

Staff Meeting  
November 20, 2002

In attendance: T. Byrd, P. Burnam, D. Clarke, C. Della Lana, B. Derr, T. Green, D. Henson, J. He, C. Holliger, X. Jin, J. Laurence, B. Mahle, J. Orahood, D. Peoples, M. Powers, K. Schlichting, M. Wiers, B. Wiesner, M. Zavar

I. Director's Report

A. See the Libraries' Board Report. We had a very productive couple of months and this was noted by the Academic Affairs Committee.

B. Current Projects

- a. Librarians' Evaluations. Hope to have the plan developed by March and sent on to T&L for final approval.
- b. Strategic Plan. We need to streamline our current plan. Theresa has been in discussion with the managers about this. Hope to finalize this by January 31, 2003. A draft of the strategic plan is on the web page. We will put a condensed version on the web for the public to view, but keep the entire plan on the library intranet.
- c. Friends' Newsletter. Still planning to get one out this winter.
- d. United Way Campaign. The campaign is still underway. This is the last year Theresa will chair for the university.
- e. MLK. Theresa is on the board for the MLK celebration again this year. The breakfast will be held on January 20. The library will sponsor a table again this year.
- f. ACRL @ Your Library Campaign. Theresa attended a retreat with the @ Your Library Campaign committee, held at 3M's Wonewok Conference Center, MN. She is on the Ad campaign committee and it is gearing up now.
- g. ACRL Spectrum Scholars Mentor's Task Force. Theresa is on this committee and has assignments for ALA Midwinter.
- h. OhioNet Strategic Plan. Theresa has to read and give her opinion on this by Friday.

C. Congrats to the Mission Statement Team.

- a. Team members were: Danielle, Judy, Tom, Deb, Carol Hallenbeck.
- b. Our Mission Statement was chosen by ALA to use as an example for others to use. The Provost recognized the Library at the last Faculty Meeting about this honor.

II. The Budget.

With using endowed funds added to our book budget, the total for books this year will be \$282,897. Even though we have increased the book budget, we are still not high enough compared to other ObeGroup members.

- III. The Strategic Plan.  
We now have all of the pieces in place, Mission Statement, Vision Statement, Goals, and Trends and Impact. Unfortunately, our document is too long and people won't want to read it. Our last page has our top priorities now, and this should be moved to the front of the document. We need to condense some items. Public Services and Technical Services will need to discuss how they would like to see them rewritten.
- IV. Meeting with WCSA
- A. Third Floor Quiet Area. Tom contacted the president of the student body about attending a meeting to discuss student concerns. Chuck Brown, Alan Ahmed, Theresa and Tom did meet. Chuck and Alan, acting as the WCSA representatives, were receptive to our designating a quiet area in the library, which will be the 3<sup>rd</sup> floor. They have written a letter to the editor of the Transcript in support of our decision. Monty says that it seems to have made an improvement in the noise level in the library.
  - B. Turning off Cell Phone. Signs are now posted throughout the library alerting students to please turn off their cell phones while in the library.
  - C. Other issues discussed with WCSA were: coffee machines in the building; extended hours for the library; the letter Teaching and Learning sent to the faculty about the lack of weekend adult supervision.
- V. Science Library and Compact Shelving.  
There is a problem with the vendor and type of shelving that the contractors have proposed. The construction company and the architect sent out a call for proposals on the shelving without involving or consulting the library. Theresa left the meeting saying she could not respond without seeing the proposals that were sent to the vendors. Theresa and Deb are in the process now of researching possible vendors to use. The proposed opening date of the science library is August 2004.
- VI. LibQUAL
- A. OhioLINK will be doing the survey again this year. We will participate in the survey again in 2004 or 2005 and Theresa told the Ohio 5 that we would not be participating this year. We will take a year to work on the areas noted in last years survey and then do it again. We will share a written report to the faculty giving them the honest results. Members of the ObeGroup have been discussing participating in this survey. It will cost more to do so in the future, \$2,500, because it is no longer being underwritten by OhioLINK.
- VII. CONSORT Reserves
- A. Ohio 5 Directors started discussing the sharing of reserve materials from each others schools. Theresa does not see a large number of faculty using this so does not foresee a problem. Borrowed books have never been permitted to be put on reserve before.

