

**LRC COMMITTEE
MINUTES FOR FEBRUARY 6, 2015
12:00 A.M., ROOM 203B**

Present: Crystal Harbert, Linda Fletcher, Sara Hupp, Arlene Kuca, John Reho, Pat Stroud (Presiding)

Excused: Dr. Carry DeAtley

Absent: Ina Masteller, Debra Fitzgerald

I. Welcome and approval of minutes from December 5, 2014 meeting: Pat Stroud welcomed the committee. The December 5th minutes were reviewed and Sara made a motion to approve the minutes. Arlene seconded the motion. All were in favor.

II. Director's Report:

- A. Staffing – Pat reported that because of the quick start of the spring semester on January 12 there was not time to hold a staff meeting. She reported that Pearl Foston's last day was January 5. The position is being reviewed, but will not be immediately filled. Tillie Ossman, part-time Weirton employee, will be helping out in Wheeling as the need arises. Because of the staff shortage Larry and Linda find it difficult to take annual leave. Pat stated that the President's Cabinet will be reviewing vacant positions on February 17.

Pat stated that she will be recommending that Lee Ann Blair, Library Associate in New Martinsville, be made a permanent employee.

- B. Budget – Pat stated that the state is making more budget cuts that may affect our budget, but no final decision has been made. Pat reported that there was a delay in getting the invoice for the OVID database paid. It was seriously past due. Luckily the service was not turned off. She stated that she is in the process of purchasing equipment to be placed in the study rooms. This equipment will be ordered with Capital funds. The equipment consists of laptops and monitors.
- C. Black History Month: The LRCs prepared displays and are giving out lollipops to students in celebration of Black History Month.
- D. Nursing Accreditation: Pat reported that she and the LRCs prepared for the Nursing Accreditation that was scheduled for February 3-5, but that it was postponed until March.
- E. National Library Week: Pat asked the committee for suggestions for activities or promotions to be held during National Library Week in April. The theme this year is Unlimited Possibilities @ Your Library.
- F. Copiers/Printers: Pat reported that Wheeling has received one large printer for student use. Most of the functions on the printer/copier (scanning, faxing, etc.) are not functional at the moment. These will be available to students at a later date. Students are not currently being charged for printing. A smaller machine has been placed at the Wheeling circulation desk.

Additionally, Weirton has received a large machine for student use, and a smaller one at the circulation desk. Weirton's circulation desk machine has also replaced their fax machine. The machines in New Martinsville have not been installed yet.

III. Big Blue Button (Blackboard): Pat distributed an information handout that was created by Tillie Ossman outlining instructions for using the Big Blue Button system. Pat explained that this system has taken the place of Nefsis and that it functions through Blackboard. Pat feels that this is a good system for distance classes, but not necessarily for lectures classes. Students using the system can view and participate in these classes from anywhere there is a computer. At the moment the IR Department is in charge of Blackboard so any issues with these classes need to be addressed by them. The Library staff in Weirton has been relied upon to help start these classes. In order for them to be able to do this they had to be made members of the classes. This caused some issues because once a staff member is logged into the class through their portal their personal information (email, etc.) is up on the computer. Because of this issue Pat worked with the IR Department to have general accounts created to be used for logging into the classes. Discussion was held and Pat answered questions from faculty about how the system functions, additional problems that there could be with it, and how it can be beneficial to faculty.

IV. Camtasia Library Videos: Pat reported that she has purchased Camtasia software to be used for creating instructional library videos. She asked for opinions from the committee about where the videos should be placed on the web page. Pat reported that Bob DeFrancis suggested posting them under the videos link on the main college page. Pat doesn't feel this is the right place for them because they are instructional not informational videos. Discussion was held, but no decision was made.

V. LRC Mission Statement: Pat distributed copies of the current LRC Mission Statement along with examples of statements from other institutions. She asked the committee members to review the current statement and make suggestions about what changes need to be made.

Adjournment: Arlene made a motion that the meeting be adjourned. It was seconded by Sara. The meeting adjourned at 1:00 P.M.

Submitted by,

Linda fletcher