Library and Media Services Advisory Committee meeting
April 23, 2013

Present: Paul Fischer, Brian Longley, Jerry Sanders, Terri Fishel, Ann Warren, Katy Gabrio, Angi Faiks, Zijin Chen, Casey Jarrin
Absent: Janet Folina

Called to order 11:55 a.m. by Paul Fischer

1. Approval of Minutes from November 27, 2012 - unanimously approved.

2. Letter on VHS at the college - Brian Longley
   - We cannot maintain VHS equipment indefinitely but do need to keep it on hand as long as it is useful as a teaching tool.
   - Terri and Brian drafted a letter to the faculty that will be reviewed and distributed by the Provost regarding the transition away from VHS, which was shared with committee members prior to today’s meeting.
   - There is no hard time line for the transition.
   - Classroom updates will no longer include VHS equipment; however, an accommodation will be made to enable users to roll in a cart. Media Services will attempt to keep VHS access on every floor of every building where classes are held.
   - VHS holdings will also be weeded, after input from faculty and others. Media Services will be conservative in their weeding, understanding the difficulty of obtaining some films.

3. Weeding project update and demo - Katy Gabrio
   - The library has contracted with Sustainable Collection Services to assess the current collection, which has not had a major weed since the library opened 25 years ago. We have 360,000+ volumes, 10% of which are unique in Minnesota. 1324 are unique in the U.S.A. Titles never used, published before 1993, held by more than 1 other institution comprise about 32% of our collection.
   - SCS’s web tool allows staff to run its own queries and find metadata errors.
   - The review process may include Excel downloads of title lists for review by individual departments as well as library staff.
   - The project will be discussed at the May faculty meeting, and library staff will hold info sessions for faculty in the fall.

Attending LM-Advisory Committee members feel the proposed draft criteria for weeding are reasonable.

ACTION: Library staff will craft a message to go out in May.

4. Liaisons - Terri Fishel
   - Terri announced that liaisons will be assigned to disciplines instead of departments beginning this fall: Ron Joslin / Angi Faiks = sciences, Beth Hillemann / Aaron Albertson = social sciences, Ginny Moran Heinrich / Leslie Mollner = arts/humanities, Dave Collins / Katy Gabrio = interdisciplinary. The move will better align AIA and liaison assignments and will provide a primary and backup support liaison for each discipline.
   - This transition was spurred by the external review report and has as a goal the ability for librarians to have more in-depth expertise in their areas of responsibility.
• Liaisons might partner with AIAAs on their rounds.

5. Main level project - Terri Fishel
• This summer we will remove the large wood circulation and reference desks on main level and will install a central desk as a single service point facing the front door. It will include space for reference, circulation, ILL/reserves, and IT help desk support staff. The project includes carpeting of all first floor public spaces and move of all computers and pieces of furniture. 
• The library will be closed for 4-6 weeks this summer. We are developing a plan to deliver services to users while the building itself is inaccessible.
• Goal: No loss of student seating or computer access

6. MISO survey - Terri Fishel
• Response rate was very good.
• Overall, there is a high level of satisfaction with LIB/IT.
• Laptop checkout, printing services remain top priorities.
• student employee service satisfaction may be an issue to address
• more to come when our peer group data has been collected.

7. Budget (1% reduction) - Terri Fishel
• The biggest impact of the reduction will be to the books and serials budgets, where costs rise several percent each year.
• There will be periodical and low-use database cuts; we will contact departments this spring to discuss where cuts might be made. Notices will go out to departments in early May; response will be requested by late May.
• We will try to boost pay per article funds on reserve before this fiscal year ends.

8. Library assessment and statement of student learning - topic was tabled until next meeting.

9. Other
• LibTech conference 2013 was very successful, with 500 unique attendees.
• Library and Media Services Advisory Committee thanks Ann Warren for her service to this committee. Nick Raleigh will begin a 2 year term next fall.

Respectfully submitted,
Jacki Betsworth
Library Specialist