Minutes from DAC meeting, February 26, 2015
Room 180, 8:30 a.m.


Michael opened the meeting by stating that at the present time we have not been hit by any budget cuts and that we would not know anything about budget cuts until after May 31 most likely at the earliest. We don’t know if we will be cut or how much we will be cut. We are discussing this now so that we can be transparent and get as much input as possible.

Budget cut scenarios (presented by Jeff Matlak) --
Jeff had emailed each member as well as all of the library staff a copy of possible scenarios for possible FY’16 budget reductions to materials budget. Even with 0% budget cut, we would have to make some reductions. Basically with a 10% cut we would have no room at all to order books, could not buy academic monographs and cancel all Reference standing orders which distresses Jeff and others as well. At least right now we have been able to purchase some books for reserve but that won’t be possible under the 10% budget cut. We do buy a lot with the monies that we do have and we do get a lot of databases from CARLI. But CARLI is also a state institution and will start taking some budget cuts as well so we could have to pay for some of the databases in the future. He focused on journals which are easier to make an argument to cut them rather than databases. One of the suggestions was to cut all the print journals but some of them are necessary for classes and are used heavily by some professors. There are a number that get very little if any usage and those could be cut.
Under the 20% budget cut, it would mean that we would need to cut journals that get used heavily in the range of 80 to 90 times a year or more. This would be a major issue for a lot of faculty. We would also have to consider canceling a large number of our databases in order to save our most used journals.

Fundraising Ideas (presented by Suzanne Woodward--guest) –
Suzanne stated that the library currently had 8 funds (which requires $5,000), 10 endowments (which require $25,000) and 4 bequests (sitting in someone’s will). The development position has been vacant for over a year and now Suzanne needs to rebuild those relationships with donors. She stated that fund raising is everyone’s responsibility. She said that she is not asking us to make “the ask” because that is her job. But, how well we do our jobs is what builds friends for the library. She would also like us to share stories with her about how people have been pleased with help/assistance that we have given them. She can then share those stories when she goes out to fund raise for the library. Also she sees any help that we give at events held in the library or for the library as another way for us to assist in fund raising. The annual fund raising mailer should be going out in March. Library staff can donate through their paychecks each pay period.

Dean’s annual Report (presented by Dean Michael Lorenzen) –
Michael will be presenting his annual report to the Provost staff on March 25 at 9 a.m. in Horrabin Hall room 1. He is asking all unit coordinators to attend this presentation to show support and possibly answer possible questions that might come up. If something comes up and you can’t attend just let Michael know.
Policy Updates (presented by Jeanne Stierman) –
Predecessors had done an annual review of policies and so she decided to continue that. She had a lot of suggestions for changes. She did not have major changes to content as much as trying to make them more consistent and/or uniform in appearance. She had a hand out of seven policies which she started with. These policies were not related to specific areas that is why she has gone ahead and made proposed changes to content. One question she had was whether printing and color printing could be one policy rather than two policies. There was a consensus that printing and color printing could be one policy.

Round Robin (presented by various attendees) –
Haley: They are currently cataloging the board games from Game night and they should soon be ready for check out. She is getting flooded with all the orders. They are still working on music recitals. Greg has started to pull things for binding since there is now binding money allotted. A suggestion was made that a memo be sent out checking with people to see if they wanted the games, which they may have only intended to be a loan for game night, returned to them.

Mary: She will be gone on Friday and all of next week. The paperwork to fill the position in Chet’s area has been sent to Sherman Hall. The paperwork is being prepared to fill the Access Service position to be vacated by Julie as a Senior Library Specialist until such a time as that individual has an understanding of the responsibilities of the position. It will then be raised to an LOA position once again. They are working on filling Jeff Hanck’s position while he is gone.

Suzanne: The annual mailing is set to go out in March.

Hunt: Just finished a web application for Bill Thompson and Sean Cordes. Bill will begin testing on his freshman English class. The update from the Music Librarian search is that the committee is ready to do phone interviews. They have the questions approved and everything is ready to start the phone interviews.

Julie: Keeping the place. They are training students. They have had a lot of sickness in the department this week. They will not be filling one of the student security positions and yes they do have enough to cover for security.

Jeanne: Nothing additional to report

Jeff H: nothing to report

Jason: Computer services has been working on the ICCM client that has been in the infancy stage for quite a while. They have started using it on the circulation machines. Some of the machines that have been waiting for a while to be moved out into use can now begin to be moved out.

Tom: Things are humming along. He is doing the collection development thing. He has been doing quite a few instructional sections as well. Tom left the meeting at this point because the staff at his library needed to speak with him.

Barb: We are ordering items with the money that has been allotted to us. We spent most of the first $500 and are about $300 into the second amount allotted. We are looking at getting CLEC things in although we aren’t sure just when that will be, at least by the end of April as usual. Daily we talk
about something concept wise that David needs to know or Hunt has worked on giving him access to some modules that he has not had access to. We are working on making that transition as smooth as possible. We have seen some traffic. Also, Barb has done a couple of class instructional section in the several last weeks.

Chuck: We just started a project to move some very rare county aerial maps. We have the whole state of Illinois. There are several dozen for each county. We are probably the only library that has these. They are being moved to a more secure location.