

Library Committee Meeting

March 25, 2008

Preston Smith Library - Rare Books Conference Room

Type of Meeting:	Committee Meeting
Facilitator:	Dr. Suzanne Graham, Chair
Note Taker:	Adrien L. Bennings, Sr. Administrative Assistant
Attendees - Members:	Suzanne Graham, MD; Annie Thomas, PhD; Lance Evans, PhD; Roger James, PhD;
	Stephanie Filleur, PhD
Attendees - Library:	Barbara Ballew, Judy Orr, Candia Thew, Richard Wood, Stephanie Shippey,
	JoAnn VanSchaik
Attendees - Students:	Grant Chen, Taylor King, Chilo Cardenas, Lauren Hightower
Members Absent:	Alice Young, PhD; Barbara Johnston, PhD; Rial Rolfe, PhD

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

Library Committee Meeting

Topic: 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

Topic: 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

Topic: 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

NEXT SCHEDULED MEETING: MAY 27, 2008