

**TTUHSC LIBRARIES FACULTY MEETING MINUTES**  
May 9, 2019  
Preston Smith Library Administration Conference Room

**In Attendance:**

Richard Nollan – Chair  
Tara Allison  
Barbara Ballew  
Lisa Beinhoff  
Michelle Bowers  
Skyla Bryant  
Margaret Burnett  
Andrew Escude  
Paul Landers  
Travis Real  
Stephanie Shippey  
Daniel Stuart  
Margaret Vugrin  
Erik Wilkinson  
Terri Wilson  
Kaylee Youngblood

The meeting began at 10 AM.

- I. Introduction and Welcome--Dr. Richard Nollan.
- II. Director—Richard Nollan
  - a. New Committees: New Committees are being formed. Dr. Nollan will be meeting with the chairs of the committees to give them charges. These are being formed as a result of the strategic planning meeting. He would like the committees to be made up of both professionals and staff.
  - b. Library closings: The libraries are open until the HSC campus is closed. Dr. Nollan will not close the library simply due to a bad weather report (in the absence of the HSC campus closing) unless it is the weekend—then ask Andrew or Dr. Nollan and allow them to make the decision.
  - c. There are been many requests for Friends of Library status lately. Dr. Nollan is asking Andrew to work with Terri and Erik to streamline the process between the campuses because there are currently three forms instead of one if patrons want to be affiliated with all three libraries.

III. Information Technology—Paul Landers

- a. Status of Windows 10 update—There will be only one machine left after tomorrow to update in Lubbock. Odessa's updates are done, and Amarillo's IT is currently scheduling the updates.
- b. New Library homepage—The new library homepage will be published this Sunday morning.
- c. PubMed Updates—We have been approved for PubMed Outside Tool after working with Gold Rush and NLM. The single biggest issue we will have is patrons needing to allow for pop ups.

IV. Business

- a. Sandy can't be here today.
- b. Budget prep begins May 20<sup>th</sup>
- c. Books successfully closed for April.
- d. Erik & Terri to consider MNO balances and make FY19 decisions accordingly.

V. El Paso—Lisa Beinhoff

- a. Billing changes: El Paso has reached out to Amy and Manuel and will be changing billing practices. They are splitting off on Clarivate Analytics products.

VI. Discussion

VII. Questions/Closure