

**Faculty Senate Library Committee**  
**March 7, 2012**

**Minutes**

*Approved on April 11, 2012*

*Present: David Miller (Chair), Marianne Afifi, Susan Auerbach, Joyce Broussard, Daniel Curtis, Charles Hatfield, Mohamed Hegab, Christina Mayberry, Rosemary Gonzalez, Tim Karels, Mark Stover, Meiqin Wang*

*Guests: Ross Kendall, Alba Sosa*

**Call to Order**

David Miller, Committee Chair, called the meeting to order at 2:05 p.m.

**Approval of the Minutes**

David asked for comments about the minutes taken for the February 1, 2012 meeting. There were none. Minutes were approved as presented.

**Announcements**

David announced that elections for Chair of committee will be held during the meeting in April. Everyone was encouraged to volunteer or nominate other members.

**Bathroom maintenance issues (continued from last meeting)**

Content of the letter regarding the bathroom maintenance issues in the library was approved as presented. David will contact Heidi Wolfbauer of the Faculty Senate Office regarding the appropriate procedure and protocol for sending the letter to Physical Plant Management Department. He will follow up with everyone to send the letter as soon as possible.

**Dean's Report**

- *Library Events and Exhibits:*

Mark announced that the Oviatt Library and Women in Science and Engineering (WISE) Endowment are inviting everyone to attend a presentation called "You Can Do It!" given by guest speaker Jill S. Tietjen, P.E. Jill is President and CEO of Technically Speaking and co-author of the bestseller *Her Story: A Timeline of the Women Who Changed America*. This will take place on March 20, 2012 in the Ferman Presentation Room. Mark also invited everyone to view the current lobby exhibit showcasing "Endangered Languages", and the exhibit "Valley Memories: The Catherine Mulholland Collection" in the Tseng Gallery.

- *Financial Update:*

Mark gave a financial update, commenting that the library is currently in a healthy status and some funds may be available to rollover for the next fiscal year.

- *Best Seller Books, DVDs and faculty loan periods (Marianne Afifi):*

Marianne presented to the faculty two proposals needing their feedback and approval. These were to reduce the faculty loan period for all Best Seller books to a period of three (3) weeks with one (1) renewal, and for all DVD's to three (3) weeks with one (1) renewal. Everyone approved the proposals.

- Facilities Update, Signage (Mark):

Mark distributed a handout to everyone regarding signage information. He mentioned that he is hoping to receive funds to purchase digital signage, which can be utilized in an array of ways.

Responding to an inquiry about mapping book stacks, Mark will present to the Executive Group the topic of creating maps showing the locations of all stacks. David suggested contacting the Geography Department to inquire about their GIS mapping structure to possibly map out all books in the library's collection. Marianne will look into this and will also update current signage in the directories of every floor pertinent to book stack locations.

### **Guest Speaker/Presentation**

Ross Kendall, Library Reserves, Periodicals and Microform Supervisor, presented "Electronic Reserves". Ross' presentation included a review of the search tools in the library's catalog, specifically to locate items on reserves, and provided useful information to faculty on the process of placing items on reserve.

### **Adjournment**

David Miller adjourned the meeting at 3:25 p.m. The next meeting is April 11, 2012.

Prepared by: Alba Sosa