

Library Committee Meeting
August 21, 2007

Present were Francis Kuykendall, Library Director, Carolyn Langston, chair, Suzanne Wache, Carol Benson, Jay Glass, committee members, and Lauri Wilson, Library Resources Specialist.

The first order of business was to introduce new committee members: Benson and Wache.

Mrs. Kuykendall asked for nominations for a committee chair, Mr. Glass nominated Dr. Langston. Carol Benson seconded the nomination.

Lauri Wilson volunteered to be the secretary / recorder and take minutes.

Agenda items discussed were library hours, which will be abbreviated temporarily due to a shortage in library staff. Mrs. Kuykendall asked the committee to approve hours of 7:30 a.m. – 5:00 p.m. through September 11 so the library would have a full staff during the busiest hours of the day. After that, if a new person has not been hired, Mrs. Kuykendall will work the evening hours from 5:00 p.m. till 7:00 p.m. since the other staff can only work 40 hours per week. Sunday hours will begin on September 9, and the library will be closed Monday, September 10 so the staff can attend the Arkansas Library Association Annual Conference in Hot Springs. The committee approved the change in hours.

The Library Academic Technician I position will be advertised in Sunday's paper, Mrs. Kuykendall hopes to have the position filled by September 11 or before.

The committee approved continuing the policy of 30 minutes of computer use time for non-students.

Mrs. Kuykendall discussed new initiatives in the library: There are several new databases available. She will arrange for training or in-service to learn how to use them. If any of the faculty has any ideas for an in-service they should inform her. Also, the staff is making major changes in the website which will probably not be available until next semester. She asked for help in testing the changes, and Carol Benson offered her assistance when the time comes. Wireless accessibility is also new in the library. More areas are planned to get wireless in the near future. Mrs. Kuykendall wanted the committee to develop a policy about wireless use in the library: who has access, what type of access, programs, etc. Dr. Langston suggested discussing the policy with Dr. Tim Kirk and will bring her findings back to the committee.

Dr. Langston also suggested that someone from the library clean and check all the overhead projectors and leave a spare bulb inside during the semester breaks.

Mrs. Kuykendall asked the committee if they had any new initiatives for the library. Some of the suggestions were: Have assignments for students to utilize library resources; Provide library instruction in the different disciplines; Post assignment ideas on the website; Give instructors credit for staff development when they bring their classes to the library.

After some discussion the committee discovered there was no available time that everyone could meet. Mrs. Kuykendall suggested they "meet" and discuss via email and if an actual meeting was needed, everyone agreed they could meet at 5:00 p.m. if necessary.

Lauri Wilson
Secretary