

**LRC COMMITTEE
MINUTES FOR NOVEMBER 6, 2015
12:00 NOON, ROOM 203B**

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

Excused: Carry DeAtley, Kathy Herrington

I. Approval of Minutes from the April 10, 2015 meeting: Pat Stroud brought the meeting to order. The April 10th minutes were reviewed. John Reho made a motion to approve the minutes. Pat Stroud seconded the motion. All were in favor. The minutes were accepted and will be posted.

II. Director's Report:

A. Staff: Pat reported that the libraries are running with limited staff. When Pearl Foston left in January of 2015 her position was not filled. Larry Bukosky is having some health issues and is planning to retire in 2016. Pat stated that she is not sure what will happen with Larry's position when he retires. Tillie Ossman, part-time employee in Weirton, is now coming to Wheeling to cover when she is needed. Lee Ann Blair in New Martinsville recently had surgery. Pat and Larry covered the New Martinsville LRC in her absence. Weirton is open on reduced operating hours the same as New Martinsville, which is 10:00 a.m. to 6:00 p.m. Mon through Thursday, and 8:30 a.m. to 4:30 p.m. on Friday.

B. Budget: Pat reported that last year's capital funds were spent on the new technology that is in rooms 203B & 204B. The LRC does not have any capital funds to spend this fiscal year, and Pat is not requesting any for next year. She stated that last year she had to request an additional \$9,000 for the regular budget. She is expecting to be asked to cut funds shortly and is looking at what print materials can be cut. Hopefully none of the databases will need to be cut. There is a possibility of a 4% cut now and another 4% in the spring.

C. Mission Statement: Pat distributed copies of the revised mission statement. She reviewed the changes.

D. YouTube: Pat reported that Lee Ann Blair developed a series of instructional library videos that are posted on YouTube. These can be found under the "Help" section of the library webpage.

E. First Year Seminar: Pat reported that the First Year Seminar classes were done in a different format this year. The seminars were set up as workshops and students scheduled them themselves. Lee Ann conducted five workshops in New Martinsville. Pat conducted eleven workshops between the Weirton and Wheeling campuses. Pat will be holding several additional workshops in Weirton and Wheeling for students who missed the previously scheduled ones. Pat stated that Wheeling's workshops were held in 406E. This room has 25 seats. During one session 35 students showed up and there were not enough seats. Pat stated that she distributed a survey to students who attended.

III. Library Statistics: Pat distributed an information sheet outlining library statistics that were reported in last year's annual report. Pat reviewed the statistics. She reported that circulation is down by 10%. Database usage has also decreased. She is especially concerned about the health databases because of

the huge decrease. These have to be kept for accreditation. EBook usage has also dropped. These decreases can be attributed to the drop in enrollment.

IV. Print Management Concerns: Pat stated that the print management system was implemented in a slow and problem filled manner. Very little communication on the process was shared in a timely manner. It is frustrating for staff and students. It has taken since summer to get some consistency with the printers and between the three campuses. Students were not given information at the beginning of the semester concerning the number of pages they were being given. It was very confusing, and some questions still have not been answered. Courtney asked if there were any concerns that need to be taken to the IT committee. Pat suggested that any student concerns about print management should be brought up in the IT committee.

V. New Library Systems and Library Catalog: Pat reported that our Voyager library systems are currently run through WVU. She was notified recently that WVU has decided to switch their library system from Voyager to OCLC's WorldShare Management. Pat had to decide quickly if we also wanted to switch to WorldShare or find another system. Pat distributed and reviewed a handout outlining the proposal for our switch to WorldShare. Pat stated that switching to WorldShare made the most sense because WVU will pay the fee to have our data transferred, which is a saving of \$27,019. If we had gone with another system the fee to transfer would have to be paid by Northern, and we do not have the funds.

The switch to WorldShare will be done by the end of March. Pat stated that the Voyager based WVNCC Catalog may be left up until the end of the spring semester to avoid confusion. We will probably put WorldShare into full use in the fall of 2016. Pat reported that this switch changes all of our library systems not only the online catalog. This will include circulation, acquisitions, and cataloging. There are all new procedures to learn within these areas. Library staff are watching and participating in online training webinars to become familiar with the new processes. She stated that it has been a challenge for staff to find the time to watch the webinars. Northern's catalog data will be dumped next week. The patron and circulation data will be transferred early in 2016. Once the data is transferred there will be a lot of clean-up work that will need to be completed. This will also be challenging.

Pat showed how the new catalog will look and demonstrated searching. This new system includes a discovery service and will include some databases and articles. Courtney asked how the page will be laid out. Pat stated that it has not been decided and will depend a lot on what we are allowed to do with our web page. Debbie stated that she felt students will like the new system. She asked if Northern was committed to keeping the system for the four years outlined on the proposal. Pat stated that we could switch to another system, but if we did we would need to pay the \$27,019 to transfer our data. She stated that she will need faculty input at a later date when the page is set up. Courtney inquired if students will be notified about the change. Pat hopes to have an announcement posted on the College Facebook page.

VI. Other

A. Next meeting: to be announced.

Debbie made a motion that the meeting be adjourned. Courtney seconded the motion. The meeting was adjourned at 12:56 pm.

Submitted by,
Linda Fletcher