

Library Staff Meeting
April 18, 2001

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

I. Director's Report

- A. Teaching & Learning Committee - meeting later today. Nancy Knoop and Bob Gitter, winners of last year's T&L Information Technology grants will give a presentation for faculty.
- B. Ohio Five Director's Meeting at Oberlin College - Oberlin will be joining CONSTor. They will pay their way, or 1/5 of the costs. Oberlin will receive none of the grant money. This will cut down on each of the schools space in CONSTor. Oberlin has also agreed on all stipulations including the no duplication rule.
 - Government Documents project is coming to an end.
 - Mellon report distributed by Ray English regarding the Information Literacy grant. Ray stated that what we (Ohio 5) is accomplishing is so much better than the things presented at ACRL in Denver, that he thinks that we should get a presentation together for ACRL in Charlotte, 2003.
 - Margo will be the Collection Development coordinator for the new Mellon Cooperative Collection Development grant.
- C. CONSORT Directors - Theresa reminded the staff that the Cooperative Collection grant is a GLCA directed grant. Jo Ellen from the GLCA also talked about the National Foundation of the Sciences., and about a technology center for the GLCA schools. The GLCA is seeking funding from Mellon for the technology center as well.
- D. United Way Board - Dr. Courtice has asked Theresa to serve. They will meet once a month.
- E. Faculty Meeting - This was the last meeting of the year. Margaret Drugovich spoke. There were complaints about the heat during Slice of College Life weekend, which Chris Stetzer addressed. Margaret also reported there are 560 first time freshman and 40 transfer students in next year matriculating class. A faculty member asked about the science initiative. Dr. Courtice

is securing the funds to get started. June 1st work should start. Elections were held.

F. Manager's Meeting - Managers try to meet right before the library staff meetings. You can let your manager know of any issue you feel needs addressed and they will bring it to this meeting.

G. Information Systems Technology Committee - will start meeting tomorrow. Theresa was asked to serve on this committee by the Provost.

H. Branch Manager's Positions - Theresa was pleased to announce that the branch manager positions will become librarian position starting July 1. They will both remain part time positions. The music branch position is being advertised as a part-time librarian position. Theresa will continue to work on salary issues with the Provost.

I. Millennium Computers - Theresa has sent the proposal to the Provost to take to the University's officers.

J. Women's Resource Center - want the library to take over the collection, and bring it into the library. The Dean of Students indicated that the budget allocated for these materials will be transferred to the library.

K. East Ohio Methodist Conference - OWU is back in discussions regarding a joining of the East with the West Ohio Conference.

II. Mellon Information Literacy Grant - Committee met to review the new faculty grant proposals. The committee approved 3 and have approved "conditionally" a 4th. If we approve the 4th, we will have a total of 10 faculty grants, which is the most of the 5 schools at this time. We need to find a way to keep the momentum going.

III. Mellon Collection Development Grant - This is a three-year grant. Margo has been hired as coordinator. Wooster has just advertised her position, and until her position is filled, the coordinator position will be on hold.

IV. CONStor - May 2 is the date of a meeting for the OWU staff to meet to decide what we are going to send to CONStor.

V. Acquisitions Report - Next year Theresa will move money from those who do not spend their money on time and give it to those who did. The process broke down this year. No matter how many times spending deadlines were announced, they were still not met by many. Barbara said that the budget is 59% spent and at 94% encumbered. In March she had placed 930 firm orders, 102 slip orders, 85 AV orders, and received 308 titles, 350 slip titles, 653 firm orders and 26 videos.

VI. Vision Team Report - please see "Our Vision" handout.

VII. OHIO Five Committee Reports

A. Chuck/Media - will meet on Tuesday, here at OWU

B. Danielle/Info Lit - still discussing the web site design. Faculty, who receive grants, must contribute to the web site. Librarians who teach want more time to talk to each other. Next meeting will be at Kenyon or OWU in late May.

C. Xudong/Cat/Sys - met last Monday at Denison. They hope to have their plan ready to submit to the directors on May 1. OWU will be responsible for CORC and other electronic resources and database maintenance/quality control activities. OWU will investigate the current status of the CORC project, and if merited, will become a CORC member by January 2002 with the remaining schools joining CORC by July 2002. OWU will be the primary liaison between CORC and CONSORT, and will coordinate training and review of records to be contributed to CORC. Included in the quality control area, software will be purchased to provide database spell checking. OWU will run this program once a week.

The plan also includes sharing expertise such as Chinese original cataloging work, which will be sent to OWU.

D. Joy/Gov Docs - no news

E. Bernard/Circ - Theresa asked to be relieved as the chair of this committee. Michael Upfold has installed the Circ module of Millennium at circulation, Chuck's desk, and Deb's desktop. It goes live this fall.

F. Xudong/CD - have not met

G. Marsha/ICS - Marsha is an afternoon facilitator for the OhioLINK briefings. OSU has reported that there are some bugs in the Millennium software, especially under the "renew all" function. Discussions have included enhancements to the system.

- ILLIAD software - OCLC has purchased this and have asked the OhioLINK to see which institutions will want to purchase it at a group discount. Denison may split the cost with OWU since Wooster and Kenyon use CLEO.

IX. Copyright - the library will take care of all copyrights for the university. Marsha will be the contact person. Copyright committee will meet tomorrow in the Red room.

X. Retreat - We are looking for a site to hold the retreat. Maureen Sullivan our facilitator was the only library faculty member to serve on the Harvard Leadership Institute committee. She is past president of ACRL. She has been to Denison. The topic "The Self Empowered Team".

XI. Science Initiative - the money is not quite in place. The University will start with telecommunications work, and will start digging perhaps as early as this summer. To view the design, see Deb who has the blueprints and plans. The library will include compact shelving and will hold 60,000 volumes. There will be a large open area in the lower level. Scheduled move in date is summer 2004.

XII. SciFinder Scholar - This is an electronic database which will include Chemical Abstracts from 1907 forward, in addition to other sciences. Chemical Abstracts has given OWU and Oberlin a 1 year only agreement for simultaneous access. Marsha requested an in-service training session on this.

XIII. Recognition/Reward for Library Teams - Theresa proposed that we start a process to reward teams for their work. All teams will be recognized, but only one team will be taken out for an award luncheon. This year, the Vision team will be recognized for their work. The Friends of the Library will pay for lunch. Next year, nominations will be used to select the winning team, and the rule for nomination will be posted in advance.

XIV. Public Services Report - Tom

- A. Everyone is invited to a pot-luck luncheon in honor of Carol Hallenbeck on May 11.*
- B. The search committee for the Music librarian position will include Danielle Clarke, Tim Roden, Brian Arnold, an affirmative action officer, and Tom who will chair the committee. The application deadline is May 11.*
- C. April 23 is the cut off date for students to request ILL*

XV. Technical Services Report - Xudong

- A. Tech Pro contract will soon be signed with OCLC to catalog Historical Government Documents. Will cost us approximately \$1,000 for 50 titles.*
- B. Acquisitions and Cataloging very busy. We are considering the current flow of books to the new bookshelf. We may change the flow.*
- C. Prompt Cat - we will start with Yankee Book books first.*
- D. Kent State student Fred's last day will be May 14. Our new student, Annie, will start on May 21st.*
- E. We will start to send Dewey Books to CONStor soon, Transportation of the books must be handled by the library..*