**Library Committee Meeting Minutes**

Thursday, May 9, 2013

Present: Julie Cassiday (Chair), Patrick Spero, Larry Kaplan, Dave Pilachowski, Chris Winters, Connor Dempsey, Angela Liu, and Nana Taylor. Guests: Christine Ménard, Reference Librarian, and Jonathan Morgan-Leamon, Director of Instructional Technology. Absent: Bob Volz, Dinny Taylor, and David Michael (Student Chair).

**1. Follow-up on our discussion of possible representation on the CEP for the Libraries and OIT**

The committee continued its discussion of including representatives of the Libraries and OIT for a trial period of one to two years. Prof. Cassiday reported that Prof. Heatherington of the Faculty Steering Committee recommended inviting representatives as ‘very frequent guests’ initially rather than submitting a proposal to alter formally the composition of the CEP, which would require a faculty vote. Accordingly, the committee reviewed a memorandum to the CEP and FSC drafted by Prof. Cassiday with the help of Lori DuBois and Dinny Taylor urging them to consider including *ex-officio* representatives of the Libraries and OIT on the former’s roster. Prof. Cassiday reported that the Information Technology Committee would be a signatory on the memorandum. It was decided to modify the memorandum slightly to make clear that the *ex-officio* members should be members of their respective offices with instructional expertise. The memorandum recommending that representatives of the CEP’s and their offices’ choosing be included on that committee for a two year trial period was approved.

**2. Summary of results from the LibQual Survey with Christine Ménard, Head of Research and Reference Services**

 Christine Ménard provided a description of the LibQual Survey and the Libraries’ rationale for selecting it before reporting its results to the committee. A sizeable number of students and faculty participated in the survey, with fairly even representation of divisions and class years. Library users were, on the whole, pleased with the ‘affect of service,’ the quality of library staff. However, they were less pleased with the collections: faculty members, in particular, were upset with the decreasing collection of print journals and increasing collection of e-books. Both students and faculty expressed dissatisfaction with Sawyer Library: in particular, its lack of group study spaces and limited hours during winter study and on weekends, times when dormitories tend to be noisy. Dave Pilachowski said that the new library, with over a dozen group study spaces and a 24-hour reading room, should address both complaints. Students and faculty comments in the survey indicated a general lack of knowledge regarding the Libraries’ many resources. Prof. Kaplan indicated that many older faculty-members might feel overwhelmed by the numerous institutional changes in the college over the years. The committee agreed that these survey results will prove more interesting once the new library opens and the survey can be repeated in several years.

**3. Consideration of our committee’s mandate and composition**

 While the committee’s mandate was deemed sufficient, its composition was not. Prof. Cassiday noted that it was difficult for some of the *ex-officio* members to attend meetings; instead, they either failed to attend or sent designees instead. To facilitate scheduling and make the *de facto* situation *de iure*, the committee agreed to request a formal change in composition to the Faculty Steering Committee, changing the *ex-officio* positions of the Provost, Custodian of Chapin Library, and the Chief Technology Officer to *ex-officio* positions for the aforementioned persons *or their designees*. Prof. Kaplan suggested increasing faculty representation to two members per division, but the size of the current committee was deemed sufficient while increasing it might make scheduling and discussion unwieldy.

**4. Final update on building project from Dave**

 Dave Pilachowski reported that construction was proceeding on schedule and on budget. Construction is expected to finish in early 2014. Interior work has begun and the initial results look good. The furniture survey is almost complete, though a few sample pieces will arrive next week.

**5. Business to pass on to next year’s committee?**

 It was universally agreed that the role of e-books in the growing collection, their accessibility, and faculty concerns regarding them need to be discussed further next year. Similarly, it was agreed that the Libraries need to develop better models for advertizing their services to the campus community. Finally, Christine Ménard mentioned that she hopes to organize special events to commemorate the physical place of Sawyer Library before the Library moves to its new facility and its current one is demolished. In particular, she would like to see Sawyer transformed into a venue for artistic performance. Prof. Cassiday suggested allowing students to have a sleepover in Sawyer, something long-desired by the student body.

The meeting adjourned at 5:10pm.

Minutes submitted by Connor Dempsey.