



Library Committee (Draft) Minutes

Location: Teams Webex

Date: 10/29/2020

Time: 3pm - Members present: Colt Owens, Heidi Crates, Bryan Hahn, Charles Waggoner, Charles Reader, Manuel Varela, Corey Cole, Laura Wight.

I. New Business

- a) Introductions
 - i) Committee has not met in over a year, round table introductions. Committee members would prefer to have a regular meeting scheduled as a place holder. Meetings can be cancelled if there are no agenda items. Thursday afternoons seem to be a good time.
- b) Committee charge/structure
 - i) Reviewed as per: <https://my.enmu.edu/web/governance/library-committee>
- c) Library staffing changes
 - i) There have been several staffing changes over the last year or so. This includes the hire of David Burch, Library Systems Administrator, Laura Wight, Director, and other employees have retired and/or had a title change. Please take a look at the library area of the staff directory to familiarize yourself with these changes.
- d) Library Annual Reports/operations updates
 - i) See annual reports submitted by library departments as well as the Roosevelt County History Museum attached for FY19-20. These reports include collection and services updates, usage statistics and information on how librarians have collaborated with faculty in various areas.
- e) Library Budget
 - i) The library budget will largely remain flat this year. We have two positions that are being 'held' and not filled. This includes the Circulation Supervisor position and a combined Acquisitions/Cataloging technician position. Staff development funds were allocated to all library/RCHM employees. Overall, we do not anticipate any major budget changes for the current fiscal year.
- f) Collection Development Allocations/Structure
 - i) The Golden Library is in the process of updating our collection development procedures, policies and process for allocating funds for collection purchases (print and digital). We are moving toward a PDA (patron-driven acquisitions) model

where our preference is to have a current/updated/relevant engaging and most importantly a USED collection where our materials are circulating. More information will be sent out to all faculty soon regarding changes in our collection development processes. We will continue to emphasize the importance of a collaborative relationship between librarians and faculty in this process. We rely on faculty expertise in their disciplines in order to keep our collections current, relevant and robust.

g) Textbooks/OER

- i) The library will be discontinuing the purchase of textbooks. We will be spearheading the Online Electronic Resources initiative on campus in collaboration with faculty. The aim is to (where possible) replace print textbooks with online materials that are open and accessible to students. More information will be sent out to faculty soon.

h) Constituent feedback – faculty, staff and students

- i) A form for purchase suggestions or other feedback is available from the main library website. In addition, we encourage faculty and staff to reach out to library employees with any suggestions regarding purchases or library services. A reminder that the library is here to support ALL employees, including staff. Staff are encouraged to stop by, use the library during breaks or lunch breaks. We are welcoming and open to all on campus!

Meeting adjourned at 3:40pm.