

Library Advisory Committee Meeting

Date: February 14, 2022

Time: 8am – 9am

Attending:

Johanna Bjork, Library Director

Dr. Emily Carstens Namie, Social Sciences

Dr. Jennifer Gardner, Teacher Education and Mathematics

Angela Meek, Senior Instructional Designer

Meeting Minutes

Library Director Report:

- Budget reduction, but ending the year in the green
 - Request budget info from Library Director if needed.
- \$9406.48 expenditures
- Faculty- fill out a form to request item requests
 - Items for classes take priority
 - Purchases cut off around April 19th for current fiscal year, but requests can be put in any time; requests after April 19 might not be processed until following fiscal year
 - Takes 1-2 weeks to purchase/receive purchases (electronic resources are usually faster)
- Film requests
 - Requests for films are at institutional pricing, not Amazon pricing
 - Not all films are purchasable- too new; we don't have the platform to support it
 - Prioritize purchasing of films used for classes
- Faculty Staff Resources page [Library Classroom Instruction & Support](#)-> Purchase Recommendation Form
 - Sent to multiple people for review; Johanna gives official approval
- Faculty Staff Resources page [Library Classroom Instruction & Support](#) [Library Instruction request form](#): for faculty appointments, not students
- Hiring to fill Samantha Franklin's position, with changes
 - Assistant Director position at 55K
 - Help with chain of command when Library Director is out of the office
- Jennifer and Guarina working on instructional outreach plan:
 - Each librarian will reach out to 5 instructors each semester
 - Each librarian has certain divisions; librarians each select 5 faculty and review resources and then reach out to the faculty to suggest resources/materials and let them know what is available

Angela Meek:

- E-Learning Advisory Committee will be meeting for the first time in late March, early April
 - To get feedback from faculty, staff, students about the LMS and technology and training needs

Meeting adjourned at 8:35am.