

TTUHSC LIBRARIES FACULTY MEETING MINUTES
August 8, 2019
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
Peggy Edwards
Andrew Escude
Amy Faltinek
Paul Landers
Travis Real
Stephanie Shippey
Daniel Stuart
Margaret Vugrin
Micah Walsleben
Erik Wilkinson
Terri Wilson
Kaylee Youngblood

The meeting began at 10 AM.

- I. Introduction and Welcome--Dr. Richard Nollan.
- II. Approval of minutes from last meeting: Approved. Post as written.
- III. Director—Richard Nollan
 - a. Council on Distinguished Educators-The first meeting was on August 5th. The President attended and gave the group its charge. A SWOT Analysis was conducted.
 - b. Texas Consortium is another group that is meeting. It will negotiate with vendors, especially Elsevier. The group has produced a Memorandum of Understanding and a statement of purpose. Dr. Nollan is checking to make sure it is okay for us to participate. He was unable to attend the first meeting but will be attending the next one.
 - c. IPE-Erik will be attending a workshop and will be the in-house expert on this topic. The workshop was in Omaha, Nebraska last week. It focused on simulation, events, activities. Let Erik know if you would like his notes or presentations.

IV. Information Technology—Paul Landers

- a. Calendars- Outlook Calendars- Reminder to make sure personal calendars show accurate busy, out of office, etc. status. This is not the same as setting an Out of Office autoreply.
- b. LibKey Link is going live for us on Sept. 1st with LibKey Outside tool. Currently available as a preview.
 - i. Coming soon: libkey.io, LibKey Nomad
- c. Color printing strategy- The black toner in the color printers can be up to 25% more expensive than the toner in the black and white printers. Please use the black and white printers for black and white documents. Also, if you have a large document with only one page in color, please only print that one page on the color printer.
- d. Toner replacement- Toner is as expensive. Please do not replace until 100% dry.
- e. Accessibility- A student registered a complaint that the library is not ADA compliant. Please attend session with Tamara Mancini. Paul will provide in house training in the Methodology Lab for certain software.

V. Business—Sandra Bagwell

- a. Reappointment reports will be published August 14th and will be passed out and dispersed.
- b. eChefs at the Ronald McDonald House- 9 of us cooked for the Freezer Friends program at the Ronald McDonald House. It went great, and I enjoyed getting a chance to interact with different people.
- c. Updated cash control procedures- The institution has changed procedures. Lubbock has implemented a new policy.
- d. Banner billing year end is August 22nd. The Punchout deadline is August 31st, but the recommended deadline is August 25th. Pcards are frozen August 24 through September 2nd. ePafs are frozen August 12th through August 15th. Next year, travelers will be able to use an app called Chrome River where they can upload receipts so things can get moving before you even get back.

VI. Committees

- a. Systematic Review/Meta-analysis Task Force (Peggy)- The purpose is to do a survey of HSC faculty to determine what systematic review software they use. This has been completed, and they recommended Covidence. We are getting a site license. We are now creating a LibGuide with guidelines for systematic reviews.
- b. Professional Development Committee (Margaret B.)- Our first goal is to look at job titles. Some are out of date. A discussion has been started/
- c. Events Committee (Margaret V.)- This committee has met 3 times so far. It is determining how to make the library an ideal location and a friendlier environment. The unisex and family friendly bathrooms are two things they have worked on so far.
- d. Communications Committee- Micah is stepping down as chair of this committee, and Kaylee will be the new chair.

- e. Disaster Committee (Erik)- The yearly review meeting was in June. We revised closure procedures. We are in the process of making sure everyone including student assistants are on the STAT Alert system. Jennifer is getting the police department to refresh active shooter training.

VII. El Paso—Lisa Beinhoff

- a. All students and staff are safe after the shooting event in El Paso. Trump visited campus yesterday.
- b. El Paso has new safety procedures.
- c. They have eliminated cash boxes completely.
- d. El Paso is also evaluating LibKey.

VIII. Questions/Closure

Future meetings:
September 12th in Odessa
October 10th in Amarillo