Library Assembly Committee Meeting 3/25/2014 Ellis Library 159 1pm – 2pm

Present: Adrienne Arden, Anne Barker, Wendy Batson, Jack Batterson, Jim Cogswell, Rebecca Graves, Tammy Green, Dustin Hoffman, Shelly McDavid, Libby Myre, Ann Riley, Marcia Strong, Sheena Waggoner, Karen Witt

1. **Welcome Tammy Green:**

* Vice-Chair of Library Assembly
  + Due to Sara Bryant resigning from MU Libraries, effective March 12, 2014; Tammy Green is taking her place as Vice-Chair for the Library Assembly committee
* Anniversary Dates to be printed in News Notes
  + MU Libraries employees can opt out of having their anniversary date published in News Notes
    - To opt out email Sheryl Cullina

1. **Review correction to Guidelines:**

* Guidelines Revised January 28, 2014 at the Library Assembly meeting
  + Guidelines now show the breakdown of the current MU Libraries Organizational Chart
    - Implemented additional changes as of March 25, 2014
      * Section 2, number 5 – changing wording from “department” to representative
      * Appendix A: Cut the language of the document up to “Representation”, the document now starts with “Representation”
      * Clarification:
        + E-Learning Department, office housed in Ellis Reference, however this department reports to the RAIS Head and falls under this group.

1. **Discuss Staff Webpage Subcommittee:**

* Rachel Brekhus is the current representative for the Webpage Committee for the Staff Webpage
* **Webpage correction(s): Who is responsible to make changes?**
  + **How will it flow? i.e., does the Chair make changes, or does the Recorder, or does the Webpage Subcommittee person make the changes? Then post to LA webpage.**
    - Changes made to any of the documents on the LA committee webpage are to be made by the Recorder of Library Assembly
* **Representative to volunteer along with Rachel:**
  + **Does volunteer have to be from LA or can any staff member volunteer?**
    - Jack Batterson volunteered to be the representative
      * He stated he would be able to verify links are functioning properly, then report any that are broken
    - Library Assembly determined that the volunteer should be from the Library Assembly Committee

1. **Need Volunteer for Recorder in Shelly’s absence:**

* Karen Witt volunteered to be acting Recorder during Shelly McDavid’s maternity leave
  + Shelly McDavid volunteered to upload the minutes to the Library Assembly webpage, if the document could be emailed to her upon edits and verification by the committee.

1. **Director Announcements:**

* **Mold Update**
  + Grant proposal submitted to a major grant foundation a little over a week ago
    - The grant foundation acknowledged receipt of the proposal and is recommending that it be accepted by the board
      * They stated it is a strong proposal
      * The grant request was made for $395,000
        + No guarantee we will get this in entirety or in partial or at all
  + Storage Space
    - Lease in the Subtera Caverns runs out the end of June 2014
    - Hope to be signing a new lease at a new location early next week or the following week
      * The location will be disclosed once the lease has been signed
  + Contractor Bids Submitted for Mold Remediation
    - 8 total bids from contractors all over, not just here in Missouri
    - Procurement Services helping with the bidding process
    - Hopeful to sign a bid within a matter of days, not weeks
  + Faculty Council
    - Created an ad hoc committee to begin exploring issues around the mold remediation
      * Wanting a calendar year list of major events surrounding the mold remediation
      * Asked for a list of items in mold remediation to supply to the faculty
      * Faculty Council is committed to communicating, however we do not know their Chain of Command for communicating to the faculty
  + Collection Enhancement Fund
    - Roughly $3000 has currently been donated to the fund
      * A challenge donor has stated they will match $5000, if we reach this amount
        + Our goal for this fund is $50,000

To donate go to: <https://donatetomu.missouri.edu/givedirect/GDItem.aspx?item_id=117>

* + Mold Remediation
    - Still planning to remediate more than half of the affected materials, over 300,000 volumes
      * Need money to:
        + Remediate moldy materials
        + Move materials
        + Sign New Lease for Storage of Materials now housed in Subtera
        + Pay personnel to create lists of materials
  + Approaching Additional Funding Sources
    - Faculty are going to be approached about making a pledge to the mold remediation fund
      * It is not their charge to pledge, but we are still going to ask
* **Renew Mizzou**
  + Ellis Library Room 202
    - Plan for starting modifications to this room was previously set for March 20th - 21st, 2014
      * Currently no moving or construction noises thus far
        + Asked why we closed the place off a few days early?

