

Faculty Library Committee  
Minutes

Friday, March 22, 2024  
1:30-2:00 p.m.  
Zoom

Members Present

Melanie Zollner (Chair)  
Juan Gallegos  
April Kent  
Virginia Mattingly

Ruben Aragon  
Justine Garcia  
Nicole Kirby  
Melissa Morrow

Patrick Baumann  
Katie Gray  
Shereen Lobdell  
Josephine Sena

- I. Call to Order by Chair Zollner at 1:31 p.m.
- II. Agenda
  - a. Motion to approve the agenda made by Patrick Baumann and seconded by Juan Gallegos. Motion carried.
- III. Minutes
  - a. Motion to approve the minutes made by Patrick Baumann and seconded by Juan Gallegos. Motion carried.
- IV. Introductions of New Staff
  - a. Nicole Kirby (Library Associate—Acquisitions) and Virginia Mattingly (Librarian--Head of Public Services).
- V. Director's Report (Ruben Aragon)
  - a. Paycom issues have been resolved.
  - b. IPEDS survey has been completed. Has started work on the ACLR survey.
  - c. Budget
    - i. 94.4% of I&G budget has been spent.
    - ii. 2020 GO Bond has been spent. The 2022 budget is \$203,984. Spending of GO Bond 2022 can begin once the drawdown process for 2020 is complete.
    - iii. Senate Bill 92. Purchase order for computer equipment has been submitted.
    - iv. Tax issues regarding ProQuest have been worked out. Currently working on a refund.
    - v. HB308 was signed by the governor. GO Bond will be on the November ballot.
  - d. Children Collection is in the process of being moved.
- VI. Library Instruction and Collections Report (Patrick Baumann)
  - a. Popular LibGuides: Nursing, Psychology, Social Work, Business Administration, PSYCH 6020.
  - b. Acquisitions (February): print titles (61), print volumes (63), electronic media (9).
  - c. Instruction: 3 sections of LIBR 1110, 1 section of LIBR 4000, and 1 section of LIBR 5000 offered between March 19 and April 18. 4 sections of LIBR 1110, one section of LIBR 4000, and 1 section of LIBR 5000 will be offered in Fall 2024.

- d. Individual Library Instruction Sessions (February): 6 sessions with 110 total students.
  - e. Ray Drew Gallery: Current exhibit—Terry Maker. May exhibit—Devotional Show.
- VII. Public Services (April Kent, Associate Library Director)
- a. Closed March 29-March 31 for Spring Recess. Semester break hours begin on May 11.
  - b. Virginia Mattingly is planning an event with Lauren Camp, NM Poet Laureate.
  - c. Library Spring Assessment Survey has been delayed.
- VIII. Government Documents and Periodicals (Josephine Sena)
- a. Federal tax forms are available.
  - b. Students will be charged \$45 for thesis binding starting this summer. Faculty signatures will be required before the letter of transmittal will be sent to the graduate office for the dean's approval.
- IX. Archives and Cataloging Report (Katie Gray)
- a. 90 items added to the catalog. 9 withdrawn.
  - b. New archival materials provided by the International Education Center.
  - c. Environmental Concerns
    - i. Room 108: HVAC was online from 2/29-3/13. Work order submitted on 3/13.
    - ii. Room 338: Waiting for input from Facilities regarding leaking AC unit seals. Roofer examined leaks on 3/06. Work order submitted on 3/19.
    - iii. Sylvia Baca stated that HVAC cannot be updated until the building is renovated.
  - d. Instruction
    - i. English 1120 (R. Schneider): 2/01—8 students, 2/27—7 students.
    - ii. Teaching LIBR 4/5000.
  - e. Department consultations regarding resources connected to program changes: psychology and forestry.
- X. Old Business
- a. No old business was discussed.
- XI. New Business
- a. No new business.
- XII. Next Meeting Date
- a. Next meeting: April 19 at 1:00 p.m., Zoom and in Donnelly Library.
- XIII. Adjournment
- a. Motion to adjourn made by Patrick Baumann and seconded by Juan Gallegos Motion carried. Meeting adjourned at 2:07 pm.