

MEETING OF
EDITH GARLAND DUPRÉ LIBRARY

MINUTES

Thursday, March 21, 2019

10:00AM

Dean's Conference Room

Present: Sherry Curry, Assistant Dean of Technical Services
Scott Jordan, Digitization Archivist – Technical Services
Yolanda Landry, Library Specialist Supervisor – Public Services
Susan Richard, Interim Dean of University Libraries
Sabrina Spears, Executive Assistant – Dean's Office
Blair Stapleton, Assistant Dean of Public Services
Jane Vidrine, Library Specialist – Technical Services

Others: Ian Richardson, Head of Distance Learning Services – Public Services

Absent: Elaine Harris, Research Librarian – Public Services

CALL TO ORDER

Susan Richard, Interim Dean of University Libraries, called the meeting of the Library Council to order at 10:04 AM on Thursday, March 21, 2019.

WELCOME NEW MEMBERS

Susan Richard welcomed Scott Jordan, Digitization Archivist, as the new faculty representative for Technical Services for a one-year term. Elaine Harris, Research Librarian, will represent faculty for Public Services once she returns from maternity leave. Both will serve a one-year term. Ian Richardson attended the meeting in Elaine's absence this month. Susan advised the new members of the opportunity for them to update their faculty on current library projects. Representatives can bring to the Council any issues from their constituents along with possible solutions.

APPROVAL OF MINUTES

A MOTION was made by Sabrina Spears and second by Blair Stapleton to approve the minutes of the February 21, 2019 as presented. The motion unanimously CARRIED.

LIBRARY DEPARTMENTAL REPORTS

Report from Public Services – Blair Stapleton

Blair reports she has been working on reviewing evaluations and completing her own.

She and Heather presented at The Collective in Knoxville, TN, and Blair attended the LLA annual conference along with several other members of the Public Services staff.

Blair was elected Vice Chair/Chair-Elect for the Academic Section of the Louisiana Library Association.

She has begun reviewing the papers that were submitted for the Caffery award. The Library Committee will be meeting on April 3 to go over the submissions and select a winner.

Circulation Services

Danny reports that with inventory, we just have the P, Q, N, and M's left for the initial run through. The Circulation staff has also begun to go back and check the sections that have been done to see what items were missed during the inventory.

Danny asked to have storage shelves built for the keys to all of the study carrels in preparation of receiving the keys from Reference.

Distance Learning Services

Ian reports that he presented on Understanding the Small Business Life Cycle at LLA's Business Librarianship preconference on March 13th along with presentations from librarians at LSU, Tulane, and BRCC.

The Open Textbook Network workshop held in the library on February 26th had 4 faculty members in attendance who will review an open textbook and receive a \$200 stipend.

Ian is working on sourcing course adoptions to align with LOUIS's Evidence Based Acquisitions program to provide free access to textbooks for those courses.

The OER microsite Stem and Health Sciences curation is finishing up and the Social Sciences and Arts phase will begin March 25th.

Instructional Services

Jennifer reports that the instruction team has continued to field a steady stream of library visit requests, though the number of classes is beginning to decrease as we get closer to the end of the semester.

Reese and Jennifer have begun to use time freed by fewer classes to develop an online version of the UNIV100 library visit, to better serve distance education classes and students of professors who do not have room in their syllabus to schedule a library visit. They feel it will be helpful for those who do visit the library in person to have online resources to consult as needed to review what library tools and services are available and how to use them.

Jennifer has just returned from attending the annual LLA conference, and will end her service as LLA Academic Section Chair in June. In July, she'll begin a two-year term serving on the ALA Library Instruction Round Table (LIRT) Teaching, Learning, and Technology Committee.

Interlibrary Loan

Yolanda reports that they are still shorthanded, but things are running smoothly.

An ILLiad update to version 9.0.1 has been planned, but not scheduled.

Yolanda was out for about a week due to an unfortunate incident, but is now back to work.

Reference & Research Services

Heather reports that Monique Breaux resigned from her position as Research Librarian effective Friday, March 15.

Elaine Harris is expected to return from maternity leave next week.

Heather attended both The Collective and the Louisiana Library Association's annual conference.

At LLA, Heather, Jennifer, and Blair were awarded the 2019 LLA Article of the Year Award.

More broken computers were removed from the Reference Online Center bringing the total number of working computers to only 11. The lab is expected to move under STEP's sustainability plan in the near future.

Danielle and Jordan are still going through the Advocate microfilm. All film so far has vinegar syndrome, but few have had any mold.

All of the staff are still working to check the binders of obituary indexes.

