Librarian Meeting Minutes  
7/18/2012  
Present: Cathy Blackman, Barbara Pickthorn, Jason Smith,  
Mandi Smith, Wensheng Wang, Sherry Young

New Campus Initiatives  
Library Director reviewed some of the 2012-2013 initiatives as described by Provost McArthur during Deans’ and Chairs’ Council meetings. She encouraged the librarians to attend the general faculty and staff meeting scheduled for 10:30 a.m., August 9th.

Library 2012 – 2013 Plan  
Items discussed during the meeting will be incorporated into a written plan designed to provide direction for activities in addition to that provided by use of Weave software.

Book Budget  
Each library faculty member is allocated $6,000 to spend in order to improve the book collection according to student and faculty needs. The majority of the book budget will be reserved to fill faculty book purchase recommendations.

Individual Progress Reports  
Librarians agreed to submit written reports summarizing their progress toward their individual yearly goals to Professor Pickthorn by August 10th. She should provide her report to Library Director.

Search Committee  
Archives Librarian will chair the librarian search committee. The position announcement needs to be revised and submitted to Library Director by Friday, July 27th. Committee members may want to seek expanded advertisement opportunities.

Coin Operated Copier  
The librarians expressed interest in having the first floor copier modified so as to accept both coins and cards.

Extended Hours of Operation  
Access Services Librarian will work with circulation staff members to employ three students willing and able to manage the library from 10:00 to midnight in the absence of a full-time staff member. Library Director has requested installation of an automatic locking/unlocking front door system as the campus locksmith does not issue keys to students.

Anatomy Kits  
The library will maintain anatomy kits as requested by biological sciences faculty members and needed by students. The Archives Librarian, Cataloging Librarian and Access Services Librarian will draft associated policies and procedures.

Second Floor Display Shelving  
The Cataloging Librarian and Archives Librarian will draft policies and procedures for second floor book display areas. The Cataloging Librarian expressed interest in working with student organizations to select items for display, and Library Director encouraged her to do so.
**Child-friendly Area**  Library Director has been asked to establish a “child friendly area” in the library. Those present discussed various options for accomplishing this task.

**Curriculum Storage**  The librarians discussed plans to create an additional student study area in part of the curriculum storage room. Staff mailboxes and a portion of the shelving will need to be relocated in order to accomplish this.

**Computerized Study Room Policies**  Policies and procedures for use of the two rooms equipped with retractable PCs and TV monitors need to be developed.

**Tutorials**  Library Director showed a draft information source evaluation tutorial created with assistance from Literati personnel. The librarians made suggestions for improvement. The Cataloging Librarian expressed a need for more in-depth instruction. The Technical and Electronic Services Librarian showed a voice and image tutorial Archives Librarian and she produced used PowerPoint for Dr. Porch to use to teach his students how to embed videos in their PowerPoint presentations. Any CU librarian can make instructional videos using PowerPoint, Vimeo or YouTube. High-quality recording using Blackboard should be available in the future to expand video instruction possibilities.

**Web pages**  The Technical and Electronic Services Librarian showed a draft library webpage compliant with new university web page guidelines. The librarians discussed options and made suggestions. The Archives Librarian will create pages to use temporarily and work toward completing more labor intensive improvements suggested by the group.