

Library Management Team

Meeting Information and Action Items

Tuesday, June 19, 2018

In attendance

Ann Campion Riley
Pat Jones
Deb Ward

Kathy Peters
Shannon Cary
Ernest Shaw
Jeannette Pierce

Sheryl Cullina
Corrie Hutchinson
Jacqueline Rash

Exhibit responsibilities

- Former Standing committee was disbanded in FY18. Instead, Marie agreed to coordinator and work directly with events team.
 - Marie would like to have a dedicated group to help with exhibits this year.
 - Discussion ensued about number of displays to rotate and content appropriate for each display case type.
 - Discussion ensued about staff who have helped and who could serve on a potential exhibits team or merge the exhibits and events team.

Decision: To lower exhibit workload, we will have one large display each semester in the wall case and the free standing case can be designated for outside groups, hosting a permanent exhibit when no groups need it. We will officially merge events team and exhibits with Marie as Exhibits Coordinator allowing her to draw upon events team for resources.

Summer facilities projects update

- Lighting
 - Drilling for new lighting will start Wed. and continue for the next few days.
 - We will have more lighting for West entrance and bike racks as well as East side of building and State Historical Society entrance.
 - Everything should be accomplished by beginning of fall '18 term.
- Signs
 - Stairwell signs need to be finished
 - Special Collections classroom signs need to be created.
- Stair lift
 - We hope to fix the fourth floor stair lift with student fee monies.
 - we will continue to consult with Amber Cheek *Disability Inclusion and ADA Compliance Manager*.

Action: Kathy will set up a Project Request Form for the chairlift.

- Special collections classroom
 - Classroom is framed and base boarded.
 - They will install lights, door and fix disrupted ACC phone line.
- Microfilm
 - We got all of the microfilm out and will start sending it to CRL.

Action: Corrie will contact CRL to determine if shipping temperatures will be safe for microfilm.

- Painting
 - We are repainting the study rooms
 - adding chair rails
 - adding new whiteboards
 - repainting graffiti in 2e21
- Media Lab
 - 3e21 will be locked and used by appointment for green screen.
- Office locations
 - We are moving IT storage out of 156.
 - Graduate students will move from east reference to west reference.
 - Stephen Pryor starts Aug. 1st

Action: Kathy will give phone number and office number to Sheryl for Stephen Pryor and Deb will provide information for Chris Pryor.

- Furniture
 - Lounge chair repairs will start soon.
 - Table tops in ICII will be glued down again.
 - 114 furniture will arrive this summer.
 - We want to move tables from around trees, place in storage and replace with plush seating.

Action: Kathy will send FY 18 - FY 19 plan of SFCIC funds to LMT again.

- Shelving safety
 - Still working on 2nd and 3rd sections and we have one more floor to do.

Fall hours

- Fall Ellis and branch hours were distributed for review.
 - Need deadline for specialized libraries to post their holiday hours to the website.

Action: Shannon will do regular website checks to confirm hours are correct.

Poster printer

- New poster printer is moving to Print and Mail Services (Digi print).
- Hours that students will be able to print will be reduced, the price will increase and the students will have better support for printing and more payment options.
- Current poster printer will remain in its location for the next 30 days.

- Discussion ensued about potential better options.
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Printing

- Discussion ensued about printing status at University Libraries.

Action: Ernest will get numbers of prints that are made from Circulation desk.

Next LMT:

July 12, 2018 from 2:00 pm - 3:30 pm in 159 Ellis