices are locked on weekends.

Dennis Gill stated that it is common practice to charge a minimal fee for computer usage by community members and TVCC Library may start charging. The usual is around \$5 per hour. Keeping track of the time may be an issue and those living within the county may be exempt.

The next meeting was set for January 11th, 2004.

The meeting was adjourned at 8pm. Afterwards, Jean Ruud gave a tour of the new storage room and mural to the members.

Josette Flock
Acting Secretary
TVCC Library Advisory Board

MINUTES OF THE TREASURE VALLEY COMMUNITY COLLEGE LIBRARY
ADVISORY BOARD

January 11, 2005

The meeting of the TVCC Library Advisory Board came to order at approximately 6:45pm. Those present were Jean Ruud, Nan Moss, Pat Jacobsen, Pat McColeman (formerly Pat Bradshaw), Claudia Widmer and Josette Flock, acting secretary. Member Dennis Gill was absent.

The minutes of the September 2004 meeting of the Library Advisory Board were read. Pat McColeman moved and Pat Jacobsen seconded that the minutes be approved as corrected. The motion passed unanimously.

Jean Ruud began by addressing some of the statements made at the September 2004 Library Advisory Board meeting. She began by stating that the webpage had not been updated as the minutes had indicated. Claudia Widmer interjected that it was Terry Bowers' job to create web pages and that she should be approached about this. Jean Ruud indicated that she had indeed already talked to Terry Bowers about creating the webpage, but that she would like Terry to teach her how to keep it updated and add new things.

Jean Ruud commented that she had now gotten plants for the top of the stairs from the Silk Outlet. Members agreed that they were quite nice and a good height.

Jean Ruud then stated that the mural artists, Josette Flock, Kimberly Holling and Christina Macklin were recognized before the TVCC Board of Education at their December meeting. The board members had been given a tour of the mural and had seemed pleased with the results.

Dennis Gill had asked all department heads to make a "wish list" for their department of items that they needed or wanted. Jean Ruud stated that her "wish list" for the library included: \$20,000 for new books, new shelving for the Reference area, moving the circulation desk over to the reference area so staff can see everything better, and even an upstairs bathroom. Dennis Gill had indicated that the library might get \$20,000 for new books and the money to move the circulation desk to the middle of the reference section. This is for the safety of the library staff members and for the security of the library. This is still not definite.

Jean Ruud stated that she is pleased with the new storage area. She also stated that there have been no more paintings for the library as yet. Josette Flock will be painting an extra plant or two upstairs when time allows.

Jean Ruud stated that she believes some instructors are doing better in regard to pointing students toward the library. Claudia Widmer stated that the Instructional Council, which meets monthly, has mandated that every department and every instructor include some form of research in their curriculum. Jean Ruud was pleased that Roger Findley had brought his Agriculture/Farming class upstairs for a tour. Claudia Widmer indicated that there should be more and more interest

by teachers, since the Accreditation Committee for the college had focused on this issue. Jean Ruud also stated that more classes have been coming in for the mini-research classes she gives.

Jean Ruud stated that the subject of charging a minimal fee for computer usage by community members has not been discussed further. At present, the library has only two public access computers. The public is asked to sign their name on a sign-in sheet and indicate the time they start on the computer and again sign out with they're finished. They are limited to two hour time slots. Three weeks after school starts, students will be required to sign in on student computers with network log-ins and individual student log-ins, allowing students to save their own documents on the U-drive. This is necessary, since the "Deep Freeze" program automatically erases everything off the hard drives every night. Log-ins will also stop any non-student use of computers. The library no longer checks out roller balls to students. This practice was discontinued when Jean Ruud noticed other computer labs on campus were lax about allowing children and food in their labs.

Jean Ruud announced that she will be taking on a new project. She would like to try to get a grant for the TVCC Library. Pat McColeman, Malheur County Librarian, will help. Pat has written two of these grants and was awarded them both times. One was used for the Malheur County bookmobile and the second used for a feasibility study. Jean would like to use it for an online Malheur County History. Malheur County Library has newspapers dating back to the 1800s and many photos, papers and pamphlets to help get started. Nan Moss suggested she check with the cultural center. All agreed it would be a great opportunity to collaborate with many groups in the area. Other resources suggested were Malheur Historical Society, Nyssa Agricultural Museum and Historical Society, Stone House and the LDS church, which has the number one genealogy in the world. Nan Moss stated that churches in general have a great pioneer history and there could be a partnership established with churches and others focusing on this common goal. She also suggested local authors be included. Pat McColeman stated many local authors have passed on. There was much discussion about the problems of oral history being passed on or dying out at the older people die. Pat also suggested that as local historians are found, they should be videotaped for posterity. Pat McColeman stated that Betty Lee, who has worked at Malheur County Library for 49 years and is the library historian, will be retiring on January 20th and would be an excellent resource. Jean Ruud stated that Salem has a historical website, but that she would do it differently. Nan Moss stated that although the cultural center is very nice, there are several cultures not represented well, including the Dutch, Irish, Basque, Italian, and others. There are many pioneer stories that will be lost if something is not done to record them.

Pat Jacobsen asked about the regular budget meeting. Jean Ruud stated that she went before the Budget Committee and tried to get more money added to the Library's regular budget. She strongly feels that the TVCC Library's budget needs to be increased. She pays \$10,000 of her \$12,500 book budget for Gale Criticisms that cost \$195 each. Other libraries have bigger budgets and have less need for current books. Jean Ruud stated that the budget process is just beginning.

Pat McColeman stated that most grant givers require some form of show of faith by the grant requester in the form of monetary resource or items to show that they are going forward with this grant project.

