LRC COMMITTEE

**MINUTES FOR MARCH 2, 2012**

**12:00 P.M.**

**PRESIDENT’S BOARD ROOM, B&O**

Present: Linda Fletcher, Crystal Harbert, John Reho, Delilah Ryan, Pat Stroud (presiding), Missy Wenner

Excused: Arlene Kuca, Vicki Riley

Absent: Sara Hupp

I. Welcome and Approval of Minutes of the December 2, 2011 meeting: Pat welcomed Missy Wenner to her first meeting. Crystal Harbert moved that the minutes of the December 2, 2011 meeting be approved as written. The motion was seconded by John Reho. Passage was unanimous.

II. Director’s Report:

1. Staffing: Pat reported that Melody Anderson, the part-time staff member in New Martinsville has resigned. Her last day was February 3. Because of this resignation hours in New Martinsville had to be reduced to 10:00 a.m. to 6:00 p.m. Monday through Thursday, and 8:30 a.m. to 4:30 p.m. on Fridays. The position was advertised and three candidates were interviewed. The person that was offered the job turned it down. Pat worked with Peggy Carmichael to change the job description slightly and another ad was placed. The last day for candidates to apply is March 7, 2012.

Pat reported that the Library staff held a staff meeting in January to get caught up on Library related items.

1. Budget: Pat reported that the requests for Capital funds for next year have been turned in. She didn’t submit a request. Pat reported that the proxy server that was purchased with Capital funds this year has not been set up. She stated that having this proxy server would allow a simpler off campus log-in to the library databases and e-books similar to the student portal. She hopes it is set up by fall.

Pat requested a 2% increase in the OTPS budget for next year. She feels this will be needed to purchase toner for student printers. The college is looking into a system for print management, which would allow students to be charged for printing. Pat stated that she feels the OTPS budget will be approved.

Pat did not submit any additional personnel requests for next year. She had previously requested a Distance Ed Librarian, but she did not request this position again.

1. Discarding: Pat reported that around 6,000 book volumes have been discarded so far campus wide. There is still a little left to do in Weirton. New Martinsville has had a set back because of Melody’s resignation, and the implementation of the inventory bar coding project.
2. Law Books: Pat reported that the donation of law books from the Ohio County Law Library has been received. The books are being processed.
3. Gate Count: Pat reported that the Libraries conducted a spring gate count in January. This is the third on that has been conducted. She stated that Weirton’s count was up slightly. The other campuses showed a decline.
4. Library Hours: Pat reported that there was a recommendation from the faculty for extended library hours during the first two weeks of classes, the middle of the semester, and the last few weeks of classes. Pat has discussed this issue with Dr. Riley who will be checking with faculty about the issue. Pat stated that library hours are always mentioned in the student surveys. In order for the libraries to extend hours more staff is needed. Pat said she felt that an open computer lab when the library is closed would solve some of the problems. Pat also felt that having later hours with only one staff member on duty would pose a security issue. Crystal stated that she will bring the issue up at the Security Committee meeting. Delilah and John will address the issue with Faculty Senate.
5. Black History Month: Pat reported that the libraries celebrated Black History Month in February with a “Thanks for the Memories” theme featuring displays and books relating to recently deceased notable African Americans. Candy was also given out to student.
6. Lock Down Procedures: Pat reported that procedures for a lock down in case of an emergency are being discussed. Pat is concerned because students will need to be moved from the open library area to safe areas. Wheeling could have a large number of people. Steve Lippiello met with Pat in Wheeling and suggested areas where students could be put. New Martinsville has an area that could hold approximately 20 people. Additionally, Pat stated that it is important that if a drill is held that people be told that it is a drill. Crystal stated that she will address these concerns with the Security Committee.

III. Information Literacy – division meeting presentation: Pat reviewed the PowerPoint presentation that she presented in January to the Humanities and Social Sciences Division. Pat stated that she would like to see the college adapt an Information Literacy statement. Delilah stated that this is still a possibility, and it will probably be discussed when the Gen Ed Committee reconvenes in August. Pat stated that Information Literacy needs to be part of every class. She said that Kathy Herrington will be giving sample assignments that Pat designed to the adjunct instructors. Crystal and Delilah felt this was a good idea. Delilah suggested that sample assignments could be given to adjunct faculty in other divisions as well, and that the other Division Chairs may be able to help. Pat stated that she has presented the information to Division Chairs previously, and they felt it was a Gen Ed issue.

IV. Tutorials and Help Pages: Pat stated that she has been developing tutorials and help pages to be placed on the Library web page, but she has encountered some roadblocks. She is working with Hilary to get these in place for accreditation. She asked for suggestions from the faculty. Pat stated that if there are any links that faculty like their students to use she would like to include these. Pat will be working on these pages over the summer and would like any suggestions from faculty about where she should begin. John stated that if the information that Pat gives to students in the BI sessions was up on the page he could give this to his Speech students. Pat stated that she will put this information on the web page.

V. National Library Week 2012: April 8-14 is National Library Week. Pat informed the group that the theme this year is “You Belong at Your Library.” Pat distributed a handout for a promotion that Tilly Ossman developed. Pat asked for suggestions for contests, give aways, etc. None were given. Cookies will be given out to students one day during the week. Pat asked committee members to send any suggestions to her.

VI. Other

1. Next Meeting: Pat stated that there will not be a meeting in April. She will let the committee know about a May meeting.

The meeting adjourned at 12:55 p.m.

Submitted by,

Linda Fletcher