

Public Services Council Meeting Minutes Friday, May 11, 2001

Present: Burnam, Carter Peoples, Clarke, Della Lana, Derr, Green, Hallenbeck, Holliger, Maceyko, Zavar

I. Announcements & General Information Sharing

A. Tom Green says we are “survivors” and can now breathe a “sigh of relief.” He expressed his appreciation for the PS staff and noted that he helped hire most of us. He mentioned the high workload this semester and commented on specific council members... Carol Holliger and Marsha came in early, stayed late and worked weekends to get the job done. Paul worked up to 18 hours some weeks at the reference desk. Monty stayed later than 1am on several occasions. Chuck provided “extra ordinary service.” Deb took on many added responsibilities. Danielle covered ILL in Marsha’s absence. Bernard does more than any of us realize! (Carol Hallenbeck was recognized at the noon potluck)

Tom talked about our new operations model, which drives us to maintain and improve communication within the library. Tom also reminded us of his “open-door” policy, which he extends to staff as well as faculty and students.

B. **Spring Activity Reports** are due to Tom by 4pm on Monday, May 14.

C. **Annual Reports** are due July 16 by 4pm. An electronic copy to Tom is sufficient. Tom distributed the report format in a printed handout. He will use the information to compile ACM, GCLA, Oberlin Group and state reports.

II. Summer Projects

- A. **Music Librarian Search Update:** Tom reported that ads have been placed in Cleveland Plain Dealer, the Cincinnati Enquirer, Kent State School Of Library Science, OhioNet and local media. Seven applications were received. The application deadline was May 11th. Candidates will be interviewed the week of June 25th. Carol Hallenbeck’s last day will be on June 30.
- B. **Millennium Software Installation:** Library computers must be upgraded before Millennium can be utilized. Deb Peoples would like the upgrades completed in the science branch early in the summer. Danielle reported that the CRC only has text-based computers. The question was raised about funding the CRC computer upgrades. Who will cover the cost?
- C. **CONSORT/OhioLINK sending and receiving changes:** Bernard reported that the circulation staff will handle all packing and bagging of CONSORT and OhioLINK materials. He proposes to move the operation to “Bonnie’s supply closet.” Marsha expressed gratitude over not having to handle the “*physical crap*” any longer.
- D. **Collection Development:** Ordering and handling gift books will be taking up more time. Tom suggests that we set aside time to handle this. Deb offered suggestions on how to organize order cards.
- E. **Information Literacy grants:** Paul, Deb, Tom, and Joy will be teaching info lit classes this fall and will use the summer months to prepare. Marsha Zavar will handle copyright clearance.
- F. **Homepage Revisions:** Joy will meet with Jason Lamar for help with improvements. All PS staff will be asked to contribute updated material.
- G. **Reference Inventory:** Paul is still in the information-gathering phase. He plans to develop inventory procedures in conjunction with Xudong.

H. **In-Services Training Events:** 1. Mike Upfold: *Millennium Software* 2. Paul Net Library, *E-Book Readers*. 3. Joy *Census and Statistical Resources*. 4. Deb – *SCI Finder Scholar Database*. 5. Theresa *UCITA*. 6. Tom – *PDA's*. 7. Xudong – *iii topics including "list creation" and other staff-mode functions* (Please schedule with him individually.)

Carol Holliger suggested a workshop on primary sources and historical resources. Paul agreed to revise and distribute a new handout on these areas.

I. **Orientation video:** OWU student, Thom Pugh wrote a first draft script that was reviewed and revised by Tom, Chuck and Bonnie. After Theresa approves the script, it will go into production. Deb suggested that we shoot the Science Branch scenes before the windows are boarded up this summer.

J. **New Student Orientation:** The library will host a welcome reception with light refreshments and musical entertainment. (Barber Shop Quartet?) 56 group tours are expected to cover the campus during welcome week. Tom suggested that we tap into this resource soon.

III. **Tech Services Report:** Carol reported that a decision is still pending concerning continuation of the Periodical Use Study. She also commented that a key would be needed this summer to access the Biology Branch. Theresa and B&G must approve a key for us. Carol is also preparing a proposal for Theresa to fill in the gaps of missing periodicals and replace tattered print copies with microfilm. Carol also discussed the PromptCat service.

IV. **Other Concerns:**

- Marsha reported on the ICS meeting. OhioLINK budget is flat for the next two years. Major budget cuts will affect database licenses.
- Tom reported that he brainstormed with Xudong and Theresa about information technology issues including, bandwidth concerns, proxy servers, wireless networking capabilities, PDA's for staff and the need to dedicate an info sys staff member to library issues.
- Carol Hallenbeck reported that the "ancient" boiler in the sub-basement of Sanborn Hall would be replaced. Asbestos removal will take place the week of May 21, and all students/staff are advised to keep clear of the area.
- Deb announced that she has some books for the Book Sale table and that she needs a new chair at the science branch.

Next meeting: Sept 14

Minutes: Bernard

Submitted by Chuck Della Lana 5/15/01

revised 5/22/01