

MINUTES OF THE TREASURE VALLEY COMMUNITY COLLEGE LIBRARY
ADVISORY BOARD

September 15, 2003

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

Dennis Gill began by stating that the Library Board would meet one day per term and that this first meeting would be for explaining what was being done now and what plans were suggested for the TVCC Library in the future. The need was stated for outside eyes to look at things in the library and voice concerns and opinions from others besides staff. Dennis Gill also stated that a Library Advisory Board was required for accreditation.

Dennis Gill stated that the goal was that the TVCC Library could remain student friendly, while maintaining professionalism and decorum.

Dennis Gill began by speaking of when he became director of the library a few years back. He noted that the library building was worse than when he went to school here. His first goal was to clean up and update the library, using available space better. Other faculty members and departments used the space for their own storage. This practice was ended along with lots of paint and remodeling. \$30,000 was put into remodeling the library building itself, including approximately \$3,000 for reupholstering existing couches and chairs. This year \$28,000 was put into a new security system to put magnetic strips into books and the hardware to prevent theft. Over \$30,000 worth of books have been stolen or lost in the last three years, showing that the system would have paid for itself it purchased three years ago and was therefore a much needed addition.

It was also mentioned that the Student ID card machine has been moved to our floor and has been made the library's responsibility, making it easier for students to get their IDs. The computer is also being formatted so that nursing students can come in to have tags made for their classes. Jean Ruud stated that she would like to have it changed so that the library staff can have name tags made for them and put on lanyards, also making it easier for patrons to recognize who is library staff.

Dennis Gill stated that when the college accreditation committee came to visit, good marks were given for all but the facility itself, which have since been corrected.

Ideas for the future are:

1. Moving the circulation desk so that both stairway entrances can be seen by personnel.
2. A camera-to-television on the back staircase, so customers can be seen coming and going, meant particularly for the safety of the staff.

3. More community awareness of the presence of the TVCC Library.
4. More staff for the library to cover during busy hours, possibly a full time librarian/teacher for research or writing classes.
5. More videos to the front for easier access to students.

There was some discussion of animosity in the community toward the college and the possibility of the TVCC Library working as a bridge. Nan Moss stated that articles sent to the Argus Observer informing the community of the good ways that dollars are spent at the college could go a long way toward public relations. She stressed the need to keep people informed.

Dennis Gill spoke of the annual book sale where income is spent benefiting students, especially by sending them to the Shakespeare Festival in Ashland, OR. Jean Ruud spoke of involving faculty in the library by offering each department \$150.00 for books to be purchased for the library by March 31st.

Other good things happening at the library are: three classes per week on research given by Jean Ruud, Answerland installed on the computer to give students direct access to a virtual reference desk, television video conferencing classes offered in the video conferencing room and Chinese hats donated by the Iseris to use for new decorations in the library.

Dennis Gill expressed his thanks to everyone on the board and asked that they consider ideas and options in developing a strategic plan for the library. The next library board meeting will be right before the TVCC budget meeting and he asked for any possible feedback that he could take into that meeting and ideas on how to best create a community/student-friendly library within our limited resources.

The meeting was adjourned at 8:30pm.

Josette Flock
Acting Secretary
TVCC Library Advisory Board

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January 22, 2004

The meeting of the TVCC Library Advisory Board came to order at approximately 7:15pm. Those present were Pat Bradshaw, Claudia Widmer, Jean Ruud, Nan Moss, Pat Jacobsen and Josette Flock, acting secretary.

The minutes of the September 2003 meeting were read and approved.

Jean Ruud began by covering old business. She stated that Eric Ellis had come and helped make staff ID cards with first names only for the library staff. These cards were put on lanyards and are now being worn by library staff. Students from the nursing program are also coming up to have ID cards made. Any money paid goes to Student Activities.

Jean then addressed the “ideas for the future” section from the previous meeting, point by point.

1. “Moving the circulation desk, so that both the stairway entrances can be seen by personnel.” This may take place next year, depending upon funding and availability of the carpenter.
2. “A camera-to-television on the back staircase, so customers can be seen coming and going, meant particularly for the safety of the staff.” This is scheduled to be installed next week. For the moment, fake cameras have been installed.
3. “More community awareness of the TVCC Library.” Abby Lee has contacted the Argus Observer about the possibility of highlighting the TVCC Library. Unfortunately, the Argus has been focusing on other things; however they are talking about doing a story.
4. “More staff for the library to cover during busy hours, possibly a full time librarian/teacher for research or writing classes.” Jean would like more staff hours to cover the busy times and so there will be two staff members working at a time. The idea is to increase part-time staff hours from 65 hours per week to 93 hours. She stated she may be able to share a “floater” with Pat Bradshaw at the Malheur County Library.
5. “Move videos to the front for easier access to students.” The videos have been moved to the front onto a rotating display. Jean stated that she has also acquired several new audio books, mostly off EBay. She prefers unabridged only.

