

Faculty Library Committee
Minutes

Friday, September 15, 2023
1:00-2:00 p.m.
Zoom/Donnelly Library Room 315

Members Present

Melanie Zollner (Chair)	Ruben Aragon	Rebecca Álvarez
Jeanette Baca	Patrick Baumann	Kevin Corcoran
Juan Gallegos	Katie Gray	Shereen Lobdell
Josephine Sena		

- I. Call to Order by Juan Gallegos at 1:06 p.m.
- II. Agenda
 - a. Motion to approve the agenda made by Patrick Baumann and seconded by Rebecca Álvarez. Motion carried.
- III. Minutes
 - a. Motion to approve the minutes made by Juan Gallegos and seconded Patrick Baumann. Motion carried.
- IV. Election of Officers
 - a. Chair: Melanie Zollner was elected to serve as chair. Motion made by Patrick Baumann and seconded by Jeanette Baca. All members voted to approve.
 - b. Secretary: Juan Gallegos was elected to serve as secretary. Motion made by Melanie Zollner and seconded by Patrick Baumann. All members voted to approve.
- V. External Programs and ILL Division and Donnelly System Report (Kevin Corcoran)
 - a. Website usage has been up and down but is currently lower than in previous years. Need clarification on how University Relations is gathering data.
 - b. New databases: newspaper databases are being used extensively.
 - c. ILL use is up from July to August.
- VI. Director's Report (Ruben Aragon)
 - a. Along with April Kent, attended the 2023 Annual NMCAL Directors Retreat in August.
 - b. Librarians and office coordinator attended the Library Administrative Council Retreat on June 21.
 - c. Update to NMHU Unit Strategic Plan due on September 25.
 - d. Most library staff have completed FERPA training.
 - e. Library book inventory submitted August 16.
 - f. EBSCO was selected by NMCAL to continue with database subscriptions.
 - g. Todd Christensen, Katie Gray, and Gina Centineo will be presenting at the NM Library Association Annual Conference in October.
 - h. 2022-2023 I&G Grant: 95% spent, excluding salaries and benefits.
 - i. 98% of the 2020 Library GO Bond has been spent/encumbered.

- j. Agreement for the 2022 Library GO Bond is awaiting signatures between NMHU and NMHED.
 - k. Received \$82,500 from Senate Bill 192 to purchase learning materials and equipment. Looking to purchase more loaner computers for students. Working with Athletics Department to find better prices for computers.
 - l. Currently working on a statewide taxation problem regarding the taxing of online databases. There will be no impact on services.
 - m. The Children's Collection has been moved away from the Ray Drew Gallery.
 - n. Melissa Morrow has been selected as Librarian Archivist for the NTIA Grant.
 - o. Library Associate Beatrice Ulibarri will be retiring on September 29.
- VII. Government Documents and Periodicals (Josephine Sena)
- a. Backshifting of government documents conducted over the summer. Microfiche is being phased out by the government.
 - b. Backshifting of periodicals is complete and journals are available for use.
 - c. A new bindery for theses has been found. Student theses will be sent to the bindery soon.
- VIII. Library Public Service Report (April Kent)
- a. Hours extended until 12:00 a.m. on Monday -Thursday of midterms. The library was closed on Sunday, October 8 for Fall Break.
 - b. Donnelly Library's Fundraising Committee called for entries for the Edible Book Festival, which was held on Thursday, September 28 (Homecoming Week).
 - c. The Library Fall 2023 Assessment Survey will be available from October 11- November 1. The link will be sent through email.
- IX. Archives and Cataloging Report (Katie Gray)
- a. 744 items added to the catalog. 1079 items withdrawn.
 - b. Attended LIBROS Consortium Annual Meeting and attended two vendor presentations for library management systems. Current contract ends June 2024.
 - c. University Archives
 - i. Received scrapbook from University Relations
 - ii. Created inventory of Clarence Loomis sheet music collection
 - d. Special Collections
 - i. Cleaning and rehousing Rio Gallinas Acequia Association records.
 - ii. Digitized LV Land Grant patent document.
 - e. Beisman visits: 2, reference requests: 7. Special Collections visits: 7, reference requests: 21. University Archive visits: 2, reference requests: 14.
 - f. Consulted with facilities regarding temperature control in the archives. Archive air ducts were cleaned, resulting in wet carpets in Special Collections.
 - g. LIBR 5000 will be added to the Graduate Catalog.
- X. Library Instruction and Collections Report (Patrick Baumann)
- a. Using LibGuides to build subject guides. Faculty are to contact Patrick Baumann if they want guides built for particular subjects.
 - b. Acquisitions
 - i. Print titles: 17
 - ii. Print volumes: 17
 - c. August individual library sessions: 16

- d. 4 online asynchronous sections of LIBR 1110 are being offered from October 16-November 15. 1 section of LIBR 4000 and 1 section of LIBR 5000 are being offered from August 28-September 29.
- XI. Old Business
 - a. No old business was discussed.
- XII. New Business
 - a. Next meeting: October 20, 1:00 p.m., Zoom and in Donnelly Library.
- XIII. Adjournment
 - a. Motion to adjourn made by Patrick Baumann at 2:03 p.m. and seconded by Juan Gallegos. Motion carried.