

LIBRARY COMMITTEE MEETING MINUTES

May 4, 2010 – Rare Books Room

In Attendance:

Elaine Hillin – SON
Stephanie Filleur – SOM
Roger James – SOAH
Ali Roghani – SOM
Robert Kimbrough – SOM
John Fowler – SOM
Geoffrey Lowe – Student Rep.
Chandice Covington- SON
Jane Colmer-Hammond
Barbara Ballew – PSL
JoAnn Van Schaik – PSL
Candia Thew – PSL
Richard Wood – PSL

New Business:

Meeting was called to order by Dr. Fowler at 3pm.

Dr. Fowler moved that the Sr. Administrative Assistant would email the agenda and minutes with an announcement of the time, date and place of the next meeting within a few days before the scheduled meeting.

The Sr. Administrative Assistant will now be responsible for:

- Emailing agenda and minutes to all committee members a couple days before the meeting.
- Posting the minutes on the website once they are approved.
- Sending out a meeting reminder one day prior to the meeting.
- Noting which committee members are attending and those who are not attending.
- If there is no quorum then a detailed narrative of the meeting will be sent out.

Seconded by Dr. Kimbrough. Approved by vote.

Dr. Fowler moved that the committee roster be updated, as well as a determination of the status of the student representatives.

Richard Wood has agreed to take care of the following:

- Update the committee roster
- Richard and Geoffrey Lowe (student rep) will figure out which students are active as of September 2009 and which ones have graduated.
- Talk with Margaret Duran from Student Affairs so the committee can have one student from each area: Pharmacy, Allied Health, GSBS, Medicine and Nursing.

Seconded by Dr. Kimbrough. Approved by vote.

The suggestion was made that library personnel should become committee members, this way they have a vote. Continuing topic of discussion.

Dr. Fowler moved that if a student representative is unable to attend a library committee meeting, the student could send a proxy.

- Everyone agreed that would require a change in the bylaws which takes to two meetings to change a bylaw. Continuing topic of discussion.

Motion tabled.

It was moved that “proposed bylaws” be change to “approved bylaws” – seconded and approved by vote of the committee.

If students have questions about the library then those questions should be brought to Richard’s attention. Recent student concerns involved the hours of the library and the resources available for USMLE Exams. Richard explained that there are resources available to all students; the problem is making sure that the students are aware of the materials that the library offers.

With regard to the library’s hours of operation, those hours reflect a reduced budget that was put into effect requiring the library to implement a 5% reduction. The reduction came from student worker hours. No reduction in operating hours resulted. Richard also informed the committee that there will be another 5% cut in September, which will most likely result in a loss of hours of operation. More details will be provided once Richard knows the extent of the situation.

Richard informed the committee of recent security issues in the library that involved several incidents happening about two weeks ago.

Suggestions:

- Have the library open to the public till 10pm and till 12am for HSC personnel
- ID badge to get into the building.
- Making a recommendation to the President about installing call boxes, live phones, security guards and escorts at night.

The topic of security at the library will be discussed at the next meeting.

The time of the next meeting has been changed to a new time. The next meeting will be **May 4, 2010 at 3pm** in the Rare Books Room; a reminder will go out at a later time.

Meeting adjourned at 5pm.