

**Librarians Assembly Minutes
Swem Library Board Room
January 21, 2004**

Present: Blue, Clark, Coughlin, Deffenbaugh, Domine, Gould, Haskell, Heyman, Kearns, Kimball, Lundy, Manzo, McAllister, McCarthy, McKenzie, Molineux, Reed, Riggs, Van Zandt, Welsh, Yelich, Zoellner (recorder)

Librarian Salaries:

The Office of Institutional Research has requested the salary data prepared by the Librarians' Assembly prior to the next Board of Visitors' meeting.

Connie has been attempting to educate college officials to be more inclusive in describing salary funding needs to the media. Another recent article mentioned only instructional faculty and classified staff when discussing college salary needs.

In a 5 year strategic funding plan presented to the Board of Visitors in November, the college projected the need for \$900,000 over the next three fiscal years to deal with significant salary inversion in selected areas.

A member of the Friends of the Library Board has pledged \$25,000 for librarians' salaries. Since this is a one-time addition of funds, Connie welcomes ideas from librarians on how to use it.

IKON operation:

Mary Molineux discussed efforts to promote effective communications with the new photocopy service. IKON will hold an open house exclusively for Swem staff soon to acquaint everyone with their services and procedures. Library staff, in turn, will offer library tours to IKON staff. Mary also urged IKON to send information about service changes or interruptions to the library's public service email addresses.

IKON has set up one color and one black & white copier outside their service center. More multi-function machines are on the way. There will still be one coin-operated copier.

Unfortunately IKON will not be supplying printers for the Information Commons. Their machines were too multi-functional (and massive) for the need. Swem will acquire new printers for the Information Commons and the currently used Green and Gold printers will be diverted to staff use. Student navigators will be hired to service Info Commons printers and IKON photocopiers around the building.

IKON will observe the Swem operating schedule on days when the college is closed but classes (and Swem) are in session.

Signs:

Carol Coughlin reported that temporary signs will be going up soon. Karen McCluney has prepared floor directory and call number range signs.

Information Commons Manager Search:

Berna Heyman reported that 18 applications were received and interviews might begin within two weeks. She also reported that websites provided good visibility for the ad without the need to pay for some expensive print-based ads.

Move of Current Periodicals:

Merle Kimball announced that current periodicals would move to the second floor the week of January 26th. After the move, periodicals staff will no longer provide public service for patrons with questions about periodicals. Merle will meet with Reference staff to plan new service arrangements.

Microforms:

The portion of the microform collection currently housed in the Reference Department will move to the ground floor to replace current periodicals. Plans have been developed to acquire new equipment. Here also a new service plan will need to be devised.

Miscellaneous:

Quiet Area:

Berna raised the question of whether a specific area of the library should be designated as a quiet area and, if so, where? Various ideas about the location were proposed during a discussion period including one entire floor, specific parts of each or one floor, or the entire library.

Faculty Carrels:

Some staff members have been asked about carrels by faculty. Limited numbers of carrels will be available. Policies and procedures are being developed for implementation in the fall.