Minutes from DAC meeting, December 11, 2014  
Room 180, 8:30am


1. Signage Committee.

Sean Cordes: The signage committee has been meeting for several months. Their charge was to find a way to standardize signage in the library so there would be some consistency to how signs would look according to the type of sign. The committee created a process which would entail sign production management. If a sign is needed for any unit, a form would be completed and sent to Stephanie Wagner and she would make the sign.

Michael thanked the signage committee for their hard work and dedication.

Several Concerns were raised:

Barb asked if this applies to Branch libraries. It was determined that it would not apply to branch libraries.

Too many members on committee.  
Maybe 1 individual/area  
Decrease for permanent committee  
Have a small committee then call in people as needed.

Suggestion of a weeding process of signs throughout library

How would temporary signs work: give Stephanie a list of signs and she will make them up early.

If have question about what type of sign you need, Stephanie would be the one to decide.

Sean is going to add the suggestions to the draft policy.

Round Robin:

Michael:
Just a reminder to not panic as things come out about the Budget. Please don’t jump to conclusions. Wait and see what happens. Michael is looking at places to cut and is communicating with administration. Don’t assume the worst.
Krista:
Christina is training at the reference desk. She is shadowing people.
Working on reference schedule for next semester

Chuck – Case Law Workshop
Student working on inventory

Julie:
Working on student evaluations and Spring schedule.
Working on moving physical science materials to 3rd floor and shifting to make room.
Cleaning storage materials and putting items on shelves in 2nd floor storage.

Jeff H.:
There has been a flurry of Lane Evans materials being used
Security camera in Archives now
VA center in Galesburg named for Lane Evans

Chet:
The Microsoft SCCM push out will be happening soon. Crews will be here soon. Once this happens, new computers are waiting to be installed.

Haley:
Working on Music recitals
Working on paperback collection for Quad cities.

Mary:
Music position
Advertisement approved and posted on several websites.
Things are going forward to bring desk and shelving from the Quad cities to Barb.

Tom:
Wrapping things up. Things are settling down.

Barb:
Waiting on shelving
Usual stuff

Sean:
Finishing up University 100 classes, program is doing well.
There were 115 session classes this semester
LibGuide use is down but some were consolidated and may have affected the number.
Christina will be getting acquainted with instruction.
Reference search: The questions have been approved. Starting December 17 the applications will be reviewed by the committee and screening will start. An itinerary will be established last week of break or first of the year.

Minutes submitted by Julie Hannen