

# MINUTES OF THE LIBRARY ADVISORY BOARD

## September 14, 2016

Dr. Kristin Brown, chair of the Library Advisory Board, convened the meeting at 4:00 p.m. in Witters Conference Room 4440.

Present: Crystal Brown, Kristin Brown, Jo Gentry, Linda Ghent, Sham'ah Md-Yunus, Gopal Periyannan, Stu Sallehu, and Nora Pat Small

Excused (including Alternates): Wutthigrai Boonsuk, Carrie Dale, Stefan Eckert, Lance Hogan, Zhiwei Liu, and Caroline Simpson

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

Dr. Kristin Brown had all members identify themselves and who they represented. Dr. Nora Pat Small asked about student representatives to the Board. Dean Lanham said that every year we write the new Student Body president requesting two student representatives and for the last several years no students have shown any interest. Dr. Crystal Brown indicated that she will check with her students to see if she can garner some interest.

#### Approval of Minutes:

A motion was made by Dr. Nora Pat Small and seconded by Dr. Linda Ghent to approve the minutes of the April 13, 2016, meeting. The motion passed with one abstention.

### **II. Communications**

Communications were received from Dr. Carrie Dale, Dr. Stefan Eckert, and Dr. Zhiwei Liu regarding their inability to attend today's meeting.

### **III. Old Business**

None.

### **IV. New Business**

Dr. Kristin Brown commented on how great Janice Collins' presentation was for the opening of Booth Library's exhibit, "For All the World to See: Visual Culture and the Struggle for Civil Rights." She and Dean Lanham encouraged all members to see the exhibit and attend other presentations. The exhibit will be open until October 20, 2016.

## **Dean's Report**

### **I. Welcome**

Dr. Lanham thanked Board members for serving on the Library Advisory Board this academic year.

#### Review of hand-outs

Dean Lanham proceeded to review several of the Booth Library documents in the Board packets. A brief explanation of the bylaws was made, with particular attention being directed toward ex-officio members. Dean Lanham mentioned that past Library Advisory Boards have moved to allow ex-officio members the right to vote on various items and issues that would come before the Board. Linda Ghent made a motion, and Nora Pat Small seconded the motion, to allow ex-officio members the right to vote. The motion passed. Dr. Lanham explained that this motion would only apply to this academic year. If the Board members wanted it to be a permanent action, then the Bylaws would have to be changed.

Dr. Lanham mentioned that the Book and Materials Budget sheet for FY 2017 was noticeably absent from the documents in the packet. The reason for this is that like the rest of campus, Booth Library has not received a budget; we have only preliminary figures and nothing has been loaded into Banner. Typically the Library Advisory Board reviews this document. All Board members are invited to attend the Collection Development Committee meetings (or any other library meetings, for that matter).

The next document reviewed was the Departmental Library Coordinators list. This is the contact person in each department for the library. Following was the subject librarians list. The librarian's secondary degree is taken into consideration when being assigned a department to represent, and most librarians represent more than one department on campus.

The Booth Library organization chart was reviewed. Dean Lanham felt it noteworthy to point out that the library has gone from a faculty and staff of 65 to one of 35.

For the first time in Dean Lanham's tenure here at Eastern, the Booth Library calendar is a temporary one and "subject to change." If Booth Library is not given additional staff, the library will have no recourse but to reduce the hours of operation and could close on Saturdays or Sundays.

The Alexander Street Press Streaming Video Collections sheet was reviewed. This collection is paid for through a state grant.

Also reviewed was the Consortium of Academic and Research Libraries in Illinois (CARLI) memo from the CARLI director, showing the value of CARLI services to Eastern Illinois University. Booth Library has been a member of CARLI since 1988, and this membership gives Eastern access to 85 other academic libraries in the state, as well as granting us subsidized access to and discounted subscriptions to a wide variety of resources and services. CARLI also provides a delivery service of materials to us and other members. In July CARLI negotiated a new contract with this service, and now we are better entwined with all public libraries in Illinois as well.

The next document contained WorldCat statistics from OCLC (Online Computer Library Center), a worldwide organization of which we are a member. OCLC is one of the largest utilities for libraries; it connects libraries around the world and is known for its comprehensive catalog of materials. We now share in their cataloging records and these records show up in Booth Library's catalog.

A "bubble" sheet, showing Booth Library's home page and what the different links on this page reference was provided to the board and is handed out to students, as well. Dr. Linda Ghent informed the board that she has had economics librarian Sarah Johnson come to her class to explain library resources, and her students found this document to be helpful.

The last document reviewed was a report from The Keep, Eastern's repository service for creative works from students, staff and faculty, as well as administrative records for the university. The statistics on this handout show how many downloads of information have been done around the world. Of particular interest is that the top most downloaded item is a paper written by a student, Amanda Long, as part of Booth Library's 2013 Awards for Excellence in Student Research and Creativity program. The Keep is part of the Digital Commons Network, powered by Bepress and is a way to disseminate research around the world. The Library pays for this service out of funds received from students using Booth Library's copiers and printers.

## **II. Public Service and Collection Issues**

Normally the Periodical and Standing Order Review is done in the spring. However, this year because of lack of budget information, the library is doing it in the fall. The Booth Library Collection Development Committee has been meeting frequently to make the necessary decisions on which periodicals to retain and which standing orders to pay. This process is time consuming and difficult, as some disciplines are more journal-heavy than others. In addition, there has been an increased cost in periodicals/journals from last year. There is a September 30<sup>th</sup> deadline for departmental input and the Collection Development Committee will conclude its review on October 14, 2016. It needs to be determined in October what journals are needed. The Collection Development Committee must also come up with a 20% reduction from last year (preliminary figures put this at \$300,000). Booth Library's Book and Materials budget has been reduced by about \$500,000 over the past three years, about one-third of what the budget used to be. There was some discussion with respect to what each department would need to give up. Dean Lanham stated that the fairest method would be to reduce 20% across the board. Additional problems include vendors who keep changing their resource list and the requirement of having to purchase a complete package containing materials not of use to Eastern. Electronic resources keep garnering a greater share of the budgeted dollars for books and materials.

Dean Lanham brought up another topic that has arisen recently and that has to do with civility of library patrons and the library's response and procedures for dealing with this issue. The controversial issue has to do with patrons being abusive to other patrons in the library. The question is how does the library and staff deal with this. Several board members put forth some ideas - everything from more signage to the presence of police in the building, but none were embraced by Dean Lanham. He prefers that staff involve the campus policy quickly. The Patron Code of Conduct is posted at each entrance.

Due to the lateness of the hour, the balance of the Dean's Report will be postponed until the next meeting of the Library Advisory Board, which is October 5, 2016.

## **V. Adjournment**

The meeting was adjourned at 5:12 p.m.

Respectfully submitted by:  
Christine Derrickson, recording secretary