

San Jose State University Library Board Minutes

February 7, 2005 2-4pm

Attendees: Patricia Breivik, Ji-Mei Chang, Edith Crowe, Sandra Fischer, Pamela Jackson, David Parent, Bernice Redfern, Pam Richardson Malu Roldan, Dayana Salazar, Wasin So, and Judy Strebel

Special Guests: Mary Nino, Librarian, Special Projects; Jo Bell Whitlatch, Associate Dean; Rick Woods, Information Technology Director

Missing: Miriam Donoho, Sampath Gadamsetty, Rachel Greathouse, Allison Heisch, Blanche Woolls and Andrew Wood

1. Meeting minutes from November 29, 2004 approved
2. Reports and Updates
 - a. Dean's Search Committee (J. Whitlatch)
 - i. Chaired by Jo Bell Whitlatch, with three members of the ULB on the committee: Edith Crowe, Sandra Fischer, and Malu Roldan.
 - ii. Currently working on job description.
 - iii. Next step is to decide when and where it should be advertised.
 - iv. Target date for interviews is late April - early May.
 - b. IRA fee (P. Breivik)
 - i. Student fees are now coming to the library.
 - ii. Paying for student workers on floors 6, 7, and 8, as well as extended Special Collections hours.
 - c. Fundraising (P. Breivik)
 - i. Donor recognition event in January was a great success.
 - ii. Subgroups are working on fundraising strategies.
3. Library Budget Study Report and Recommendations (handout) (J. Whitlatch)
 - a. Intent is to update April 2002 report so that the same document can be used for fundraising as well as for administrators.
 - b. ULB members asked to review document and send feedback to Jo Bell.
 - c. Jei-Mei Chang and David Parent suggested rather than revising document to be multi-purpose, create one page summary of where we want to go.
4. Wireless and other computer support services (R. Woods)
 - a. University is about to issue RFP for campus wireless network. Library is first place it will be installed.
 - i. We want something that will be of little or no cost to library and does not impact staffing resources.
 - ii. Provider will be commercial firm such as SBC or Verizon.
 - iii. 47 access points identified in library.
 - iv. Installation should be well under way before the end of spring semester 2005
 - v. Hopefully by fall semester 2005, journals and databases will no longer be available through proxy password. Students, faculty and staff will gain access through their SJSU ID's.
 - vi. IRA fee services – Currently trying to find place in library to locate student helpers. Want to merge with staff we have checking out laptops, so they can assist with any aspect of library technology.

5. Revision of Academic Senate S03-1, Library Resources for New Academic Programs (J. Whitlatch)
 - a. This Policy Recommendation has been burdensome for faculty and librarians. Nor has there been any apparent benefit.
 - b. Suggestion has been made by Steve Branz that in the Resolved section of the policy, the ULB should seek an amendment to add the words “new graduate” between the words permanent and courses.
 - c. Amendment unanimously approved by ULB.

6. Ongoing Inventory (M. Nino)
 - a. First library inventory completed in 25 years. Very unusual for an academic library to take a full inventory.
 - b. Discovered catalog is not as up-to-date as it might be. Needed lots of clean up, especially barcode problems.
 - c. Future inventory ideas.
 - i. Because it is very labor intensive and extremely expensive, it makes the most sense to perform ongoing inventory.
 - ii. Mary recommends floor-by-floor inventory. Can do one floor every couple of years. Less burdensome on staff.
 - iii. Sampling is also an option if we cannot afford to inventory entire collection.
 - d. For titles that have come up as lost, each has been examined by the subject liaisons to determine if worth replacing.
 - e. RFID tags would save significant staff time on inventory. Patricia is trying to promote as one of most important aspects of fundraising. March 4th there will be an RFID demonstration. Patricia will try to set up around lunchtime so ULB members can attend.
 - f. Jo Bell would like ULB members to look over draft Inventory Plan and email feedback to Jo Bell .

7. Library Program Review (D. Salazar, J. Strebel, J. Whitlatch)
 - a. Two handouts: Library Mission/Vision Statement, and Draft Goals.
 - b. Dayana pointed out that there is lots of consistency from document to document. Goals have remained constant for past five years or so.
 - c. These documents have been presented to the Library Leadership Group, and Jo will go over with Library Liaisons group at 2/8 meeting.
 - d. ULB is asked to carefully review and make recommendations at next meeting.
 - e. Once they are agreed upon, they will be sent forward to the Academic Senate.
 - f. After general mission and general goals are agreed upon, sub-committee can then draft measurement methods.

8. Other issues: In response to M. Roldan’s request for a review of other sub-committees issues and members:
 - a. Pamela Jackson will represent the library on the sub-committee that will make recommendations on the creation of a database of sample information literacy competency assignments. Pam Richardson and Bernice Redfern will also serve as members. The desire is to have the database be clearly identified with SJSU faculty and programs.

- b. Edith Crowe will represent the library on the subcommittee that will offer recommendations on the creation of templates and examples of information literacy competency programs across the majors for departments to personalize and utilize in their own disciplines. Malu Roldan will also serve as a member.
- 9. Item 6. was tabled until next meeting when A. Heisch returns.
- 10. Additional item: J. Chang asked for clarification about IRC materials.
 - a. Library pays for media materials but they are held at IRC for greater control and faculty ease of access.
 - b. Pam Jackson offered to send instructions to all ULB members on how to search IRC holdings when one does not have a title.
- 11. Remaining ULB meetings for AY 2004/2005 (ULB Binder, Tab 1)
Spring 05: Feb. 7, Feb. 21, March 7, March 21, April 11, April 18, May 2

Minutes respectfully submitted by Judy Strebel on February 14, 2005