AGENDA

I. Call to Order 9:30 a.m.

II. Review of the Agenda 9:35 a.m.

III. Acceptance of the Previous Minutes 9:40 a.m.

IV. Review of Action Items 9:40 a.m. – 9:55 a.m.

V. Report of the Dean 9:55 a.m. – 10:25 a.m.
   - Budget FY’10
   - Personnel
   - Job Descriptions
   - Winter Session
   - Room 203
   - Writing Center

VI. Report of the Department Heads 10:25 a.m. – 10:55 a.m.

VII. Report of the Associate Dean 10:55 a.m. – 11:20 a.m.

VIII. Administrative Report 11:20 a.m. – 11:30 a.m.

IX. Policy Statements/Action Items 11:30 a.m. – 11:55 a.m.

X. For the Good of the Order 11:55 a.m. – 12:00 p.m.

XI. Adjournment 12:00 p.m.
Library Administrative Council  
November 19, 2009  
Special Collections Room

Present: B. Hancock, S. Hu, J. L. Hunt, C. Lone, J. Schaffer

Presentation: Mei Ling Chow
Dr. Mallery, K. Hughes and Mei Ling prepared The MSU Digital Projects Collection Development Policy to add more items to ContentDM. Two documents were prepared. The Policy explains the mission. The template implements the project. The value is creating a community history. Items must be copyright clear and not duplications. ContentDM is not system specific and could lead to an institutional repository. J. Shaffer will proof the policy and after Dr. Mallery reviews it, the Dean will release it.

The Agenda was approved.

The October minutes were approved.

REVIEW OF THE ACTION ITEMS

1. M. Mallery suggested looking at the San Francisco State Library Administrative Manual 1.0 regarding library policies. She will gather Sprague policies and forms. 4/16 In progress. 5/21 In progress 6/18 In progress 9/17 M. Mallery is reviewing policies with L. Petrozzello. 10/15 In progress. 11/19
2. The Building alarm system will be reviewed. Using security cameras will be reviewed again. 9/17 In progress 10/15 In progress. 11/19
3. M. Mallery and J. Schaffer will review committee charges and members list. 9/17 In progress. 10/15 In progress. 11/19
4. The PAC Guidelines are in process. 10/15 In progress 11/19
5. The Dean will schedule an afternoon meeting with J. Cote-Bonnano in November the week before Thanksgiving to review Assessment/Strategic Plan. The Library Strategic Plan is due to the Provost on 12/18. 10/15 The meeting with J. Cote-Bonnano will be the week of Dec. 14. 11/19
6. A written document is needed addressing formats and who pays for various library materials. S. Hu and S. Shapiro will draft this list for the November Budget Meeting which will be held before the November LAC meeting. 10/15 The Dean will send out the list to the LAC. 11/19
7. The Dean will schedule a meeting for all staff (inviting the Provost) on Thursday, January 7 either at 10 a.m. – noon, or 2 p.m. – 4 p.m. 10/15 In progress. 11/19
8. The Dean asked that each department prepare Job Descriptions for classified staff for a meeting in February 2010. 11/19
9. The Dean will request a Semester Meeting Calendar for RAUL events from J. Dalley. 11/19

REPORT OF THE DEAN

Budget: The Dean is checking with IT re: Servers and Reference Department Citrix replacements. Look ahead and place supply orders for several months in December.
Personnel: The paperwork for the Access Services Principal Library Assistant and the Multimedia Resources Senior Library Assistant is being reviewed in Human Resources. The Associate Dean for Public Services and the Reference Head positions will follow. All departments are to prepare classified staff Job Descriptions to be reviewed in February. The Winter Session Hours schedule will be distributed by the Dean. P. Kirby will be ordering new ID pins updating the MSU logo.
Facilities: Some Room 203 equipment will be upgraded. Orders for a plasma screen and printer are being researched. Following a discussion with K. Prendergast, consistent signage for computer use in Reference will be instituted. Computers are for use by MSU Students, Faculty and staff for research purposes. The Dean is exploring adding two printing stations in connection with the Laptop Borrowing Program.
Services: A policy for unattended children in the library, under age 14, will be distributed by the Dean.

REPORTS OF THE DEPARTMENT HEADS

Reports were distributed from K. Hughes and R. Cain.

Hancock: Busy, nothing unusual to report.
Schaffer: Ms. Schaffer is preparing the Biennial Survey. She will meet with the Dean on 11:24 to review the report. F. Ryan will provide the meeting time.
Hu: The Cambridge History Online trial was completed. At a cost of $9,000, it may not be purchased this year.
Lone: There is more viewing and listening room use. Cataloging items continues.

ADMINISTRATIVE REPORT

Dr. Hunt and I attended a Housekeeping Meeting on 11/5. Housekeeping is returning to a schedule of two shifts. Cleaning was requested for Rooms 029, 219 and 203. The Library Budget Committee met on 11/11. Additional transfers for expenses were approved and completed. A new 3M Self-Check machine was ordered.
I attended a Facilities Sub-committee Meeting on November 5. Thanks for submitting Student Employee Evaluations by the due date. Donations for the student “Goody Bags” to be distributed before exams will be gratefully accepted. Hand Sanitizers (1 floor stand and 6 wall units) were ordered and installed. These were in addition to the ones installed by Physical Plant.

FOR THE GOOD OF THE ORDER

F. Ryan suggested that supervisors remind staff to obtain new ID’s.

Dr. Hunt mentioned B. Hancock’s article “A simple data grid using the Inferno operating system” published in Library Hi Tech.

The meeting adjourned at 11:23 a.m.

Respectfully submitted,

Faith Ryan