

**LRC COMMITTEE
MINUTES FOR MARCH 5, 2018
1:00 PM – ROOM 203B**

Present: Crystal Harbert, Dr. Jill Loveless, Mary Ann Merz, John Reho, Pat Stroud-presiding
Excused: Donna Hans, Debra Fitzgerald
Absent: Eden Plogger

I. Welcome and approval of minutes from November 6, 2017

The meeting began at 2:02 PM with John Reho and Dr. Jill Loveless participating by phone from the Weirton Campus. Ms. Stroud asked the members to review the minutes from the November 6th meeting. Mary Ann Merz approved the minutes with John Reho the second.

II. Library Director's Report

Staff: Wheeling part-time regular employee Megan Calabrese resigned on Dec. 14, 2017. With this resignation, Wheeling LRC had to start the spring semester on reduced hours: 9:00 AM to 5:00 PM Monday-Thursday and 8:30 AM to 4:30 PM Friday. The job was posted and we interviewed candidates in February. The job was offered to Amanda Rogers, our current work-study student. She has not yet been officially hired.

Hours: The library plans to extend the hours again on March 19th, right after spring break. Due to comments from students, we will be changing the hours to the following: Monday-Thursday 8:00AM to 6:00 PM and Friday -8:30 AM to 4:30 PM. Students have asked us to be open earlier and from our statistics, evenings have had very few students.

Budget: Ms. Stroud gave members a handout showing the budget by line and cost and then the budget separated by expenditures per month. Budgeting by month is a new process, and Ms. Stroud hopes that it will work successfully.

III. Library Goals and Assessment Project

In order to understand the purpose and goals of the library, Ms. Stroud created a handout detailing the Mission Statement, goals, and current assessment projects undertaken by the library. The Mission Statement had been redone in the past few years with the help of the LRC Committee. The updated LRC Goals were presented and then the LRC goal connected to the Strategic Plan was discussed. This goal deals with student success and customer service that is specifically directed to the responsibilities of the department. A handout of the final report of the LRC Co-curricular assessment from the fall of 2017 was distributed. A few questions were answered and the continuation of this assessment project in the spring of 2018 was detailed.

IV. Library Collection and Future

Last fall I was informed that the LRC collection of print books needed to be reduced. The suggestion was that all books not circulated in the last four years be removed. Our

library systems were completely changed about two and a half years ago. Because of that change, we do not have the records of check-outs prior to two and a half years ago. Ms. Stroud then passed out the statement from our library policy on weeding the collection and some more guidelines that staff has created to help in reducing our collection. Ms. Stroud also explained to the committee that the collection has a value attached that is adjusted each year for a state audit. We have 27,890 items worth \$624,536.57. Discussion was held about the faculty role in the discarding of materials. It was decided that faculty be informed and that a date at the end of April be sent to them inviting them to visit their library's print book collection and inform the staff especially of items or subject areas in their disciplines that should not be removed. The removal of the items in the collection will be very staff intensive work and will take us all of the summer to work on the project just on the Wheeling Campus. Discarded books will be made available to faculty, staff and students for short periods of time before being recycled.

Makerspace – the LRC has been working with some faculty in trying to create a Makerspace in our area once our books have been removed. The proposal by Jenny Stoltey of the library staff and Ben Fulton of the faculty was shown to the committee. Dr. Loveless was asked about funding. She stated that it was added to the budget for FY 19 but so far nothing definite has come of it. She encouraged the use of Perkins or grant funding to help the project along. The committee asked several more questions on the staffing of the area especially the use of the LRC staff.

Renovations – faculty on the committee asked Ms. Stroud about the status of the renovations planned for the LRC. Faculty had given their support that the Wheeling LRC area retain its historical roots with input from the faculty before changes are made. Dr. Loveless seemed to think that renovations are still several years off.

V. Other

Ms. Stroud mentioned the problems that were happening with access to the LRC resources from the portals. Access was very difficult and impossible for some since the past weekend. There were concerns especially for the early entrance students with teachers on strike and no access through their schools. Ms. Stroud will let faculty know by email of the situation

Ms. Stroud also informed the committee that the first of the database renewals has come up from the Infotrac/Gale Company. Two databases from this company will not be renewed in the upcoming year – Business Insights (now covered by LexisNexis) and Health & Wellness Resources (now covered by CINAHL and OVID). Ms. Stroud will inform faculty when these will be going away.

With no further business, a motion to adjourn was given by Crystal Harbert with a second from Mary Ann Merz. The meeting ended at 1:56 PM.

Respectfully submitted,
Patricia Stroud
Library Director