LRC COMMITTEE

**MINUTES FOR NOVEMBER 2, 2012**

**12:30 P.M., PRESIDENT’S BOARD ROOM**

Present: Linda Fletcher, Crystal Harbert, Arlene Kuca, John Reho, Pat Stroud (presiding)

Excused: Dr. Vicki Riley, Delilah Ryan, Missy Wenner

Absent: Sara Hupp

I. Welcome and approval of minutes from March 2, 2012 meeting: John made a motion to approve the minutes from the March 2, 2012 meeting. Crystal seconded the motion. Passage was unanimous.

II. Director’s Report:

1. Staff: Pat reported that Miranda Stokes was hired in April to replace Melody Anderson in New Martinsville. The Library had been on reduced hours after Melody’s resignation. The Library resumed regular operating hours on April 23. Miranda is a great addition to the Library staff.
2. Constitution Day: Pat reported that the campus libraries observed Constitution Day in September with board and book displays. Candy was given out to students.
3. Fall Student Satisfaction Survey: Pat distributed copies of the Library’s portion of the fall student satisfaction survey. She reviewed the results of the survey. Pat stated that overall she felt the Library did well in the survey. Ninety-four percent of the participants said that the library met their needs.
4. Accreditation: Pat compiled and submitted a large section pertaining to the Library to the accreditation committee. She stated that when she read the draft of the report nothing that she had submitted had been used. She made corrections to the draft and resubmitted the information.
5. Gate Count: Pat reported that the library staff has periodically conducted gate counts in the campus libraries. The most recent was held during the week of September 17, 2012. Pat distributed a handout showing the results of the gate counts. The numbers reported by the counts have been declining. This can be attributed to the drop in enrollment.
6. Statistics: Pat distributed a handout of usage statistics compiled from the Library’s annual report. She reviewed the statistics. These yearly statistics also showed a decrease that can be attributed to the lower student enrollment. Additionally, now that the library computers are set up for students to log on individually there is no longer a statistics from the paper sign-in sheets.
7. Lock Down: Pat reported that the College will be holding a mock emergency lockdown on November 19. This will occur on all three campuses. The Library Staff have been given procedures to follow. There will be an unannounced lockdown in the spring. Pat is concerned that students testing on this day may be interrupted.
8. Budget: Pat reported on how the lower enrollment is affecting the college budget. Currently a 5% cut is in effect. Pat distributed a handout showing what areas of the library budget the cut will affect the most. The 5% cut will be accomplished by cutting print magazine titles and possible not purchasing as many book. She stated that if an additional 7.5% cut is made she may have to cut one of the databases. Pat asked for suggestions from the committee for what should be cut. John stated that he did not want to see the databases cut because the students need them for research. Pat stated that some programs also require the databases for accreditation. Pat presented the idea of discovery systems that are used by some larger library to make searching easier for students. These systems are used to conduct one search to access all the databases and the online catalog. Pat stated that these types of systems are costly to get started and then there is a yearly re-occurring cost. Pat demonstrated the system that WVU uses.

III. Proxy Server: Pat distributed handouts and discussed issues students have had getting to the databases off campus. Pat informed the committee that if students log into their portal off campus they should be able to access the library resources without any problems. The Proxy Server makes this possible. EBooks will not work outside of the portal off campus. Pat asked everyone to let her know if there are any issues she should be aware of.

IV. On Track: Pat reported that the recent issue of “On Track” contained an article that she developed on students using the college library. Pat has also put some new info up under the “Help” section on the library web page. She is still working on this section of the web page.

V. Other

A. Subject Guides/Pathfinders: Pat distributed a sample of a subject guide that Janet Corbitt developed for sociology classes. She asked the faculty if their students still use them. John thought that they subject guides would be useful for students because they are concise. Pat asked the committee if it would be better to put the guides on the web page as Word files or to create separate web page for each one? Arlene stated that a lot of the students probably wouldn’t be able to get the Word files from home, but would access them on campus.

B. Next Meeting: Pat stated that there may be a meeting in December.

The meeting was adjourned at 1:35 p.m.

 Submitted by,

 Linda Fletcher