

Faculty Library Committee
Minutes

Friday, April 21, 2023

1:00-2:00 p.m.

Zoom/Donnelly Library

Members Present

Rebecca Álvarez

Kevin Corcoran

April Kent

Steve Williams

Jeanette Baca

Juan Gallegos

Shereen Lobdell

Patrick Baumann

Katie Gray

Doug Main

- I. Call to Order by Juan Gallegos at 1:00 p.m.
- II. Agenda
 - a. Motion to approve the agenda made by Rebecca Álvarez and seconded by Katie Gray. Motion carried.
- III. Minutes
 - a. Motion to approve the minutes made by Katie Gray and seconded by Rebecca Álvarez. Motion carried.
- IV. Director's Report (Presented by April Kent)
 - a. Met with Northeastern New Mexico Library group on March 31st and the Rotary Club on February 28.
 - b. Completed ACRL and IPEDS surveys.
 - c. Preparing for the NMLA Annual Conference and the NMCAL.
 - d. 2022-23 I&G budget: 95% currently encumbered/spent, excluding salaries and benefits.
 - e. 2020 Library GO Bond: \$20,674 encumbered/spent.
- V. Government Documents and Periodicals (Presented by April Kent)
 - a. Backshifting of periodicals will be completed during the summer.
 - b. Conducted a thesis formatting workshop with Dr. Amanda May, Writing Center Director.
- VI. Library Public Service Report (April Kent)
 - a. Extended hours for Pre-Final Exams and Finals, reduced hours for semester break, closed on Memorial Day. Regular semester hours resume on June 5.
 - b. Luci Tapahonso poetry reading held on April 11. 14 attendees in person and 24 on Zoom.
 - c. Library Spring 2023 Assessment Survey opened on April 19 and will remain open until May 17.
- VII. Archives and Cataloging Report (Katie Gray)
 - a. Items added to the catalog: 877, ebooks added: 20, items withdrawn: 205.
 - b. Student worker projects: index for Beisman plat description digital collection, cataloging government documents.
 - c. University Archives: processed President's Council on Diversity, Equity, and Inclusion collection.

- d. Beisman reference requests: 8, Special Collections Requests: 6, University Archives requests: 2.
 - e. Requested facilities review of HVAC systems in archival rooms. They are currently running hot.
 - f. PCDEI: Updated Sharepoint and website, purchased final ebook for spring speaker series.
 - g. Elected secretary for NMHU PKP Chapter, officer training on 3/28.
 - h. Faculty Research Committee: Organized Research Day Sharepoint.
 - i. Corresponded with J. Rivera, A. Kent and S. Park on book talk in conjunction with Asian Studies initiative.
- VIII. External Programs and ILL Division and Donnelly System Report (Kevin Corcoran)
- a. There are conversations being held with HR and Judy Barnstone, Interim Dean of SW about reclassifying Helen Robertson's Library Associate position.
 - b. Gina Centineo: 3 new book displays, processing new video game collection, gathering data for usage of Donnelly Library YouTube channel, working with reference desk.
 - c. ILL requests and lending increased from February to March. Turnaround time is down.
- IX. Library Instruction and Collections Report (Patrick Baumann)
- a. Electronic databases are being transferred to LibGuides. Current databases will not be affected.
 - b. Acquisitions. Print titles: 132, print volumes: 133. 4 sections of LIBR 1110 will be offered in the fall, 3 are online asynchronous. 1 section of LIBR 4000 and 1 section of LIBR 5000 will be offered. Both are online asynchronous.
 - c. March and April individual library instruction sessions: 6 sessions (19 online participants, 32 in-person)
- X. Old Business
- a. Josephine Sena will be attending future Graduate Council Meetings.
- XI. New Business
- a. Next meeting: September 15, 1:00 p.m., Zoom and in-person.
- XII. Adjournment
- a. Motion to adjourn made by Katie Gray at 1:45 p.m. and seconded by Steve Williams. Motion carried.