LRC COMMITTEE

**MINUTES FOR MAY 6, 2011**

**12:00 P.M., ROOM 303, B&O**

Present: Linda Fletcher, Crystal Harbert, Sara Hupp, Pat Stroud (presiding)

Excused: John Reho, Delilah Ryan, Christina Sullivan

Absent: Arlene Kuca, Sigourney Tabor, Steve Woodburn

I. Welcome and approval of minutes from Friday, February 4, 2011 meeting: Crystal made a motion that the minutes be accepted as written. The motion was seconded by Sara.

II. Director’s Report:

1. Children in the Library: Pat reported that a decision has been made that no children will be allowed in the libraries, and that they will be restricted in the College as a whole. Steve Woodburn will be taking this proposal to the President’s Council, but to date it hasn’t been addressed. Peggy Carmichael will also be making any necessary changes to employee handbooks regarding this change.
2. Strategic Plan: Pat stated that she was not asked for any input for the Strategic Plan. There is not much in the plan that relates to libraries or information literacy.
3. Budget: Pat reported that the 2012 budget includes a slight increase over the amount that she requested. She stated that she is not sure if there will be any Perkins’ funds for the upcoming year. In previous years the Library was allocated $12,000 of Perkins’ funds. The OVID database and other resources were purchased with these monies. If we do not get these funds it will amount to a 10% reduction in available funds.
4. Staff: Pat reported that the part-time staff budget for the college has been cut by 60%. Pat has not received a personnel budget yet. If the part-time position is lost in Weirton it will make it difficult for Pat to leave the campus, and library hours may have to be cut.
5. Community Patrons: Pat reported on a couple of incidents that occurred with community patrons. One patron was asked to leave the Library in Wheeling because he was being noisy and attempting to start a fight with another patron. He became irate and punched a hole in the wall in the hallway. Another incident occurred in Wheeling when a community patron punched another community patron. Pearl was working at the time at 5:30 p.m. She made the aggressor leave, and had to wait until 6:00 p.m. for the police officer to come on duty before it could be reported. Additionally, there was an individual on the Wheeling campus using a student’s identity. He was using a student’s name to sign in for computer usage and to check out materials.
6. Weirton Security: Pat reported that the Weirton campus will be getting security cameras for the building, and key fobs for employees to use at the entrance doors.
7. Book Collection: Pat reported that the library will be doing a large book discard this summer. Also, the college will be implementing an inventory system for all items owned including the book collection. The inventory will be done with a bar code scanner and all library materials will have to have another separate bar code placed on them.

III. Assessment Projects – Student Survey Review: Pat distributed the results from a student survey that was conducted during National Library Week. This survey was done for an Accreditation project and will be included in the Library’s section of the self-study. Pat also reviewed the results from the fall and spring gate counts that were conducted in each campus LRC. An assessment project will have to be developed for the upcoming year.

IV. Distance Ed – Library Service: Pat stated that currently there isn’t an approved definition of what a distance education student is. She is trying to figure out how to best serve these students. Pat is in the process of signing a contract with Ebrary to begin purchasing ebooks. These will be great for distance ed students, but they will not be available off campus until the proxy server is purchased and implemented in the fall of 2011.

V. Technology Changes: Pat reported on some technology changes that will be happening over the summer. These include changing from Windows XP to Windows 7, and upgrading to Microsoft 2010. A change will also be made requiring students to log onto the computers similar to the way faculty and staff log onto their domains. The college web page will also be redesigned by an outside company. Pat would like to have this company re-design the Library’s front page.

The meeting was adjourned at 1:00 p.m.

Submitted by,

Linda Fletcher