

Faculty Library Committee
Minutes

Friday, October 20, 2023
1:00-2:00 p.m.
Zoom/Donnelly Library Room 315

Members Present

Melanie Zollner (Chair)	Ruben Aragon	Jeanette Baca
Patrick Baumann	Kevin Corcoran	Gloria Gadsden
Juan Gallegos	Justine Garcia	Katie Gray
April Kent		

- I. Call to Order by Chair Zollner at 1:02 p.m.
- II. Agenda
 - a. Motion to approve the agenda made by Patrick Baumann and seconded by Gloria Gadsden. Motion carried.
- III. Minutes
 - a. Motion to approve the minutes made by Patrick Baumann and seconded by Juan Gallegos. Motion carried with two abstentions (Gadsden and Garcia).
- IV. Director's Report (Ruben Aragon)
 - a. Strategic Planning Report submitted on September 25.
 - b. Statewide meetings: NMCAL (October 27), NMLA (October 24-27). Presentations at NMCAL planned by Katie Gray, Gina Centineo, Gina Hartmann, and Todd Christensen.
 - c. Budget
 - i. 2023-23 I&G: 88% spent, excluding salaries and benefits.
 - ii. 2020 GO Bond: 98% spent and encumbered.
 - iii. 2022 GO Bond: Awaiting signatures between NMHU and NMHED.
 - iv. Senate Bill 192: \$82, 500 for learning materials and equipment.
 - v. Current budget priorities: assistant for archives, funding for instructional resources for nursing.
 - d. Personnel
 - i. Melissa Morrow, Librarian Archivist for NTIA Grant (TCC Project) started on October 19.
 - ii. April Kent promoted to Library Associate Director.
 - iii. Recruiting for Librarian (Head of Public Services) and Library Associate (Acquisitions).
- V. Library Public Service Report (April Kent)
 - a. Fall Recess Hours: Wednesday (8:00 a.m.-5:00 p.m.), Thursday-Saturday (closed). Pre-final Exam Hours (11/26-12/02) and Final Exam Hours (12/03-12/08): Sunday (1:00 p.m.-midnight), Monday-Thursday (8:00 a.m.-midnight), Friday (8:00 a.m.-5:00 p.m.). Semester Break Hours (12/09-12/20): Monday-Friday (8:00 a.m.-5:00 p.m.), Saturday/Sunday (Closed).
 - b. Constitution Day Table held on Tuesday, September 19 (33 participants)

- c. Edible Book Festival was held on Thursday, September 28 (8 entries, 74 participants, \$165 raised).
 - d. The Library Fall 2023 Assessment Survey will be available from October 11- November 1.
- VI. External Programs and ILL Division and Donnelly System Report (Kevin Corcoran)
 - a. Gina Centineo: has started to taken on materials ordering, continues to gather data for the DL YouTube channel, is working with reference staff focusing on book and DVD ordering, back shifting the book collection and rotating book and DVD displays, and has created 3 new book displays.
 - b. ILL has seen steady usage.
 - c. Mark Turner is responding with tech issues and has been gathering prices for equipment.
 - d. Continuing to wait for a meeting with University Relations regarding tracking website usage.
- VII. Motion to table reports and request questions at a later time. Motion made by Gloria Gadsden and seconded by Justine Garcia. Motion passed unanimously.
- VIII. Old Business
 - a. No old business was discussed.
- IX. New Business
 - a. Faculty Senate charge: “Motion made and seconded to charge all Faculty Senate committees to submit a report on their activities based on the committee’s responsibilities as detailed in the Faculty Handbook to the Faculty Senate by the end of the Fall Semester. This report should include any problems encountered while trying to fulfil these responsibilities last year.
 - b. Plan: Review the handbooks and send feedback to Chari Zollner by November 3. Dr. Zollner will complete the report by November 10. The committee will review the report during the November meeting.
 - c. Next meeting: November 17, 1:00 p.m., Zoom and in Donnelly Library.
- X. Adjournment
 - a. Motion to adjourn made by Gloria Gadsden and seconded by Katie Gray. Motion carried.