## Library Committee Meeting

**March 25, 2008**

**Type of Meeting:** Committee Meeting  
**Facilitator:** Dr. Suzanne Graham, Chair  
**Note Taker:** Adrien L. Bennings, Sr. Administrative Assistant  

<table>
<thead>
<tr>
<th>Attendees - Members</th>
<th>Suzanne Graham, MD; Annie Thomas, PhD; Lance Evans, PhD; Roger James, PhD; Stephanie Filleur, PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendees - Library</td>
<td>Barbara Ballew, Judy Orr, Candia Thew, Richard Wood, Stephanie Shippey, JoAnn VanSchalk</td>
</tr>
<tr>
<td>Attendees - Students</td>
<td>Grant Chen, Taylor King, Chilo Cardenas, Lauren Hightower</td>
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<tr>
<td>Members Absent</td>
<td>Alice Young, PhD; Barbara Johnston, PhD; Rial Rolfe, PhD</td>
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**Topic:** Access from UMC - Follow Up  
**Richard Wood**

**Discussion:** Technical problems still exist and will continue to persist until new e-raider accounts are implemented. Once changes are implemented, the entire system will be affected.

**Conclusion:**

**Action Items:**

**Topic:** Approval of Library Committee Minutes - January 2008  
**Suzanne Graham**

**Discussion:** No revisions. Minutes approved.

**Conclusion:**

**Action Items:**

**Topic:** LCME Update  
**Suzanne Graham**

**Discussion:** Monday - IT upgrades to system: Major changes; updates were made to the report in SharePoint. Chip Shaw (IT) unable to make changes as of yet. The data needs to be fine-tuned. Tim Hayes combined several drafts into one report. Currently in the process of updating the report.

**Conclusion:**

**Action Items:** Will follow-up at next meeting

**Topic:** Student Issues  
**Grant Chen**

**Discussion:** **Library Hours:** Concerned that the library is open late the day before exams; would like the library to be open late two days before exams; information will go to Margaret Duran who will disseminate information to students.  
**Request:** could students have a microwave, refrigerator, and coffee maker

**Conclusion:**

**Action Items:** The library will extend library hours to 1 AM Saturday/Sunday; microwave will be purchased for student use
### Proposed Bylaws

**Richard Wood**

**Discussion:**
Bylaws as amended 3/25/08 - with modification to business component; clarified student & faculty as voting members; meetings - modify number of meetings per year (minimum of 4 times per year); all meetings are open meetings at all campuses; there are student reps on the library committee at the branch locations; strike "on a specific campus" (in item #2). Motion to approve as amended - Roger James; 2nd Lauren Hightower. Approved 9-0.

**Conclusion:**

**Action Items:** Copies of finalized version will be emailed; will be on library web page

### Library Committees Charge

**Richard Wood**

**Discussion:**
Both the Bylaws and Charge are needed for accrediting agencies. Motion to approve as revised 3/25/08 - Lauren Hightower; 2nd - Taylor King. Approved 9-0.

**Conclusion:**

**Action Items:** Copies of finalized version will be emailed; will be on library web page

### Request New Journals

**Stephanie Filleur**

**Discussion:**
What is the process for faculty when you want to request new journals?
* Contact JoAnn VanSchaik
* Online request form
* Request forms at circulation desk

Richard reiterated that the library is operating on a flat budget; electronic journals are first priority

**Conclusion:**

**Action Items:** N/A

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**NEXT SCHEDULED MEETING:** MAY 27, 2008