**Minutes – Library Committee meeting**

**August 16, 2013**

The meeting was called to order at 3:00 p.m. by Carolyn Langston, Chair.

Present were: Francis Kuykendall, Library Director; Carolyn Langston, Chair Gayle Norman, Mandi Haynes, Martha Dunn, and Casey Wilson

The minutes of the last meeting on October 16, 2012, were read and approved.

**Old Business**

Mrs. Kuykendall reported that the library has purchased new tables and chairs with matching donation funds from the Foundation and an anonymous donor that provided $5,000.00 earmarked specifically for the furniture. The addition of this new furniture has significantly increased the library’s seating capacity. She shared with the committee that a plaque will be purchased in order to show appreciation to the anonymous donor.

Mrs. Kuykendall stated that the painting in the library was completed.

**New Business**

Mrs. Kuykendall requested that the committee become actively involved in three projects for the coming year:

**Project #1:** A grievance policy for non-students (patrons) to be discussed, developed and approved by the committee and the Academic Council. The committee’s goal will be for the new policy to be justified and expanded with new wording in order to prevent non-affiliated patrons who are causing the disruption in the library from visiting the administration and receiving permission to return to the library without consequences. The library currently has the government’s definition of pornography and sexually explicit material and is available for students and patrons. Mrs. Kuykendall explained to the committee that when a patron receives a library card, it states on the back of the card that they agree to follow the guidelines and policies of the library. These same guidelines are included on the new website and paper copies are available for students and patrons. It was agreed by the committee that in the newly revised grievance policy that the patron will read and understand the policy, sign the library card with the last digits of their card number, and then receive the card.

**Project #2**: The procedure and policy manuals should be revised and approved by the committee and Academic Council and then advance to the next level of approval. The manuals haven’t been updated since 2005 and 2009. Currently, there is an existing procedure manual on file in the library and is available to library visitors.

**Project #3**: A grant application to be completed for “El Dorado through the Newspaper.” Mrs. Kuykendall stated that there were not any complete El Dorado area newspaper records in the state. The History Commission has archived editions back to the 1860s. As part of our special collection and archives, it was suggested that the library provide the hardware and the software to have for the community and college specific research on microfilm of the *El Dorado Eagle*,

*El Dorado News Times*, and other past El Dorado newspapers. Each roll costs $75.00, and it was mentioned that there might be several ways to fund this project.

Mrs. Kuykendall expressed her desire that the non-student conduct policy be implemented first and presented at the Academic Council meeting that is scheduled for Friday, September 6th. She stated that she would provide all committee members with a draft copy of the policy.

**Announcements**

Mrs. Kuykendall reported that a Share Foundation grant for $5,000.00 is for the Foundation Center Cooperating Libraries. These are libraries and facilities around the United States that provide access to printed and electronic information for grant seeking individuals. This is very important to our community and SouthArk. Anyone interested in writing a grant will be able to come to the library anytime to use a specific section of books that are grant related and purchased by the library. Libby Kloap, grant writer, from the Share Foundation is organizing a training workshop for October 15, in the library for anyone interested. SouthArk is the only college south of Little Rock that is part of the Foundation Center Cooperating Libraries. The data bases can only be accessed from the SouthArk library according to the Foundation guidelines.

Carolyn Langston discussed the dates and times for the Library Committee meetings. The committee agreed to keep the meetings on the third Tuesdays of the month at 3:00 in the library conference room.

Mrs. Kuykendall announced the topic of Special Collections and Archives. We are now currently using Archivists’ Toolkit which is open-source; however, it will be changed to a fee and could be as much as $1,000 per year. The library is looking at other options. A fee structure has not been decided on at the present time. The fee will provide money for someone to continue to update the software. She reported that she may have to request money from Dr. Jones for purchasing the software and a renewable, yearly license. Mrs. Kuykendall further stated that Dr. Jones desires for SouthArk to have the archive.

Mrs. Kuykendall reported that there will be an upgrade to our current catalog, Library Solutions, which will be called LS2 STAFF and PAC. The PAC is the catalog and will have a totally new face and the staff component is really different. This updated catalog is installed and ready for the PAC; however, Mrs. Kuykendall wants to wait until the end of the semester and get the RefGuides launched before giving IT this upgrade. LS2 STAFF and PAC is mobile-ready, more visual, and it is being used at Barton Library.

Mrs. Kuykendall reported on the update of the LibGuides and Library Home Page. She demonstrated the new library webpage and how to navigate through the site. She explained the tabs and their content, library hours, *Ask Us*, *Scheduler, LibCal and LibAnswers,* which are webpage links*.* She encouraged the committee to share this information with our colleagues and students. She provided us with the URL: [www.southark.libguides.com/home](http://www.southark.libguides.com/home).

The meeting adjourned at 4:00

Gayle Norman

Liberal Arts Representative