

## **MINUTES OF THE LIBRARY ADVISORY BOARD**

### **October 5, 2011**

Lola Burnham, chair, convened the meeting at 4:01 p.m., in Booth Library Conference Room 4440.

**Present:** Mike Anderson, Lola Burnham, Melissa Caldwell, Cary De Ment, Amitabh Joshi, Newton Key, Patrick Lach, Dean Allen Lanham, Stephen Lucas, James Ochwa-Echel, Betsy Pudliner, Amy Rosenstein, Jenny Sipes, and Peter Wiles

**Excused:** Ryan Hendrickson, Abdou Illia, and Ed Wehrle

#### **I. Welcome and Comments**

A motion was made by Betsy Pudliner, and seconded by Jenny Sipes, to approve the minutes from the April 20, 2011 meeting; the motion carried.

#### **II. Communications**

An email was received from Abdou Illia indicating that he would only be on sabbatical this semester. Communications were received from Ryan Hendrickson and Ed Wehrle regarding their inability to attend this meeting.

#### **III. Old Business**

There was no old business.

#### **IV. New Business**

##### **Dean's Report**

Dean Lanham expressed his appreciation for all those serving on the Board this term. Board participation, input, and dissemination of information are important for library services. He then reviewed with the Board various handouts, forms and information included in each member's packet. Special attention was given to the bylaws and the purpose of the Library Advisory Board in making recommendations to the Dean of Library Services.

Dr. Lanham briefly explained what business matters need to be considered by the Board. One of the Board's responsibilities is to approve the new fiscal year's calendar when prepared during the spring semester.

During the review of the Booth Library Book and Materials Budget FY2012, several questions were raised. Dean Lanham explained that a usage study is done every year of circulation materials by our Head of Cataloging, John Whisler. This information can be found at the Reference Desk for those interested. Karen Whisler, Collection Management Services, monitors electronic materials. In 2012, about 150 additional titles will be in electronic format instead of paper. The Book and Materials Budget is built with input from the Collection Development Committee, mostly. Project MUSE and Springer costs increased from last year and adjustments were made. Most often, the Contingency account makes up any differences in all other fund accounts. This budget will be discussed in more detail at the next Board meeting.

### Personnel

Two faculty searches are underway at this time. One search is to replace Nackil Sung, Head of Library Technology Services, who took a position at the University of Hawaii in July. It is hopeful that this position can be filled by the end of October. The other faculty search is to replace Richard Seitz who recently retired from cataloging.

### Service Issues

Dr. Lanham gave an update on the status of the Institutional Repository. The name of the Repository is "The Keep" (like the inner sanctum or stronghold of a castle). Booth Library personnel spent considerable hours this past summer digitizing major campus committee minutes. It is planned that all EIU-produced journals will be included, and there will be pages set aside for individual faculty members to have their works posted. This semester faculty scholarly work is planned to be included. Currently, BePress test mode is being utilized to train staff. This site will be activated in the next couple of months. Discussion ensued with regard to online theses and directions to the users regarding copyrighted work.

Librarians have been partnering with other campus units for student success and retention. Booth librarians have been working with specific students to help them become more proficient in the use of library resources.

### Planning Issues

Dr. Lanham advised the Board that plans need to be made now in preparation of the 2012 *Booth Library Awards for Excellence in Student Research and Creativity* occurring during the spring term.

Following are planned exhibits and events:

- *A Futuristic Look Through Ancient Lenses: A Symposium on Ancient Egypt*, October 6–November 2, 2011
- *Remembering America's Civil War: A 150 Year Retrospective*, October 7-December 31, 2011
- *Building Memories: Creating a Campus Community* with Historical Administration students and faculty, April 2012
- *Literature of Prescription: Charlotte Perkins Gilman* exhibit and event series, September 23 – November 2, 2013
- *Lincoln: The Constitution and the Civil War* exhibit and speaker series, September-October 2015

### Budget Issues

The budget for FY2012 is the same as last year, with a 25% decrease in operating budget from FY2010. Booth Library realizes that every department has to do its part in keeping EIU healthy.

Booth Library had its first Fall Book Sale on September 20, 2011, and raised almost \$1,000. The library received many donations this summer from emeritus professors, as well as others, and having the fall sale helped clear some much needed storage space in the Library.

### **V. Adjournment**

A motion was made and seconded, and the meeting was adjourned, 5:07 p.m.

Respectfully submitted by:

Christine Derrickson, Recording Secretary