DAC Minutes
February 4, 2014

Present: Chu, Cordes, Day, Dunlap, Finley, Hannen, Hickenbottom, Kubis, Lorenzen, Malone, Matlak, Patridge, Trusley

Absent: Hancks, Derry

1. Jeff Hanck is going to be assigned to work with Noelle Ebert with her grant project. Jeff had mentioned he may be able to find some possible grant opportunities for Noelle to choose for her grant project she needs to complete for her Museum Studies class.

2. Signs: Sean Cordes proposed having a Library Sign Usage committee that would be charged with looking at the wayfaring signs currently in the library and determine policy and guidelines for sign use. It was decided that Michael would choose an ad hoc committee that would meet for one year. After that time a decision would be made if the committee should be permanent.

Round Robin:

Bev Trusley mentioned she was very grateful to have Bill Thompson here on Sundays to have that extra back up if needed.

Haley reported the Cataloging/Acquisitions Unit has been busy with the Book Sale, Cataloging music recitals, maintenance, and periodicals.

Jason reported they had a new student working for them. His name is Malcolm O’Donnell.

Felix reported Alonso was updating the maps for the emergency manuals. Once that is completed, the emergency manual will be looked at by those who would be involved in the library. The the final copy would be sent to the VP for administrative Services. Michael suggested we might want to look again at the active shooter training again. There have been so many shootings at schools lately.

Chuck reported there are tax forms available on the Unit’s website. It’s an icon that can get you to the forms. There is also a library guide that lists what forms are available. Andrea has made a new Unit brochure telling about the unit.

Tom reported the curriculum cases are almost finished. They are self contained curriculum units on the holocaust designed to teach a specific topic. In this case they are covering “rescuers and resisters.” They are part of the Jeff Leibovitz Special Collection. A few more items need to be added.

The money collected to make a documentary about Jeff Liebovitz is close to the goal. The documentary is about Jeff and the legacy of his namesake collection. It will include interviews
with family, friends and teachers. The Quad cities library is working with WQPT and the Foundation to produce this to commemorate 20 years since his death.

Sean reported the Reference Unit has been working on cleaning up the signs in their unit. The instruction Unit is working on a QR code scavenger hunt that could be used for classes and events.

Michael reported that his request of replace the Assistant Dean has been approved. It will be an internal search. The position would be 51% administration and 49% faculty duties. The faculty will be determining their two representatives at the LFCW meeting this week and the Civil Service staff will determine their representatives next week. He is currently working on the Annual Report. He may be asking for feedback. The power point presentation will be completed from the written report. He hopes to do the presentation for the library before going public.

Respectfully Submitted,

Julie Hannen

Jeff Hancks
Haley Hickenbottom
Chuck Malone
Beverly Trusley
Mary Day
Krista Bowers Sharpe
Felix Chu
Chet Derry
Hunt Dunlap

Tom Finley