

LIBRARY SERVICES COMMITTEE  
Minutes for Mar. 9, 2004

In attendance: John Andrus, Meredith Bouchard, Linda Crawford, Godlind Johnson, Maryanne Vigneaux

MIND AND SPIRITS:

John reported that he hadn't yet been able to find someone to do the next event. It was suggested that there wouldn't be such a danger of "typing" the series as music-related if the next event also involves music in some way. John will widen the search with this in mind.

CAMPUS-WIDE EVENT:

No definite plans have been made for events. It was decided to follow through with getting a speaker on scholarly communications (McClintok ?). Godlind said that Nathan is inquiring on getting a person from SPARC to come to speak to faculty on campus in mid April perhaps. We would like to offer this person an honorarium and need to check with Chris on this after a date is confirmed. As we would expect a crowd it is important to hold this event at a location for 50 people; Javits Room, Wang auditorium, "old" Alliance Room are locations to be considered. Jason mentioned the idea of a choral music program as a theme if we cannot get a scholarly communications speaker. Godlind will postpone giving a program on Patents.

WORKSHOPS:

➔ Maryanne is going to speak to a staff member at HSC about coming to give a presentation on ergonomics during May. We discussed ideas on work area improvements such as seating adjustments, positions for keyboards, and lighting locations that could be part of the agenda. This workshop may initiate purchasing items to improve work spaces.

➔ A program on scrapbooking and bookbinding(esp. the latter) was suggested. This is important to consider as Josephine is the only Preservation staff and bookbinding is becoming a lost art which we want to continue. The workshop could include how to do a simple book repair + pointing out what needs to be sent to a company.

➔ Staff hobbies can be a source of information and opportunities could be given to demonstrate and field questions as part of a workshop.

BROWN BAG:

During Gulnara's maternity leave, Barbara Brand is going to give Maryanne access to Blackboard to post travel reports.

FLOOR PLANS:

➔ New updated plans showing room #'s + nearest exit (RED) + you are here (BLUE) need to be posted before next fall. These plans would be done by Jason using CAD (computer assisted drawing). The CAD program allows for improved scale. Replacing the existing signage will require staff assistance as the Physical Plant no longer performs this task.

➔ A directory on the north basement side needs to be tended to; it includes inaccurate locations. Maryanne is removing all the lettering; it will be used for events fliers and to locate basement offices.

ENVIRONMENTAL SCAN:

John reported on developments outside the Committee in the response to Chris's proposal to undertake an "environmental scan" project.

MISCELLANEOUS:

Jason called attention to the need for chairs in Javits Room to be cleaned due to food spills from many events in which refreshments are served.

Adjourn at 3:00 pm. **NEXT MEETING:** April 13, 2:00 pm, small conference room