

TTUHSC LIBRARIES FACULTY MEETING MINUTES
May 17, 2018
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
Andrew Escude
Amy Faltinek
Paul Landers
Stephanie Shippey
Daniel Stuart
Erik Wilkinson
Terri Wilson

The meeting began at 9:27 AM.

- I. Introduction and Welcome--Dr. Richard Nollan.
- II. Old Business—Richard Nollan
 - a. HSC Budget Changes
 - i. The HSC is moving away from a centralized budget toward a decentralized budget. Divisions, such as Academic Affairs in our case, will have more responsibility.
 - ii. The HSC would like to raise all staff salaries to at least \$13 an hour in the fall. There are over 300 people in the institution and 5 in the library who currently make less than that.
 - iii. Each department must come up with a 3 month contingency fund, which is about \$537,000 for the Libraries. This can be pulled together over a period of 5 years. We do not foresee that this will affect positions unless people leave.
 - b. 24/7 and HEAF funding—We requested to use HEAF funding for 24/7, but it was declined. 24/7 has now been folded into the Lubbock Renovation budget. We don't know when it will happen.
 - i. Erik Wilkinson said he talked to the police in Odessa. They have four open guard positions and have been having a hard time attracting manpower. They won't be able to support the 24/7 initiative if they are short on people.
 - ii. Amarillo is experiencing the same.

- c. Lubbock Library Renovation—The best guess for timing of the Renovation is 2020.
- d. Dr. Nollan will be in Amarillo tomorrow. He will fly to Atlanta for MLA Saturday-Wednesday, May 23rd. He will be back Thursday and Friday, May 24th and 25th. He will be on vacation after that until June 6th.

III. New Business

a. Area Reports

i. Branch Libraries

1. Amarillo—Terri Wilson

- a. Skyla continued working on updating and editing paid invoices in QuickDOC. She is putting together EBM packets for an upcoming EBM OSCE prep class. She continues working on classwork for a 5-week NNLM course titled "EvalBasics2." All this week she has been processing ILL requests under Ronetta's supervision.
- b. The three locking file cabinets that we ordered arrived last week, and Ronetta has moved all of her files into them.
- c. Brad has been reviewing a list of print journals that are being withdrawn from Lubbock to see if any could fill gaps that we have here in Amarillo.
- d. Terri attended the Libraries' Directors and Admin teleconference on Monday. Terri approved both staff and student timesheets on Tuesday since Cindy was not there to submit the students' time. Terri completed the Cash Fund Control Plan training to get ready for this month's annual update submission. Terri also watched a recorded SirsiDynix webinar from a month ago called, "The Heart of Librarianship: Finding Balance in Challenging Times." Terri is currently reviewing a list of books that Lubbock is withdrawing to see if there are any titles that we might be interested in.

2. Odessa—Erik Wilkinson

- a. Odessa has been busy with literature searches, LibChat, reference requests.
- b. Odessa is hiring a new student assistant who will be on board by the end of the month. Two more positions open in July.
- c. Erik attended two webinars this week and the OB/GYN Journal Club on Tuesday.
- d. Travis and Erik attended the book club.
- e. Travis attended the CRI Workshop yesterday.
- f. A photographer was in the library yesterday taking head shots.
- g. There is a staff meeting tomorrow morning.

- h. They will be participating in the PA Program Resource Fair on May 29th.
 - i. Kate is visiting Odessa on Jun 14th to give a talk.
 - j. They purchases 6 new rolling white boards.
 - k. Erik will be out June 4-8th and back on June 11th.
 - l. Erik will be out for some of this afternoon.
 - 3. El Paso—Lisa Beinhoff
 - a. El Paso is experiencing some of the same budgeting problems.
 - b. The library will receive no HEAF funds next year.
 - c. El Paso completed raise sheets that they would accept.
 - d. El Paso is also on hold for 24/7 and their library renovation.
- ii. Technical Services—Amy Faltinek
- 1. BoardCertifiedDocs and Netter's have been renewed.
 - 2. Amy met with Dr. McGovern regarding her summer practicum yesterday and the formation of a research team.
 - 3. Tech Services continues to work on the Lubbock weeding project and has begun physically removing some materials.
 - 4. Tara is still working on completing the Practicum Agreement for the Museum Studies student who will be doing a project over the summer. He is expected to start in early June.
 - 5. There are access issues with the journals American Journal of Respiratory and Critical Care and Medical Science Educator.
 - 6. Tara may be out part of Tuesday the 22nd.
- iii. Public Services—Stephanie Shippey
- 1. Reference has been busy with the Surgery and Internal Medicine clerkship.
 - 2. Margaret Vugrin is at TMA May 16th-20th.
 - 3. Dan is at MLA the 18th-23rd.
 - 4. Reference has done some orientations. Micah has a DNP orientation soon.
 - 5. Micah will be attending the Health Professions Resource Fair on May 29th.
 - 6. Micah will be doing the EBM School of Nursing Orientation in Abilene, while Peggy does it in Lubbock.
 - 7. Micah scheduled the first Annual Report Committee meeting.
 - 8. Margaret Burnett submitted a report about the 3D resin printer.
 - 9. The new part time designer, Breanna Velasquez, started on Wednesday.
 - 10. Kate is working on a case report for the 3D printing book chapter.
 - 11. Margaret Burnett is working on a Data Management plan and LibGuide.

iv. Barbara Ballew

1. May is the month for contacting contract holders, so would Amarillo and Odessa please verify the contact information and if any changes need to be made, let Barbara know. Dr. N will need to sign off, so it will likely be postponed until June.
2. There seems to a problem in the course management system where professors are unable to put in a complete citation, so distance students have been having problems.

v. Information Technology—Paul Landers

1. Paul and Patrick have been working through the installation of new staff computers. They are repurposing the old ones.
2. Paul and Patrick attended the IT Liaison Meeting last Tuesday. The topic was Phishing. Remain vigilant. There was an incident last weekend where 50 people clicked a phishing link right before the end of the day on Friday, so it didn't get remedied until Monday.

vi. Business—Sandra Bagwell

1. We have done away with the \$5 credit card minimum. The new credit card minimum is \$1.
2. Sandy has been working on cash fund control procedures.
3. Georgene will be out the 24th-29th.
4. Sandy will be out May 25th.

vii. Andrew Escude

1. Andrew, Tara and Michelle met with Carol Seiler earlier this month for a demo on EBSCOnet.
2. Andrew is meeting with Bill Saunders from EBSCO tonight.
3. Sabi Kastro is no longer with Elsevier/ScienceDirect. He is now with Clarivate Analytics.
4. The company picnic is the 25th. Everyone should RSVP.
5. Andre will be out May 29th.
6. The COOP plan has gone from 4 red lights to 1, 40 yellow lights to 3, and 7 green lights to 11.