

STAFF MEETING MINUTES
September 19, 2001

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

I. Director's Goals and Accomplishments
(refer to handout "Director's Goals")

II. The following are things Theresa described as a partial list of her accomplishments since arriving at OWU:

- ◆ Positions reinstated and upgraded
- ◆ Dealt with a serials crisis
- ◆ Had dimmer lights installed in AV
- ◆ New lock installed in Science Library
- ◆ Improved relations with the Education Library
- ◆ Processing of Dewey Books
- ◆ Merger of the East and West Ohio Conference of U.M.
- ◆ Yankee Book Peddler Project
- ◆ Prompt Cat for cataloging
- ◆ Computers purchased for staff
- ◆ Databases purchased
- ◆ Chairs purchased for those who requested them
- ◆ E-Res

Conversations at recent events with faculty support that all of our hard work is being noticed and appreciated.

III. Annual Review of Core Values

It was decided by the group to keep the values as they are for now. We will discuss this again at the October staff meeting.

IV. Team Exercise

Theresa walked us through the exercise, asking each staff member to list two strengths, and then to list two weaknesses in ourselves. The exercise was to challenge us to lean into our weaknesses and to help us remember that none of us is perfect. Also, please see handouts provided by Theresa.

V. Welcome Margie Wiers

Margie has joined the staff as our new Music Librarian. She will work Mondays, Wednesdays and Thursdays.

VI. Collection Development Grant

Margo has been visiting the different schools. We are investigating the Weed List service for comparing CONSORT Collections. Our effort being made to catalog the Dewey books is important for this project as it will make our collection stronger.

VII. Information Literacy

October will be the next call for proposals. OWU continues to lead the way with more courses and faculty involved than the other schools.

VIII. Copyright

- ◆ This is a major initiative for the libraries this year.
- ◆ A draft letter to be signed by the provost discussing the key copyright issues will be sent to all faculty.
- ◆ We have identified the Copyright Office to be that of Marsha Zavar, whose title has been changed to Copyright & Interlibrary Loan Manager.
- ◆ Copyright issues will come to the Director who will serve as the Copyright Agent for the University.
- ◆ A seminar with Kenneth D. Crews from Indiana University - Purdue University Indianapolis, regarding copyright issues is in the planning stages, to take place the 1st or 2nd week of November.

IX. Friends of the Library Newsletter

We are working with Design Communications to help us re-design the newsletter. It is hoped that we can use this as a marketing piece. We also hope to outsource the layout and design for future issues. We will be targeting a younger group as well as faculty in the future. Oberlin Group libraries share their newsletters and we will start with the new issue.

X. Strategic Plan

We will gear up on this issue in November or December. Theresa has asked the Associate Directors to start discussions in their staff meetings.

XI. LibQual

- ◆ Used by ARL libraries
- ◆ OhioLINK is doing this and Theresa thinks it will fit nicely with our organizational development plans.
- ◆ Theresa will attend an organizational meeting at OhioLINK to see if we will implement LibQual.

XII. Tool for Team Work

All future teams should use the forms received from Maureen Sullivan. These include; The 10 Commandments for Better Team Meetings, Group Communications Skills, and How to Reach Consensus.

XIII. Professional Development

- ◆ We will spend significant dollars again this year on Professional Development. This is a non-ACRL travel year so others will have more opportunity to travel. It is important for us to be seen where the other "good" libraries are, at all the national conferences.
- ◆ We will be sponsoring a student by taking them with us to ALAO this year.

XIV. Ohio 5 Committee Reports

- ◆ AV (Chuck) Will meet next Thursday.
- ◆ PCirc (Bernard) Group met yesterday. Looking at new functions of ERes.
- ◆ Gov Docs (Joy) met here yesterday. The group set annual goals that include continuing the cooperative cataloging project, the historical project and Marcive label service.
- ◆ Info Lit (Danielle) Will meet next week. Mellon Grant is the emphasis. Michael Upfold will be putting materials up on the WEB. An example of a Mellon Information Literacy course is up and available for librarian/faculty teams to use for obtaining ideas about how to teach a course.
- ◆ Cat/Sys (Xudong) Met on Sept. 14. Xudong will be sending a reply to the directors in response to their comments about the Cat/Sys report, and will further explain their goals. Training modules in Millennium software (cataloging and acquisitions) are now available to download to assist staff.
- ◆ Directors (Theresa) Met last Thursday in Wooster. The Directors voted to hold a retreat this year, the dates will be Nov. 12-13.

XV. Technical Services' Department Report

- ◆ TS has developed a new version of monthly cataloging statistics reporting. Acquisitions will be added.
- ◆ New StAP student assistant, Sumita is working 6 hours a week on Dewey books.
- ◆ Our 3rd Kent State intern, Grace, is also working on Dewey books.
- ◆ When new TS/Gov Docs person joins us they will also help with Dewey books.
- ◆ CORC is available to look at. No item records need added when a CORC record is created. We are still in the testing stages with CORC.
- ◆ TS staff will be working on the strategic plan.

XVI. Public Services' Department Report

- ◆ Objectives are completed, but current version will continue to change.
- ◆ Science Branch move to Beeghly is in process. Shelving from Wooster scheduled to be delivered on Friday September 21st. We will then determine what more we need.
- ◆ Jeannette Jones has joined us to help on the reference desk along with Carol Holliger and Marsha Zavar, to relieve librarians for their classroom teaching.
- ◆ The CONSORT/OhioLINK borrowing office has moved to the area beside Bernard's office.
- ◆ There will be a change instituted for the charge on OhioLINK and CONSORT books we loan and then are lost. Those charges will be \$60.00 charge plus \$25.00 processing fee.
- ◆ Chuck has been volunteered to do LCD campus wide support.
- ◆ Library workshops being offered this semester include; ERes, Cybercheating and Copyright with Kenneth Crews (see info above).

XVII. Staff Members Announcements

- ◆ Chuck will take pictures of the ERes team at the October Staff Meeting.
- ◆ The ALAO Support Staff will sponsor a workshop in April (18th and 19th) featuring Charlie Fox, Editor of "Mosaics".
- ◆ Technical Services Interest Group will hold their workshop on April 22 and will include two different topics, one in the morning and one in the afternoon. Watch for more information in your ALAO newsletter.