- VIII. Teleconference – “Time Management: Getting Things Done”  
This is a costly teleconference, and perhaps staff from other campuses would share in the costs. A thought for a January retreat follow up. Theresa asked if there was any interest in doing this and the consensus was to pass on this conference.
- IX. ALAO Collaboration  
This could end up being a sensitive subject. There is a bit of a movement to bring back the library community into one group -- academic, public and schools. Ohio is one of the few states that separate their groups like this. This makes ALAO weak. Theresa supports the combining of these groups. The splitting was a political move and it may be difficult to mend. This is a bad time to be segmented, we need a strong united library community to get our messages across to the legislators etc., who become confused when they met with different groups of librarians on different days, etc.
- X. Disaster Planning Team  
Carol Holliger will chair the committee. The other members will be Bernard and Bonnie. (Joyce has since been added to this team) The team is being formed because the Ohio 5 Directors have been working on risk management issues and insurance issues. The Disaster planning team will draft a plan for OWU. Insurance issues that have been identified already are that the branches are now more defined, and we need a separate assessment for our special collections area of the library. The Methodist’s collection will be assessed in February.
- XI. Alarms on the Front Doors of Beeghly.  
KTM added sensors to the front doors of Beeghly at the request of Public Safety. Along those lines, faculty brought to the trustee’s attention the fact the Beeghly has no weekend staff on duty.
- XII. Workshops Spring 2003  
RILO will be meeting tomorrow to discuss what we will want to offer to the faculty this spring. We will also be discussing inviting a wider audience to these workshops. The science faculty may want to require sessions for student.
- XIII. Archives of Ohio United Methodism (Carol)  
A. The archives will be open 8-12 and 1-5 even if Kay is not here. Carol will help others as best she can. Even just one question a day can prove to be very labor intensive and take hours to research.  
B. The membership books of a Marion County church recently purchased on Ebay are back with the church now. The winning bidder returned them to the church for his costs.

- C. We will be cataloging approximately 500 books from the collection (250 from the East Conference and 250 from the West Conference) using OCLC retrocon services.
- XIV. Ohio Five Committees
- A. Media (Chuck) Future of smart classrooms took a tour of Oberlin's classrooms. Still having trouble with CONSORT loaning of media. Next meeting will be here in February.
  - B. Gov Docs (Joy) Will not meet until December.
  - C. Information Literacy (Danielle) Met on October 25<sup>th</sup>. Work concentrating on the group presentations at the up coming ACRL conference. Joy will be representing OWU with Nancy Knop. As the end of the grant is approaching, discussions are about how to wind up. We will most likely not be offered a grant in this same subject matter from Mellon. The website for the grant is entered through Denison.
  - D. CD (Xudong) Met last Friday. They will be presenting at the ACRL preconference this spring. Will be meeting again on December 4<sup>th</sup>, and Michael Upfold will be there. He has identified 5,000 duplicate records on CONSORT.
  - E. CONSTOR (Bernard) Nothing was discussed, nothing was decided.
- XV. RILO (Paul)
- A. Anne Quillin has been invited to the next meeting to discuss service to our international students.
  - B. Discussed Greek organizations with Debra Lamp
  - C. Jeanette Jones' last day will be Friday, we will have a break at 3:15p.m.
  - D. There is now a new policy on requesting dissertations or theses, all must go through Tom now.
- XVI. Collection Development Committee - See above (CD-Xudong)
- XVII. AV Center Projects Update (Chuck)
- A. We have purchased new lap top computers for circulation to faculty and staff. We now have 6.
  - B. We have started to digitize our Walt Whitman collection. We will start with 50 images.
  - C. Working with Don Lateiner in developing a smart classroom.
  - D. OWU TV is back on the air. The first student production will be tomorrow at 10:00.
  - E. Delaware Health Department will be holding a teleconference here.
- XVIII. Gateway Computers (Tom)
- A. All of the new Gateway computers have been installed in the public area. Information Systems will not repair any hardware problems. If you have any hardware problems, please see Tom.
- XIX. ALAO

- A. Annual Conference report from various staff members.
  - B. The Support Staff Institute had an article published in this months "Mosaics"
- XX. Future Symposium - Deb, Tom, Marsha and Theresa attended this OhioLINK event.
- XXI. OWU Faculty Meeting - OWU will be closed between Christmas and New Years. The library will be closed as well.
- XXII. Public Services Department Report (Tom) – We have had a difficult time meeting with so many librarians teaching.
- XXIII. Technical Services Department Report (Xudong)
- A. Did an inventory on the Dewey Books on October 19<sup>th</sup>. There are 32,875 books in all. So far, 4,650 have been processed (either withdrawn or reclassified)
  - B. Our StAP student, Maggie, has been doing a great job, and has already processed more than both of our Kent State students did.
  - C. Theresa has approved \$2,000 for cataloging music scores using techpro (168 items) and \$2,000 for cataloging Dewey books using techpro.
- XXIV. Staff Announcements
- A. Theresa asked for volunteers for a Retreat Planning Committee. Judy, Martha, Chuck and Bonnie will be this years committee.
  - B. We will hold our Christmas party on December 19<sup>th</sup>. Carol and Joyce will be in charge of planning for this.
  - C. Judy will be hosting a ALAO SSIG planning committee meeting here.
  - D. Deb reported on the Geography Cartography program in which she spoke at regarding information literacy. She has also been appointed to an advisory committee for Chemical Abstracts.
  - E. Kay reported that 2003 is the bicentennial celebration for the State of Ohio. She is on the committee for Delaware County. The Ohio Historical Society has asked for OWU to provide 110 photos which will be scanned by Chuck for the Ohio Memory on-line project. There will be a total of 30 collections, one on buildings, one on alumni with national or international recognition, OWU in WWI, WWII etc.