

**LRC COMMITTEE
MINUTES FOR NOVEMBER 4, 2016
12:30 P.M., ROOM 203B**

Present: Linda Fletcher, Mary Merz, Courtney O'Connor, John Reho, Patricia Stroud (presiding)

Absent: Debra Fitzgerald, Donna Hans

Excused: Carry DeAtley, Kathy Herrington

I. Approval of Minutes from the February 5, 2016 meeting: Pat Stroud brought the meeting to order. The February 5 minutes were reviewed. John Reho made a motion to approve the minutes. Courtney O'Connor seconded the motion. All were in favor. The minutes were accepted and will be posted.

II. Director's Report:

A. Staff: Pat reported that Larry Bukosky, Library Technical Assistant in Wheeling, retired on June 30, 2016. His position was not re-hired. Because of this loss of staff Pat felt that Wheeling could no longer support evening hours until 7:00 p.m. All LRC hours were changed to 9:00-5:00 Monday through Thursday and 8:30-4:30 on Fridays. This schedule change was approved before the fall semester began. The TEAL lab in Wheeling was scheduled to be open in the evenings for students use, and a photocopier was being placed in the EC building. Unfortunately, the TEAL lab and the photocopier were not available at the beginning of the semester as anticipated. After the start of the semester there were some complaints from Wheeling students. Because of these complaints Pat was given approval to hire a part-time person to work evenings in Wheeling through June 2017. Megan Calabrese was hired on October 9 and the Wheeling LRC began staying open until 7:00 p.m. Monday through Thursday on October 24. Pat reported that there has not been much business in the evening.

Pat reported that Tillie Ossman is now working part-time in the Wheeling LRC.

Lee Ann Blair's schedule was changed so that she would be working in Wheeling on Thursday and Friday. Because of an illness in her family she was not available to be in Wheeling on these days. It is possible that she may in Wheeling on Fridays through the end of the semester. Dennis Bills was initially scheduled to assist with Library functions in New Martinsville in Lee Ann's absence, but he was then scheduled to teach a College Literacy class on Tuesdays and Thursdays. This schedule change affected his ability to help students in the library.

Pat reported that Linda Fletcher will be retiring on January 3, 2017. The position was approved to be re-hired. The deadline for applications was November 2. She is not sure when the applicants will be sent for her review or when interviews will be held.

Wheeling and New Martinsville both have work-study students. The New Martinsville work-study student has been very helpful in keeping the library open.

Pat reported that because of the new FLSA law Lee Ann Blair will become non-exempt and will have to begin using the time clock. Pat is the time keeper in Kronos for all of the Library staff and work-study. It is very time consuming.

B. Technical Problems: Pat reported that the IT Department changed all of the student computers to Windows 10 at the end of the summer. Initially, there was no media player available for students to use on any of the computers. In October a media player was installed. Additionally, there was a problem with printing when using the Edge browser that is in Windows 10. This was very frustrating for students and staff. It took several months to get the issue sorted out. At this point it seems to be resolved. There were also issues with the WI-FI on all three campuses over the summer.

Pat reported that the Circulation desk printer in Wheeling was moved. It was originally sitting on top of the circulation desk and was too high to make it convenient to use. Gary Weisner and Dave Monteleone from the Maintenance Department cut out a section of the desk and created a shelf for it so it sits lower. They did a great job and the printer is now much easier to use. Additionally, the printer was finally hooked up to be used as a fax machine. It is working very well.

C. Promotions: Pat stated that all three libraries participated in the College Open House that was held in April. Additionally, several other displays and promotions were organized by the Libraries with the biggest being one for National Library Week. Pat stated that a program on Sherlock Holmes was held in the B&O Auditorium on November 2 as part of the Upper Ohio Valley Festival of Books. Pat attended and refreshments were provided by Bob DeFrancis. She stated that attendance was not very good.

III. LRC Statistics (2016): Pat distributed a handout outlining the various statistics that are kept by the campus libraries. She reviewed the statistical report. Pat stated that the college's FTE is down, which affects LRC statistics. Pat reported that New Martinsville's statistics are showing an increase thanks to the work of Lee Ann Blair. The statistics for the OVID database showed a big decline this past year. Pat explained that this database contains academic nursing journals. Pat is concerned about this drop in use because if the database is not being used it may have to be cancelled. In the past few years a number of print nursing journal subscriptions have been cancelled because they can be found in the OVID database. Pat is not sure what impact cancelling this database would have on the nursing accreditation. Pat reviewed the statistics for the other databases. She stated that it is important for students to use and be familiar with the databases especially if they are going on to four year institutions.

IV. New Library System and Catalog: Pat reported that new library system, WorldShare, went live in March. She reported that we aren't using the Acquisitions and Course Reserve components of the system because of the lack of staff to set them up and run them efficiently. The new WorldShare catalog, which is a discovery catalog, was named Library Books and More@Northern. There are still some issues with the catalog. Most of the problems are with obtaining articles from the databases through the catalog. Pat reported that she is working on getting the issues with the catalog fixed. She stated that students still can't log in to the catalog to create lists or place holds on books. Pat is working with Matt Starkey who is trying to remedy this issue.

Pat reported that Scott Montgomery created a new library portal page. She is very grateful for the help. The new portal page is much better than the old library portal page.

V. WCTC Database Trials: Pat distributed and reviewed information that she previously sent out to faculty relating to a database trial through WVLA Community & Technical Colleges Database Consortium. A core group of databases will be chosen and offered to state libraries in an effort to save money on database costs. Pat stated that she only received feedback on the proposed databases from two faculty members. She needs input from faculty in order to provide feedback to the group about

what databases we would prefer to have. The consortium will be choosing the databases in January, and hope to have it finalized and in place for July 2017. Pat will have to pay for the group of databases, plus any other databases that we now have that we want to keep. She reviewed the databases that are in the trial. The SIRS database that we have now is not in the group. The OVID and CREDO databases are not in the group. Pat stated that we will probably have to cut some of the databases we currently have. There is a possibility OVID may have to be cut since it is not being used. She asked for faculty input, and asked if she should try to attend a faculty meeting to get the information to them one more time. Courtney suggested attending a Division Chair meeting to present the information. John stated that the databases are important to his students who do a lot of research and need the articles. Pat stated that a lot of the databases in the trial group are complex. She feels that our students need more basic databases like SIRS and Opposing Viewpoints. Pat will be making a decision on this in January. Please send her any input.

The meeting was adjourned at 1:25 pm.

Submitted by,
Linda Fletcher