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