

Faculty Library Committee
Minutes

Friday, February 17, 2023

1:00-2:00 p.m.

Zoom/Donnelly Library

Members Present

Melanie Zollner (Chair)

Jeanette Baca

Katie Gray

Josephine Sena

Ruben Aragon

Patrick Baumann

Shereen Lobdell

Steve Williams

Rebecca Álvarez

Kevin Corcoran

Doug Main

- I. Call to Order by Melanie Zollner at 1:00 p.m.
- II. Agenda
 - a. Motion to approve the agenda made by Steve Williams and seconded by Katie Gray. Motion carried.
- III. Minutes
 - a. Motion to approve the minutes made by Katie Gray and seconded Steve Williams. Motion carried.
- IV. Director's Report
 - a. Along with April Kent, attended the NMCAL business meeting on January 26. Attended Library Legislative Day and NMLA meetings on January 27.
 - b. Met with the Northeastern Library group via Zoom on January 20.
 - c. Gave a tour of the building to representatives from the Capital Projects Division and to the NMHED Capital Projects Director.
 - d. Library remained open during the two-hour delay on February 9. Closed from 4:00 p.m.-10 p.m. on January 31 because of a gas leak.
 - e. Presented to the Rotary Club on January 21.
 - f. Status of 2023 budget for fiscal year 2022-2023 I&G budget has encumbered/spent 87% of the Library's I&G budget, excluding salaries and benefits. BAR submitted February 10, 2023
 - g. 2020 Library GO Bond. Started to spend the \$93,428. \$12,504 (13%) spent.
 - h. Andres Apodaca is the new first floor custodian.
- V. Library Public Service Report (Presented by Josephine Sena)
 - a. Spring Regular Hours: Monday-Thursday 8:00 a.m.-10:00 p.m., Friday 8:00 a.m.-5:00 p.m., Sunday 1:00 p.m.-10:00 p.m., Saturday: Closed.
 - b. Extended hours for midterms. Spring Break Hours: Closed on March 11-12, 18. Monday-Friday 8:00 a.m.-5:00 p.m.
 - c. Big Read grant proposal suspended until next year.
 - d. Author events are being planned for the spring semester. Luci Tapahanso talk rescheduled because of weather. Will be rescheduled for April.
- VI. Archives and Cataloging Report (Katie Gray)
 - a. Items added to the catalog: 65. Items withdrawn: 694.
 - b. Updated internal policy for video games.

- c. LIBROS: attended two informational sessions for LMS vendors. RFP scheduled to go out in January and will be open for 2 months. Will go live Summer 2024.
 - d. PCDEI: Purchased ebooks for speaker series, updated Sharepoint and website, corresponded with members.
 - e. Manitos Project: Contacted project administrators declining further official involvement.
 - f. Contacted NMHU alumnus regarding possible donation of Sigma Alpha Epsilon materials.
 - g. Discussed website editing privileges with University Relations.
 - h. Discussed approval of program changes with Dr. Gloria Gadsden.
- VII. External Programs and ILL Division and Donnelly System Report (Kevin Corcoran)
- a. Gina Centineo created 3 new book displays, assisted with the video collection, and gathered YouTube channel usage data. She has been working with the reference staff on book and DVD ordering, backshifting and weeding the book collection and creating rotating book and DVD displays.
 - b. Data regarding use of the Albuquerque library was reviewed.
 - c. ILL use increased in all lending categories in January. Turnaround time has improved by more than a day.
 - d. Website usage has increased in all categories except e-book usage.
 - e. 4 class instruction sessions in January.
 - f. Attended NENM Group meeting on January 20.
- VIII. Library Instruction and Collections Report (Patrick Baumann)
- a. The library is in the final stages of purchasing LibGuides CMS. Setting up the system and creating guides. More departments will be added.
 - b. January acquisitions: 40 print titles, 40 print volumes, and 20 e-books.
 - c. 4 sections of LIBR 1110 (3 on-line asynchronous, 1 on campus) are being offered from March 20-April 19. 1 section of LIBR 4000 and 1 section of LIBR 5000 are being offered from January 30-March 3, both are online asynchronous.
 - d. 8 individual instruction sessions in January and February: 96 online participants and 26 in-person.
- IX. Government Documents and Periodicals (Josephine Sena)
- a. Tax forms have arrived.
 - b. A new binder may have been found. Awaiting more information.
- X. Old Business
- a. Positive response from Dr. Ann Wolf, chair of the Graduate Council.
- XI. New Business
- a. Next meeting: April 21, 1:00 p.m., Zoom and in-person.
- XII. Adjournment
- a. Motion to adjourn made by Steve Williams at 2:00 p.m. and seconded by Katie Gray. Motion carried.