Jean also mentioned that Harry Flock, the woodshop teacher in Nyssa, voluntarily fixed the large globe for the library so that it now spins and turns on its axis. Jerry Camp, the Performing Arts instructor, used the globe and the Chinese hats donated by Iseris in the TVCC performance of “The King and I”.

Jean stated that the little office behind her office is being made into a Spanish Language Reading room. Harry Flock is making the shelves for that room at cost of materials. There were many boxes of law books donated by the prison to TVCC Library, which will also be placed in that room. Jean called Don Asay, who teaches the paralegal classes on campus, and asked him which books to save. The rest were put in the English Dept. book sale.

Claudia Widmer pointed out that she was pleased to see that the pornography problem on the computers seemed to be solved by checking the mouse balls out to students. Eric Ellis had noticed another college had used this method to better control this problem and our library decided to try it, since it seemed a fairly simple solution. Jean stated that at first, the students were taking the mouse balls from the card catalog computers and using them instead until the mice were replaced with laser mice on the card catalogs. It was also noted that the printer was moved behind the front desk some time ago to avoid printed pornography.

Jean Ruud stated that the library will be getting all new computers, though not exactly sure when, since there has been quite a change in computer techs on campus. The new computers will have USB ports rather than zip drives. The USB ports are less expensive than the zip drive. It was noted that some students have been asking for USB ports on the computers and to have a USB port installed will be \$8-10, while a zip drive would be \$65.

Jean Ruud noted that she was pleased to see students feeling comfortable in the library. One student even came in slippers and curled up on the couch to read. Claudia Widmer noticed that campus departments are ordering different levels of research and research added to the curriculum requires students to come to the library.

Jean Ruud stated that the \$150 offer to faculty for library purchases for their own departments seems to be well received. About one-third of the faculty has ordered materials. They have until March 31st and then funds will be offered to departments that would like more. Claudia stated that it would be nice if the administration could make more of an issue of this at meetings to show the importance of library use.

Jean Ruud stated that copyright issues have come to the forefront at the library. From what she reads about copyright laws, if someone wants to print something for use in the classroom, they can use it only for one class, not over and over. Some departments have copied articles on reserve for students to copy and more are added every term. Another department had put together a pamphlet of copies of articles for student use. Our campus has been quite relaxed on following copyright laws. Copyright policy allows instructors to make a onetime copy for each student in the classroom. For those instructors who wish to use magazine articles numerous times, the magazines are here on the shelves for student use and EBSCO host is being used also.

Jean Ruud commented that Kim Holling will begin working on a new web page for the library. It should be completed during the summer. Copyright use information will be included on the site. Eastern Oregon University has their copyright regulations listed on their home page, plus they have begun a new policy of having the individual instructor obtain permission from the periodical for any use in their classroom. After obtaining this permission, they have to then take it to the Dean of Instruction. He in turn will give them a signed permission for the library to

keep on file. It was stated that a smaller school district in Oregon had to pay a large fine for copyright infringement. Anyone involved was cited, including the librarian, media specialist, administration and instructor. It was noted that it only takes one person to turn someone in.

There was a question about when the ends of the banisters on the stairs would be completed. Jean Ruud said it was still being worked on by maintenance. The Library Board requested that a statement be made from the board to maintenance that the banisters are a safety issue and should be completed as soon as possible.

Nan Moss requested that the dates for the Library Board meetings be laid out for the year. The date was set for the following meeting: April 6th at 6:30pm in the Library Conference Room. The Library Board will skip the summer meeting. Jean Ruud will email reminders or changes to everyone on the board.

At this time, Pat Jacobsen moved that the Library Board recommend to the Budget Board that the budget for library staff hours be increased. Pat Bradshaw seconded. The motion passed unanimously.

Nan Moss moved that the Library Board recommend that the new circulation desk be built by the end of summer for next fall's session for better service and the safety of library staff. Claudia Widmer seconded and the motion passed unanimously.

There was a lively discussion about the library being the focal point of the campus. Nan Moss stated that at most campuses; there is a focal point on the campus, often the library. The library should be taken seriously, meant to be shown off and stand out. The TVCC Library is a central and integral part of campus. It is open to the community, however, the library is difficult to find. New signs were suggested to make it more attractive and make the library easier to find. Something big and bold to attract attention, as compared to the new sign for the cafeteria. Pat Jacobsen stated that the stairs needed to be renovated. Right now, they feel like stairs to the basement, unattractive and dim. Both Pat Jacobsen and Nan Moss both noted there is a good momentum of change right now and would like to keep it going. There was a general consensus of agreement on this matter.

