

## University Library Committee

April 14, 2015

**Present:** Mark Groundland, Nancy Kolodziej, Debbie Thurman, Cynthia Bryant, Sharon Holderman for Doug Bates, Donna Wallis for Judy Hull, Kaitlin Townsend, Lora Cowan, Elizabeth Boucher, Chris Brown, Tammy Howard

**Absent:** Daniel Badoe, Deborah Ballou, Nancy Mielke, Stacy Tomas, Abigail Marmon

Dr. Mark Groundland, chairperson, called the meeting to order and thanked everyone for coming. A quorum was established.

Minutes -- The minutes distributed via email from the October 21, 2014 meeting were approved by a motion, second, and voice vote.

Dean's Report -- Sharon Holderman, Coordinator of Public Services in the Library, gave the Dean's report in the absence of Dean Bates.

The Library extended its operating hours from midnight unto 2 a.m. during the Winter/Spring semester. We have 30 – 50 people on a regular basis who use those extended hours.

Sharon distributed a handout to the committee members of the library's seven strategic initiatives and talked briefly about each one.

1. Bureaucracy/communication-Long lead time -- certain areas on campus that the library has identified to improve the response, work flows, and lead times.
2. Working closely with everyone in the building -- The Library Coordinators Council has met with/or plans to meet with each of the non-library groups associated with the library. The library has met with the Innovation Institute, the Center for Teaching and Learning, and the IT Help Desk. Meetings are scheduled with Gary Bradford who manages the Video Production Center on the first floor. A meeting will be scheduled with Kevin Liska and the iCube (formerly known as the Visicube and/or HIVE) once their operation is active over here. We are trying to figure out how all can work together and help each other in our respective areas.
3. Meeting Needs. The library is trying to reach out proactively to identify needs on campus from students, staff, and faculty. One example given was that representatives from the library have met with the Student

Government Association. We are also reaching out to garner feedback from individual faculty members.

4. Exploit a rapidly changing environment. The library has deleted this from the initiatives.
5. Marketing the library. The library plans to work heavily on this during the summer. A committee in the library is working to develop a logo and create a slogan. The slogan is: "Volpe Library – more than you expect." There will be new signage in the library once all the groups get moved to the library and everyone is in an established location.
6. Establish strategic partnerships
7. Space/building issues -- The library is exploring the possibility of having the dirt room excavated to expand the usable space on the first floor of the building. The library has submitted a formal proposal to the administration which will then be submitted to Facilities as a project. One of the first steps is to determine if the foundation pilings are deep enough to support the structure of the building. The additional space would be used for archives/special collections and a new tutoring area.

The library is moving forward with a plan to offer supplemental instruction this fall. Supplemental Instruction is a national program developed at the University of Missouri/Kansas. Students who are hired as supplemental instructors actually attend class in preparation for providing supplemental instruction to students who need additional help in the subject.

Other updates: -- iCube is the most recent name for the virtual environment (HIVE) and Business Media Center. The iCube is waiting on delivery of their furniture and is currently operating with borrowed furniture from the library.

Other Matters: As a follow-up to the previous ULC meeting, Chris Brown had asked if additional printers have been added to the library. Sharon H. asked Chris for more background on the problem. He is reporting problems as heard from students. There have not been additional printers added to the library. The library has four black and white printers and one color printer. The new multi-media design to be created on 1<sup>st</sup> floor of the library, Room 120, will have a 3-D printer and a poster printer/plotter. Sharon H. is not sure if Dr. Bates had discussed this issue with Annette Littrell in ITS. The majority of printing on campus is done in the library, and there is often a line before 8 a.m. in the morning with students trying to get assignments printed for class. Sharon H. will follow-up with Dr. Bates to get an update.

There was also a follow-up question regarding the Library's link on the TTU website. Mark thinks a link on the TTU website would help with the marketing of the University. Sharon H. says the current library link is under "academics" and it was a push to get it

added there. The library had asked for a link under “research.”; but that is seen as a drive to “The Office of Research.” The library is listed under the A-Z links, and there is also an individual link all the way at the bottom of the website. Sharon H. reported all computers in the library are set to automatically default to the library’s website upon login. In iLearn, the default course template has an EagleSearch box (our discovery tool) to search the library’s holdings/databases.

The library will be doing usability testing on the library’s website this upcoming academic year. Faculty, staff, and students will be selected to see if they can perform given activities on a worksheet using our website. This will help us determine if our website is logical and user-friendly.

Election of a Chairperson -- Cynthia Bryant nominated Mark Groundland for a second term. Chris Brown seconded the motion, and Mark was elected unanimously.

Adjournment – Chris made a motion to adjourn, Cynthia seconded, and the meeting was adjourned.

Minutes: Sharon Buckner

Approval: 10/22/15