

TTUHSC LIBRARIES FACULTY MEETING MINUTES

January 11, 2018

Preston Smith Library Administration Conference Room

In Attendance:

Richard Nollan - Chair
Tara Allison
Sandy Bagwell
Barbara Ballew
Lisa Beinhoff
Michelle Bowers
Skyla Bryant
Margaret Burnett
Andrew Escude
Amy Faltinek
Paul Landers
Travis Real
Stephanie Shippey
Daniel Stuart
Margaret Vugrin
Micah Walsleben
Erik Wilkinson
Terri Wilson

The meeting began at 9:30 AM.

- I. Introduction and Welcome--Dr. Richard Nollan.
- II. Old Business—Richard Nollan
 - a. Salary review and merit bonus—We are still waiting to hear back on the salary review and do not have a timeline. There will be a meeting next week with Human Resources to discuss the merit bonus mentioned in President Mitchell’s recent email, but we do not have further info at this time.
 - b. 24/7—The library going 24/7 is still in the works. We are waiting for final details from Amarillo regarding this issue.
 - c. Performance evaluations—Everyone will be meeting with their supervisors in the coming month to discuss and submit performance evaluations.
 - d. Amarillo meeting re: Wallace Building—The Wallace Building, which houses the Amarillo branch library, is currently a topic of discussion. Dr. Nollan will be in Amarillo next Friday for a morning meeting to discuss the issues regarding this building and whether or not it is meeting the space needs of the campus.
 - e. Renovation—The Renovation Committee will be meeting on January 22nd.

III. New Business

a. The new Reference Librarian, Daniel Stuart, started on 12/18/18. This is his first Library Faculty Meeting.

b. Area Reports

i. Branch Libraries

1. Amarillo—Terri Wilson

- a. Last week, Skyla completed the first module of a NLM “Beyond Borders” webinar.
- b. Skyla worked on an internal project that involved organizing and cleaning up several Excel files.
- c. Skyla organized and cleared out a filing cabinet in the ILL department and worked on a promotional flyer idea.
- d. Skyla and Ronetta finished the billing for December.
- e. Ronetta and Skyla are working this week to get the QuickDoc installation on Skyla’s computer repaired.
- f. Brad was out sick Tuesday and Wednesday.
- g. Terri has been working on evaluations this week.
- h. Terri is working on a report for Dr. Nollan about planning for the Harrington Library as the campus continues to expand.

2. Odessa—Erik Wilkinson

- a. Odessa has been busy with reference requests, literature reviews, and ILL requests.
- b. Carolyn completed the monthly billing.
- c. Travis and Erik met to get training on TTUHSC’s new COOP system.
- d. Erik started working on evaluations.
- e. Travis participated in the Nursing student orientation.
- f. Travis and Erik will be attending the Nursing Evidence Based Practice meeting on the 29th.
- g. The Library will be unstaffed tomorrow from 3-5 PM for staff training. It will still be open for study space.

3. El Paso—Lisa Beinhoff

- a. It has been fairly uneventful in El Paso except that many people have been out with health concerns.

ii. Technical Services—Andrew Escude.

1. Lauren from Clarivate Analytics will be in Lubbock on April 18th to discuss the latest enhancements and features that have been added to Web of Science.
2. We purchased a new collection of eBooks from Ovid. Tara will send out the title list.

3. We renewed several products, such as BMJ, ExamMaster, and Epocrates.
4. We are in the process of purchasing Dollars for Docs from Propublica.
5. The Acquisition department's new employee, Manuel Sandoval, started in December.
6. We are in the process of finishing up ACRL statistics that are due in February.
7. Timesheets for non-exempts are due tomorrow by noon.
8. Monday is a holiday.
9. Last week, Tara and Michelle met with Stephanie, Dr. Nollan, the Special Collections Librarian and the Archivist from the Southwest Collection, to discuss ideas for the Rare Book Room. There will be a Tech Services meeting next week to discuss further ideas.
10. The Tech Services librarians all attended the Trends in Library Technical Services NNLM/SCR webinar yesterday.
11. Audio Digest Platinum is linked on the databases A-Z page, but the registration page is currently not recognizing our proxy, so it may not work. Tara will send out instructions when it has been resolved.
12. All ProQuest products, including RefWorks, will be offline for maintenance Saturday, 27 January, 9:00 p.m. through Sunday, 28 January, 5:00 a.m.
13. Cataloging added 86 new eBook titles from Ovid to Koha.
14. Cataloging has been working on Performance evaluations. Serials will be starting this week.
15. Amy attended two NN/LM webinars on substance abuse.

iii. Public Services—Stephanie Shippey

1. Stephanie is working on performance evaluations.
2. The Library Advisory Committee Meeting was on January 8th.
3. Reference has been busy with 3rd years and 4th years.
4. Margaret Vugrin is presenting at the Nursing orientation Friday, January 12th.
5. Lubbock is attending the Nursing Evidence Based Practice meeting on January 29th.
6. Dave has been doing ILL billing.
7. Peggy submitted the EFTS for Lubbock.
8. The LRC met to discuss mission for the department.
9. The LRC is still waiting to see if it will receive the CHF grant.
10. The 3D Printing elective was approved in December.
11. The anatomical models have been given to the Patron Services department.
12. The meditation room idea is moving along. Two study rooms in the LRC are being converted into the meditation room. El Paso is calling theirs a quiet room.

iv. Extramural—Barbara Ballew

1. The focus group team met this week and will meet again next week regarding the renovation.
2. Barbara will be in Fort Worth the 22nd-24th of this month for an NN/LM SCR meeting.
3. Barbara is working on performance evaluations.

v. Information Technology—Paul Landers

1. Paul has an email out about Mobility Print in PaperCut being broken. He does not expect a solution until next week.
2. The new TTUHSC website will go live on January 31st. The Library is about 95% done with our webpages. The new landing page will have a few pictures and a link to LibGuides. Be thinking about how this will affect you and your workflow.
3. Paul will put banner for a sneak peek of the new site on the library homepage.
4. Dr. Nollan added: The Board of Regents approved a new academic affairs fee that will partly be used to offset the cost of student printing. Beginning in the fall, student printing will be free.

vi. Business—Sandra Bagwell

1. Lubbock Administration has started using Box.com. They are moving fiscal reports and administration's encrypted files over to the storage system.
2. Georgene will be out tomorrow (January 12th), but Sandy and Jennifer Martinez will be here if anyone needs anything.
3. Sandy finished Lubbock billing.