

TTUHSC LIBRARIES FACULTY MEETING MINUTES
June 14, 2018
Preston Smith Library Administration Conference Room

In Attendance:

Richard Nollan – Chair
Tara Allison
Sandy Bagwell
Barbara Ballew
Michelle Bowers
Skyla Bryant
Margaret Burnett
Milagros De Jesus Rivera
Andrew Escude
Amy Faltinek
Paul Landers
Travis Real
Stephanie Shippey
Daniel Stuart
Micah Walsleben
Terri Wilson

- I. Introduction and Welcome--Dr. Richard Nollan.
- II. Old Business—Richard Nollan
 - a. Construction
 - i. More construction impact on the Preston Smith Library
 - ii. Reminder: 24/7 will likely not happen until after the Renovation. The back door of the Preston Smith Library will remain locked after 6:30 PM.
 - iii. There have been a few noise complaints.
 - b. Rare Book Room Consultant—A consultant will be here July 9-11 to evaluate the book collection in the Rare Book Room. His name is Mike Flannery. He will tell us what we have, strengths and weaknesses, and give recommendations for where he thinks we need to go.
- III. New Business
 - a. Area Reports
 - i. Branch Libraries
 - 1. Amarillo—Terri Wilson

- a. Skyla performed three separate (but connected) database searches for a professor. She sent out e-mails for a monthly TOC service. She also completed a systematic review series offered through MLA. She continues work on an ongoing internal project to develop spreadsheets of core library materials.
 - b. Terri attended the teleconference for the Annual Report Committee Tuesday morning. Yesterday she attended the Techlinked IT Forum. On Friday, Terri will be attending the All Campus Year 4 Director's meeting. She has scheduled three faculty to chat with their candidate for her on-campus interview next Tuesday (June 19th), so now she can get the full day's schedule put together by today or tomorrow.
- 2. Odessa—Travis Real
 - a. Erik is out attending a wedding.
 - b. Travis attended the Annual Report Committee meeting on June 12th.
 - c. The library closed early around 4 pm on June 8th for the graduation ceremony.
 - d. Odessa hasn't had the usual gate count, as it is in between semesters. They have been doing spring cleaning, literature searches, and professional weeding.
 - e. Internal Medicine has decided to drop the surgery residency program. They are signing off on a lot of departing residents and faculty.
 - f. Erik attended 4 webinars and participated in the intercampus IT forum.
 - g. Travis and Erik attended a book club yesterday.
 - h. Kate is in Odessa soon lecturing on 3D Printing technology.
 - i. Odessa is working on weeding toward the end of the summer semester.
 - j. Erik will be visiting Lubbock next week for the Disaster Planning Summit.
 - k. The 3D Printing grant has been postponed for Odessa but possibly next year.
- 3. El Paso—Milagros De Jesus Rivera
 - a. Lisa is on vacation. She will be back on June 25th.
 - b. El Paso has updated their library elective syllabus.
 - c. The librarians have been doing EBM sessions.
 - d. They are busy with library orientations for first years. 105 incoming medical students will have an orientation on July 5th. Emergency Medicine residents have an orientation July 12th.
 - e. There have been >30 literature searches in the last 3 weeks in Reference.

- f. Librarians are working on Captiva videos.
- g. Lillian and Milagros are working on an evaluation project for books.
- h. Lillian has been updating Gold Rush.

ii. Technical Services—Amy Faltinek

- 1. Tara attended the first Annual Report Committee meeting Tuesday.
- 2. Tara and Amy met with Andrew and Paul yesterday to talk about usage statistics for databases and journals.
- 3. Amy attended the webinar, “Just Talk About It: Using Mental Health Education to Prevent and Treat Substance Use Disorder.”
- 4. Amy’s practicum work in the area of addiction continues with researchers and professors from the psychiatry department and addiction counseling program. Peggy and Dan are also helping with searching and EndNote as they work to write a review of electronic substance use tools and resources.
- 5. Cataloging is continuing to identify, discard and remove OCLC holdings for monographs that have reliable eBook access.
- 6. The access issue with *American Journal of Respiratory and Critical Care Medicine* has been resolved.
- 7. Serials continues to work on Gold Rush updates as needed and the print journals weeding project.
- 8. AMA Manual of Style has been renewed.

iii. Public Services—Stephanie Shippey

- 1. The Internal Medicine OSCE is on June 20th.
- 2. Peggy and Dan are working with Amy on the research project.
- 3. Dan is working on an EndNote brochure and creating a LibGuide on wound care.
- 4. Micah is taking a food service class for the 20th Anniversary event on June 21st from 2-4 PM.
- 5. Micah updated the library landing page with banners.
- 6. Peggy is doing a new resident orientation on the 21st.
- 7. Steff attended an MLA project management webinar and mental health webinar.
- 8. There is a Library Advisory Committee Meeting in the 18th. Peggy and Dan will be presenting on systematic reviews.
- 9. Barbara has been working on Ask a Librarian questions, LibGuides, and Point of Care resources.
- 10. Kate is in Odessa today.
- 11. Stephanie, Kate and Dr. Nollan toured the Sim Life Center Monday.
- 12. The 2018-2019 holiday schedule was sent out.
- 13. Staff is working on SACS accreditation. Stephanie is working with Dr. Nollan to update documentation such as Position Descriptions.

14. The introduction meeting regarding TTU MLIS program will be the 21st at 10:30 AM.

iv. Barbara Ballew

1. Outreach is in the process of processing renewals for library services contracts.

v. Information Technology—Paul Landers

1. Paul sent out an email yesterday that Koha will be upgraded after 9 PM on Saturday. All staff users must clear cache in browser Sunday or Monday morning before using.
2. Patrick has been installing new iMacs for the LRC and will be repurposing old computers.
3. The minimum charge for credit cards will be \$1 starting September 1st.
4. Student PaperCut printing will be free starting September 1st.
5. Phishing—the phishing email regarding resetting your password was generated internally to see who would “fall for it.”

vi. Business—Sandra Bagwell

1. Getting ready for new fiscal year with ledgers and records
2. Lubbock library passed its safety inspection.
3. 3 staff members attended the minute taking webinar.
4. Jennifer will be off tomorrow, and Georgene will be next door filling in for Brandi.
5. Sandy will be on vacation July 5-9.

vii. Andrew Escude

1. Disaster Summit is on the 22nd in Lubbock.
2. The Library Advisory Committee Meeting is on the 18th.
3. Michelle will be at ALA in New Orleans next week, where she will be presenting a poster on eBook cataloging.