

Faculty Library Committee

Friday, February 18, 2022

12:00 p.m.-1:00 p.m.

Zoom

Members Present

Melanie Zollner (Chair)	Jeannette Baca	Kevin Corcoran
Juan Gallegos	Katie Gray	Eric Griffin
April Kent	Shereen Lobdell	Doug Main
Josephine Sena	Orit Tamir	Steve Williams

- I. Call to Order by April Kent at 12:04 p.m.
- II. Agenda
 - a. Motion to approve the agenda made by Kevin Corcoran and seconded Doug Main. Motion carried.
- III. Minutes
 - a. Motion to approve the minutes made by Steve Williams and seconded by Kevin Corcoran. Motion carried.
- IV. Director's Report (Ruben Aragon)
 - a. Ray Drew Gallery: Devotional show scheduled from March 7-April 15.
 - b. Professors are encouraged to submit book orders to the library.
 - c. Budget
 - i. 85% of I&G budget has been spent, not including salaries and benefits.
 - ii. GO Bond: 72% spent, list of equipment purchases being prepared.
 - d. Library closed for Thanksgiving and Winter Break
 - e. Numerous closings due to weather, a COVID case, the water being out, and electricians working on the roof siren.
 - f. Legislation: HB 153 passed in the House and Senate and is going to governor for approval. Will be on November ballot if she signs. Bill includes Library GO Bond. Proposed \$6 million for each academic, public, and school library, \$1 million for tribal libraries.
 - g. Personnel
 - i. Mark Turner, Library Automation Technician, begins January 24.
 - ii. Karlene Gonzales, Library Associate is retiring on March 31. Position has been submitted to PeopleAdmin.
- V. Library Public Service Report (April Kent)
 - a. Extended hours for midterms, reduced hours for Spring Break.
 - b. Library courses are scheduled and run from January 31-March 4 and March 22-April 21. All are asynchronous. The fall schedule has been submitted to the registrar's office.
 - c. Individual Library Instruction Sessions
 - i. January: 4 sessions, 81 participants.
 - ii. Sessions up till January: 10 sessions, 153 participants.

- VI. External Programs, ILL Division, and Donnelly System Report (Kevin Corcoran)
 - a. Contributions of Gina Centineo: gathering data on YouTube channel usage, keeping SharePoint updated and improving accessibility, and working with Reference staff.
 - b. Data regarding the Albuquerque are available in the program head's report
 - c. ILL
 - i. ILL requests and lending increased in January,
 - ii. Between 93-102% of requests were filled with an average turnaround time between approximately 8-10.5 hours.
 - d. Systems
 - i. Laptops and tablets
 - 1. Checked out until March 11. The change in date will allow for better upkeep and secure return of technology.
 - 2. Laptops at centers provided by GEERS grant and grant obtained by Albuquerque Center.
 - 3. Working with ITS to standardize checkout procedure using WMS software.
- VII. Archives and Cataloging Report (Katie Gray)
 - a. 192 items added and 252 withdrawn.
 - b. Laptops: available at Albuquerque center, training materials for check out are being drafted.
 - c. Archives
 - i. Facebook: on hiatus.
 - ii. Indexing of Academic Affairs documents, blueprints, bond records, Optic negatives collection.
 - iii. Archival scanning project currently on hold due to technical issues.
 - iv. Registrar records are being collected.
 - v. Library files can be accessed through Online Documents on NMHU website.
 - vi. Investigated and scanned two image requests for Arrott Fort Union collection.
 - d. Donations
 - i. To archives: Books written by President Donnelly, yearbooks, and photos donated by Paula Sass Donnelly.
 - ii. Correspondence with T. Hagaman regarding a permanent home for the collection displayed in the Ray Drew gallery.
 - e. Continued participation in the Manitos Community Memory Project
- VIII. Government Documents and Periodicals (Josephine Sena)
 - a. Government Documents
 - i. Tax forms are available.
 - ii. General maintenance: older materials are being removed and updated, replacing plastic magazine boxes with metal ones, organizing federal and state documents and microfiche.
 - b. Periodicals
 - i. Journal renewals continue. Most renew in January.
 - c. Theses

- i. Fall theses are being sent to bindery.
- IX. Recognition of work study contributions are noted throughout the meeting, including Bobi Gutierrez (archives), Amalia Lopez (ILL), and Janiya Gold (ILL).
- X. Old Business.
 - a. Faculty Sente Update
 - i. Library checklist prepared by the committee was tabled until the next Faculty Senate meeting. No problems are expected.
- XI. New Business
 - a. The next meeting was scheduled for April 15.
- XII. Adjournment
 - a. Meeting adjourned at 12:46 p.m.