

LRC COMMITTEE
MINUTES FOR OCTOBER 3, 2014
12:00 P.M., ROOM 203B

Present: Debra Fitzgerald, Crystal Harbert, Ina Masteller, John Reho, Dr. Vicki Riley, Pat Stroud (Presiding)

Excused: Linda Fletcher, Arlene Kuca

Absent: Sara Hupp

I. Welcome and approval of minutes from April 4, 2014 meeting:

Pat Stroud welcomed the committee and our new member representing students – Ina Jo Masteller. The April 4th minutes were reviewed and Crystal made a motion to approve the minutes from the April 4, 2014 meeting. Debra seconded the motion. All were in favor.

II. Director's Report:

- A. NM Position – Pat Stroud thanked the Committee for their assistance with the filling of the NM position. At our last meeting in April the Committee created a motion that the NM library position needed to be filled. They took this motion to faculty assembly where the motion was passed. This motion and the petition from the NM students asking that the position be filled were passed on to the President. A position was granted and it was filled by Lee Ann Blair in August.
- B. National Library Week, April 2014 – The library celebrated the week with an Easter Basket contest on all three campuses with the theme of Easter and eBooks @ your Library. Pat Stroud felt the promotion went well and introduced many to our new eBook collection.
- C. Open House – The Libraries participated in an Open House promoted by C.J. Farnsworth and the Academic Support Services area. We supplied lollipops and highlighters and CJ supplied some cotton candy. The event went over well in Weirton on Sept. 16th, Wheeling Sept. 17th and in New Martinsville on Sept. 18th
- D. Constitution Day – Sept. 17th – Pat Stroud was informed later on that the libraries should have participated in Constitution Day as it is mandated by federal law for colleges who receive financial aid to promote the Constitution. Because of Open House, we did not follow through with a display. Ina reported that student government did have a table set up for the day and some students toured Independence Hall in Wheeling on that day. Next year the LRCs will have to participate.
- E. Staff – Pat Stroud told the Committee that she expects more position openings will be coming soon for the Wheeling Campus LRC. No one has officially declared retirement but she is sure there will be some staff changes coming in the near future. She also stated that she may need the help of the committee again in helping to fill a vacant position. With low enrollment (WVNCC has lost 900 students in the past four years) no

open position is guaranteed to be filled. The size, function, and operating hours of the Wheeling LRC will necessitate asking for the position to be filled if a vacancy occurs.

- F. Library Statistics, 2014 – A handout of the library statistics from the past fiscal year was distributed. A discussion was held on this handout and then Pat Stroud gave statistics from the 2010 library statistics. It was dramatically seen how the decrease in enrollment affected the library statistics from 2010 until 2014. Dr. Riley asked for an explanation of the circulation statistics and then suggested that the library start adding the online usage of the databases and eBooks to this area as now circulation only covers print and physical items.
- G. Community Patrons – Pat Stroud informed the Committee that visitor passes on the Wheeling campus would no longer be handed out after 4:30 P.M. Operating hours will be changing in October and it was decided to not hand out visitor passes after 4:30 even though the service center would be open until 6:00 two nights a week and 5:00 three nights a week. Pat was not informed of the change – and when she asked that this be extended to 5:00, it was immediately denied. Pat's concern is for ex-students who come in to look for employment or use the computers to do resumes. They will be denied any evening access from now on.

III. Perkins Funds/Capital Projects:

- A. Perkins – In August, a conversation happened between April Schrupp and Linda Fletcher about the library use of Perkins Funds. Pat Stroud was not brought into the conversation until June Heckel (Planning and Accountability Coordinator WV Council for Community & Technical College Education) said that the library could no longer use the money for our nursing database nor really anything else that we have been using this money for years. Pat called Mike Koon (who has distributed this money to the library in the past), who contacted June. Now, the money is only to be used for an entirely new program that would fit under Perkins guidelines. The money could not be used year after year for the same items. Mike was able to let us have use of the money for this fiscal year because our nursing curriculum had so many changes but not after this fiscal year. The amount of money is \$10,000, of which \$7200 was for the OVID nursing database. The rest of the funds were used to purchase books and media needed in our Allied Health and Technical programs. Pat is concerned if she can absorb this amount into her library budget to continue to pay for the OVID database. This database is needed for nursing accreditation (that will be happening next spring) unless the nursing department uses the database attached to the materials they received when they negotiated their new textbooks. This led to a discussion about using the databases provided by textbook companies (Pearson, Elsevier). Pat Stroud was concerned about students not knowing about library databases and transferring to four year schools that have hundreds of databases specific to their programs and not necessary attached to textbooks. Also, will nursing accreditation accept these textbook based databases? Discussion was held on this and information literacy by the committee.
- B. Capital Projects - Last year the library bought furniture and the charging stands for the LRCs. This year the library has \$4800 to spend on upgrading the technology in

rooms 203 and 204 in the B&O building. A large monitor, and cable hooked to a laptop will be available for students to study, practice speeches, use the Internet, or for college meetings. Pat will ask Dave Hanes for help with the purchase. Pat also asked the committee for any suggestions for Library capital projects for FY 16 which will be coming up soon.

IV. Print Management – Students:

The college contract expires at the end of this year for our copiers. Companies are now bidding on the project. A college committee has been formed to look over the bids and make a decision (Linda Fletcher is on this committee). Included in the proposal is a print management system that will use our ID cards to charge students for printing. Some amount of free copies will be given and then students will need to pay. How this is set up will become very important for our students and also our library staff who will have a role in the distribution of the copies and helping the students with the system.

V. Blackboard Library Services Page:

A handout of the current information on the Library Services page was handed out. Pat Stroud asked for assistance with the content needed on this page. Pat does not feel the information is in the correct place in Blackboard. Crystal Harbert offered to assist Pat with Blackboard. A discussion was held on how other colleges embed their librarians in Blackboard courses. Pat is the only librarian on staff and would be overwhelmed if asked to be in each class.

VI. Ideas for Library Improvement:

Various ideas were discussed. Pat Stroud asked if the Committee felt a streaming video database collection was needed especially for copyrighted material. Are there special programs or workshops needed that the library should be giving? Does the library need more signage? Pat felt that some of our students have library anxiety and are uncomfortable asking for help. Debra Fitzgerald stated that this is seen everywhere and just a sign of the times that students do not ask for help. The committee felt that a needs assessment or focus group for faculty and students may be needed.

Adjournment: Ina made a motion that the meeting be adjourned. It was seconded by Debra. The meeting adjourned at 1:54 P.M.

Submitted by,

Patricia Stroud