

Dean's Advisory Council Meeting Minutes

Friday, November 03, 2017, 8:30 a.m.

Malpass Room 180

Present: Lora Adcock, Bill Cook, Sean Cordes, Chet Derry, Hunt Dunlap, Tom Finley (via phone), Jason Kubis, Chuck Malone, Jeff Matlak, Greg Phelps, Jeanne Stierman

Round Robin

Lora:

- Since the Garden Lounge policy has been changed so that only individuals/groups housed in the library may schedule events, the online request form has been taken down. Contact the Administration Office directly if you wish to schedule the Garden Lounge.
- Annual Report meetings will be scheduled soon, starting the week after Thanksgiving and continuing in December. Lora will be contacting unit coordinators.
- The Library Administration Office will host a holiday open house on Tuesday, December 19 in the afternoon. Time TBA.

Chuck:

- Chuck is preparing the biennial survey required by the FDLP. Twenty-three questions ask each library participating in the depository program about its/their accomplishments and plans for the future. Chuck will meet with Michael before it is submitted.

Jeff M.:

- Acquisitions has started processing items identified as weeding candidates from Q-Z in Malpass. Student workers will be searching all of them on I-Share to see overall CARLI holdings.
- Jeff is currently working with Hunt to complete the Barron's survey, which contains questions related to library holdings, journal subscriptions, etc. The Peterson's and IPEDs surveys are other surveys that will be completed during the year.

Hunt:

- Work continues...

Sean:

- Instruction sessions have all been scheduled and we are nearing (if not at) capacity. We've taught about as many sessions as Spring semester, despite losing two instruction colleagues.
- If you have taught sessions this semester, please use the form to enter them in the instruction spreadsheet.

Chet:

- After this weekend, all computers in the building should have SPSS 25.
- Someone downloaded coupon-printing software onto the computer connected to the microform reader. The computer is downstairs being fixed and when it returns, it will no longer have access to the internet. Patrons will need to save their scans to a thumb drive.

Greg:

- Access Services is working with Jeff Matlak on a processing procedure for the weeding candidates from Q-Z.
- Periodicals are still being weeded from 3rd floor, but the process has slowed. Doug is doing most of the work on Saturdays so that the tubs/bins can be filled prior to when they are emptied on Tuesdays.

Krista:

- Inventory using Shelflister is moving ahead but Krista and Deja (student worker) are encountering some problem titles so will work with Hunt and cataloging on them.
- We will be reviewing all the titles that are currently on Reference at the PSL to determine what we'll move to Malpass Reference.
- Most of our discussion in reference meetings this semester has been talking about the organization and categorization of LibGuides. Sean is also working with the reference student worker on training her to help clean up existing guides. Lora asked whether the student workers who staff the phones in the Administration Office could also be trained and Chuck requested a training session for José (GA for Gov Pubs, Reference, & Outreach).

Bill Cook:

- IRAD is processing McDonough County Circuit Court and Rock Island County naturalization records.

Tom:

- Doin' our thang.

Jeanne:

- No report

Meeting adjourned at 9:00.

Recorder: Krista Bowers Sharpe

Next meeting (recorder): 11/16 (Greg Phelps)