Jean Ruud stated that she has been opening up the library at 7am. There have consistently been two or three students daily. They seem very appreciative of the opportunity to use the library at that hour. The change has only been by word of mouth to students, but word has been getting around.

The meeting was adjourned at 8:10pm.

Josette Flock
Acting Secretary
TVCC Library Advisory Board

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April 6, 2004

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

Dennis Gill began by stating that the TVCC Library made it through its Program Review, which he explained as a system for assessment of the different programs at TVCC. The Program Review took place in December 2003, after a meeting of the TVCC Library Program Review Board, which helped with clarification of statistics and explanations of what was happening at the library. Dennis Gill turned the meeting over to Jean Ruud to explain.

Jean Ruud explained questions that were asked by Program Review Board members such as: Media Services, now under Eric Ellis, library face lift clarification, heating and air replacement, details on the "follow-up inventory", being accomplished with a handheld Telzon unit, needed library goals and explanation of the library survey, Modification of Attendance Comparison.

Claudia Widmer stated that the State is coming in the fall and that this is the first big internal review.

Jean Ruud then noted some changes made in the library. A security camera is now on the back stairs where a fake camera used to be for the protection of the staff. She would like to see security cameras throughout the library, ones that could even be viewed at home.

Jean Ruud also stated that Bob Armstrong, as a member of the Program Review Board, noticed that the library usage had increased 33% and that statistic should be used to obtain more money. Jean Ruud noted that the library book budget is \$12,500 per year. Out of that, \$10,000 is used for the purchase of Literary Criticisms at \$200 each, leaving only \$2,500 left for other books.

Dennis Gill stated that he and the administration are pleased with how the library is run and pleased with the advisory committee. Claudia Widmer stated that the Library Advisory Committee is becoming a model for other departments. Dennis Gill stated that advisory committees are a requirement and that outside influence is needed.

Jean Ruud noted that a representative from the Nursing State Board visited the TVCC Library and stated that "this library is so inviting". All present agreed.

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

Dennis Gill stated that the circulation desk is planned to be moved sometime in August. There is also the possibility of French doors to be put on Jean's office.

Jean Ruud addressed the issue of public relations for the library. She stated that Abby Lee informed her that the Argus Observer does not appear to be interested in presenting a story on the TVCC Library.

Jean Ruud mentioned she's considering getting rid of the videos. They are checked out very irregularly. Dennis Gill recommended that the videos be sent out to the college departments that might use them.

Jean Ruud then stated that Harry Flock has finished the bookshelves for the Spanish Book room and that they are very nice. Dennis Gill suggested a letter be sent to the board and administration at Nyssa School District commending him for a job well done.

Jean Ruud stated that new computers were put in for the students over spring break. She also noted that unfortunately, funds have been frozen at the college, so she was unable to accommodate faculty members hoping for leftover funds.

Jean Ruud mentioned that a copyright infringement was found in the usage of a copied video of the 1940's version of "Fantasia." The copy has been returned and a new video ordered. Jean Ruud will be presenting an in-service on copyright infringement to faculty.

Jean Ruud stated that Terry Bowers will be updating the library's web page, rather than Kim Holling. She also stated that maintenance has welded the ends of the banisters, though they have not been painted yet. The Safety Committee highly recommended it be done. Dennis Gill also mentioned that we are planning to put more plants around the staircase.

Pat Bradshaw suggested that the minutes be sent out to everyone to avoid the lengthy reading of the minutes. Jean Ruud said that they were already sent and that the reading was important to her to know what to cover in the meeting. The matter was dropped.

At this time, Josette Flock was asked to present the ideas for the mural to the Advisory Board. She gave a lengthy explanation of ideas for the mural on the stairwell, which was received very enthusiastically. Josette Flock, Christina Macklin and Kim Holling will be working on it, with Josette Flock as chairperson. Several suggestions were made by board members, particularly Claudia Widmer, who suggested attaching rock slabs to the wall. Dennis Gill stated that the stairwell will be blocked off completely for the summer, with a grand unveiling at the end of the summer. Josette Flock asked if it would be alright to design a wooden sign for Harry Flock to build to hang at the bottom of the stairs. Jean Ruud stated that she would like to see a neon sign at the bottom of the staircase and Dennis Gill suggested she check into this.

Claudia Widmer made the observation that the newer faculty seem to have more excitement for contributing to the college and that it was nice to see.

There will be no meeting of the TVCC Library Advisory Board until fall. The next meeting was set for September 14, 2004.

The meeting was adjourned at 8pm.

Josette Flock
Acting Secretary
TVCC Library Advisory Board