Claudia Widmer moved that the Library Advisory Board recommend that the Library budget be increased to \$18,000 for capital outlay, which is books and periodicals, that the materials and supplies budget, which includes Ebscohost, OCLC and Pioneer, be increased to \$18,000, that the part time budget be increased to \$33,000, the travel budget increased to \$2,000 and the rest of the budget overall be increased by 20%. Pat McColeman seconded it. The motion passed unanimously.

Claudia Widmer also moved that the TVCC Budget Committee be asked for these items for the grant to be written:

Scanner

Laptop Computer

Tape Recorder

Printer

Photo and Genealogy Software

Digital Video Camera

Archival-Quality Storage

Money to present the project to the public, to translate to Spanish and/or to put our newsletter or mailings to partnership groups.

Pat McColeman seconded it. The motion passed unanimously.

Claudia Widmer stated that community support should be sought and in turn, the community will be supported. Nan Moss stated that we need to keep the momentum so the public and administration won't forget.

The next meeting was set for April 5, 2005. The grant must be received by the State by April 15.

The meeting was adjourned at 7:45pm.

Josette Flock

Acting Secretary

TVCC Library Advisory Board

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April 19, 2005

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

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

Jean Ruud began by addressing some of the statements made at the January 2005 Library Advisory Board meeting. She stated that the TVCC Library webpage had been updated and she would like to show the members the new webpage at the end of the meeting. Jean Ruud indicated that she was still to meet with Terry Bowers about changes to the webpage, but was quite pleased with the results.

Jean Ruud then stated that she was not able to write the grant for the TVCC Library after all as she had hoped. Pat McColeman suggested that Jean Ruud contact Charlotte Fugate to ask for information about the possibility of grant money. She was not sure of the details, but felt Charlotte may have information for a grant that might be enough money to begin the Local History Project. Jean Ruud stated that now that Pat McColeman would no longer be able to help her, she felt overwhelmed by the idea of such a huge project. Dennis Gill volunteered his help. Pat McColeman stated that if it is taken in small pieces, it could be accomplished. Claudia Widmer suggested that other departments on campus should help with the project.

Dennis Gill reported on the status of the Budget Meetings. He stated that the \$20,000 for new books and the money to move the circulation desk middle of the reference section are still in the budget at this time. This is still not definite.

Jean Ruud stated that she has been weeding books and believes that approximately 4000 old books have been discarded. Most of those discarded were over 20 years old and many had not been checked out in 30 years. The library needs new updated books for student research. Pat Jacobsen agreed that it was particularly important for a college campus to have new non-fiction books for research. Dennis Gill stated that the new budget begins July 1st.

Jean Ruud commented that our library would not be charging for community patrons to use our computers. Public Access computers are much slower than and not as good as the student computers.

Jean Ruud stated that the TVCC Library needs goals and asked for suggestions by committee members. Dennis Gill stated a goal would be to purchase new and updated books for the shelves. If we are able to get a better collection, it will lead to better circulation.

Pat Jacobsen asked about the Reference Shelving. Jean Ruud indicated that this was still a need.

Dennis Gill also indicated that the upstairs bathroom and more money for part time workers could still be goals.

Claudia Widmer wondered if it was an automatic goal to update the computers. Jean Ruud stated that this was not a library budget item, but a regular part of Eric Ellis' job, which he seemed to be doing pretty well. Claudia Widmer then asked about maintenance of the security system. Jean Ruud stated that a Maintenance Agreement had not been purchased for the TVCC security system as it is quite expensive. Cleaning the filters in the gates needs to be done on a regular basis. Jean Ruud will show Josette Flock the location of these filters.

Dennis Gill stated that he would also like to have the goal of hiring another full time person at the TVCC Library. Pat McColeman interjected that if the Malheur County Library is limited to 20 hours a week as the city has indicated, the TVCC Library may see an increase in circulation. Jean Ruud stated that she has already seen a slight increase in non-traditional patrons with Malheur County Library cards. Dennis Gill then stated that a possible goal would be to have more fiction books available and increase the Public Access Computers to four. There was some discussion about the use fee for computers in other communities. Use fees for computers ranged from 50cents or \$1 for checking email to \$15 per hour.

Dennis Gill stated that he would like to increase visibility of the college library in the community. He requested that Jean Ruud put an advertisement for the TVCC Library in the People section of the Argus Observer the last week in May, giving the library summer hours for the community to see.

Claudia Widmer stated that the TVCC Library Board works well together and is sorry to see Pat McColeman leaving us. There was a general consensus by all that Pat McColeman would be missed.

At this time, members moved to the Library Conference Room 1, where members were able to view the new webpage for the library. Jean Ruud stated that there were a few changes that she would like to make, such as having the central picture change every few seconds, changing some of the links, and she would like to keep an updated list of new books to the library. Dennis Gill asked about the use of the library on Saturdays. Jean Ruud indicated that Saturdays were slow. There was some discussion that publicity could possibly change that.

Pat Jacobsen noticed that the Library Link was buried in the Departments Listed on the college home page. Dennis Gill indicated that the Library Link should be in Student Resources or have a separate link of its own.

Jean Ruud stated that she would one day like a coffee bar in the library for the comfort and use of the patrons.

Dennis Gill stated that in our fast-paced lives, the library is a quiet place to go. Environment is important.

The next meeting date is tentatively scheduled for September 27, 2005. Members will be notified beforehand.

The meeting was adjourned at 8:00pm.

Josette Flock
Acting Secretary
TVCC Library Advisory Board