Informed waiting on diagrams/floor plans

Previously informed they were going to use x-rays for modifications

Open question for when they are going to get started

* + Where to find information on Renew Mizzou
    - Posted on the Calendar of Events, the Website and in News Notes
* **Celebration of Service**
  + In need of nominations for the “Top 10 List”
    - Staff Members with notable achievements, strange and wonderful endeavors
      * Top 10 list unveiled at Celebration of Service
      * Send your nominations to Jim Cogswell today

1. **Department announcements:**

* Libby Myre: Serials Acquisitions and Collection Development
  + The Serials Unit, last week completed three interviews for the LIS I position in Serials Acquisitions
  + Electronic Resources Unit
    - Entering data for a statistics analysis tool for the libraries, 360 Counter, that reports title usage and cost data for collection development analysis.
      * Coordinating the effort are Dave Walsh and Stara Herron, comprising the Electronic Resources Unit, and Rhonda Whithaus and Angela Sample, Rhonda’s assistant.
* Tammy Green: ILL Lending
  + June DeWeese retiring, been an educational experience learning what she does
    - June’s Job Duties are an extensive list
      * Several people will be sharing supervisor duties in Access Services
        + Many of them are out of the building this week for Spring Break
* Adrienne Arden: Digital Services
  + There will be an Islandora training retreat April 7, 2014 that will be held on the MU campus.
    - Mat Miller is coordinating this for MU so contact him if you want to attend.
  + Our two new student assistants are doing a great job digitizing UM Press books and the Clark gift hymnals.
  + Our Institutional Repository, MOspace, recently received three submissions that supplement faculty publications.
    - Two were from the Division of Biological Sciences and one was from Agriculture Biochemistry.
    - We recently received a request from an author to make his theses open access. After receiving the license form we made that change in MOspace.
  + On March 6, most members of Digital Services attended Felicity Dykas’ hour-long presentation on the functions of the Digital Services Department to graduate student assistants who work in our library.
    - By the students’ reactions, they were quite impressed by not only the quantity of work performed, but also by the technological level.
      * This engaged group asked many questions, which Felicity nimbly fielded with her in-depth knowledge and quick wit.
  + Following up on last month’s report regarding MUtation yearbooks.
    - Diane Johnson has been instrumental in our obtaining past yearbooks. There are no gaps remaining in our digitized holdings.
* Marcia Strong: Security
  + Recycling problem
    - People have been throwing whole boxes, not broken down in the dumpsters for boxes and newspapers
      * One dumpster marked “Fiber Dumpster” is for newspapers and cardboard
        + People are placing boxes with plastic in and on them in this dumpster

Plastic should be placed in the trash dumpster

* + - Please bring this dilemma to the attention of your department members and ask them to pay better attention, adhering to throwing the proper material in the proper dumpster
      * There are 3 trash dumpsters
      * 1 dumpster just for boxes
      * 1 dumpster specifically for newspapers and cardboard (Fiber Dumpster)
    - All other recycling is going well: plastic bottles and aluminum
  + Shelly McDavid: Health Sciences Library
    - Accepted a new position at the Veterinary Medical Library
      * No more late nights till 1:00am
      * Weekends off with family
* Rebecca Graves: MULAC
  + The School of Medicine is going to be expanding, looking to put the expansion on the west side of the Health Sciences Library. There is a parking lot currently where the new building is slotted to be built; it has always been marked as a potential building space. The parking lot has been used the past few years as a construction staging area.
    - Expected to build a 5-6 story building that will house lab space, office space and lounge space for medical students to utilize in-between classes.
    - West entrance of the School of Medicine is expected to be effected by changing this to a 2nd Floor entrance. Campus side will remain unaffected.
    - Expected completion of the building is approximately 2 years.
      * Needed expansion due to the Springfield expansion that is increasing medical student class size this coming fall semester.
      * For more information visit: <http://medicine.missouri.edu/morephysicians/news.php>
* Jack Batterson: Cataloging and Metadata
  + Nothing to report
* Wendy Batson: Engineering Library
  + Nothing to report
* Anne Barker: Ellis Reference
  + Getting over the hump of instruction
* Dustin Hoffman: LTS
  + Announces the retirement of Windows XP
    - Microsoft is pulling all technical support and so is the MU DoIT on April 8th, 2014
      * For more information go to: <http://makeitsafe.missouri.edu/>
      * XP is being replaced with Windows 7
        + Not replacing with Windows 8

Windows 8 does not save files to your hardrive, they get saved to your Skydrive account

This is not a safe repository for confidential files

* Karen Witt: Special Collections
  + Nothing to report
* Ann Riley: Access, Collections and Technical Services
  + Nothing to report
* Sheena Waggoner: Administration
  + Students on Spring Break and it is very quiet
* Jim Cogswell: Director of MU Libraries
  + Needs nominations for the “Top 10 List”
    - Notable achievements, strange and wonderful things
      * Top 10 list unveiled at Celebration of Service
      * Send your nominations to Jim Cogswell today

1. **Announcements**
   * Library Society Dinner
     + Held April 11th, 2014 in the Ellis Library Grand Reading Room, 201 Ellis Library
     + Chancellor Loftin and Mrs. Loftin are guests
     + Featured Speaker Marilynne Robinson, novelist, essayist and Pulitzer Prize winner
   * Friends of the MU Libraries Annual Luncheon Meeting
     + Speaker Father Eric Hollas, talking about the St. John’s Bible
       - April 12th, 2014 at 12pm in Stotler Lounge
   * June DeWeese’s Retirement Party
     + April 22nd, 2014 from 2:00-5:00pm in Stotler Lounge

Meeting adjourned 1:57pm