Courtney has about 200 unnumbered fiche left to check. He is hoping to finish soon and move on to the unnumbered cards.

Jordan is making some progress on the Reference book checklist.

User Engagement

Tiffany reports that several events are planned for the remainder of the semester. Game night is being held on March 21 and will feature some new games such as Giant Uno, mini golf, corn hole, prize pong, and Bingo. Library staff and faculty have graciously volunteered to help oversee games and prizes.

Dr. Jack Bedell, the Louisiana Poet Laureate, will be hosting a poetry workshop on April 2nd at 11:30 am. The workshop, Poetry and Music: The Cajun and Creole Connection will feature material from CCMC and include an optional tour of the CCMC.

The second part of the "Love Your Gut" series, showcasing Tribe Collective and Emerge, was postponed from Saturday, March 16th to Saturday, April 6th. Tribe Collective, a neighborhood plant-based café and bakery is a launch pad for evolving, transforming, and emerging. They feature local artisans, chefs, musicians, and creators who call this community home. Emerge is a local raw food café and juice bar. Their focus is health from your roots to crown, balancing between the physical and spiritual, evolving and emerging infinitely.

There will be an egg hunt with over 100 eggs held on April 23rd and 24th. Each egg has a ticket that can be redeemed for small prizes such as candy. On each day, one golden egg will be hidden in the stacks and the lucky egg hunter who finds it will win a group study room stocked with snacks and study supplies for up to four people.

Report from Technical Services – Sherry Curry

Sherry reports that there is a new network printer in Technical Services that is almost ready for shared use by remote users.

Blair and Sherry hosted a roundtable on accreditation at the LLA Conference.

Sherry volunteered at the District Literary Rally at UL last month. She has been working on self-evaluations and preparing for a meeting regarding the Caffery Award.

Cataloging

Monica is processing new books. Laura is working on thesis and Louisiana Room serials original cataloging. Mallory is working on resources for the Materials Center and the Library's inventory project. Janelle made a list of DVD cataloging and processing instructions for Mallory.

At LLA, Janelle hosted a Cataloging Round Table. It was attended by five people from public and academic libraries. The Business Librarianship preconference hosted by LLA's Subject Specialist section was attended by eleven people. The pre-conference was a success and well-received. Zack and Janelle are officers of this section. Janelle is preparing a report for the ALA NMRT Local Information Committee and practicing her COSUGI presentation.

Collection Development

Staff are wrapping up the ordering of new requests for books and other materials.

E-Resources and Serials Department

Michael attended the Electronic Resources and Libraries (ER&L) and LLA conferences. He met with various vendors at both.

The staff is clearing the bindery shelves.

The Library is scheduled to have Scopus database trial beginning April 1. The Library will have a demo on March 28 in the Bib Lab.

The EDS Discovery system workgroup will be meeting in April.

IT Coordinator

Arthur is performing analysis and maintaining Workflows. Upgrades are being made to ILLiad.

Laurie reports library website maintenance continues. She added a Goodreads button to Enterprise. She checked 1700 links to update proxy settings in approximately two days. She is participating in the University's Honors Convocation to be held on April 4.

U.S. Government Documents/CCMC

Duplicates of USGS Louisiana topographic quadrangle maps were offered to other depository libraries. The LSU Map Library requested most of the Louisiana 15 minute scale quadrangle maps.

Sandy attended the LLA conference. She is preparing for the LEH Louisiana Poet Laureate workshop to be held April 2.

Special Collections

Jane reports she has been processing collections and has been helping to shift archives shelving. She is caught up with Louisiana documents processing. Katie has been working on the social media sites and plans to volunteer for Game Night.

Zack reports he is continuing to process collections. The Jocelyn Ceballos collection was received and will be promoted through Communications and Marketing. Ms. Ceballos is an important figure in Louisiana women's history. Zack went to Abbeville to pick up a collection. He met with the Gamma Rho

Lambda sorority to discuss ideas for resources for LGBT archive. He attended LLA where he presented on the history of the Institutional Repository (IR).

Scott reports he has a new student aid who is helping to digitize Louisiana colonial records on microfilm. Another student aid is digitizing the Louisiana colonial print records. He is continuing to digitize the Miguez photos. A collection of business journals has been digitized and published on the Louisiana Digital Libraries platform. The Louisiana Accelerator Center (housed at UL) submitted articles to the IR. Scott also attended LLA.

Neil continues to work on the vertical file and dealing with private information that appears on the paper that the file clippings were pasted to. He is weeding Louisiana documents and offering any not kept to other schools. He will have the ones he keeps cataloged. Information from the St. Martin parish marriage records from the 1800s are being indexed. Neil has gone through the census maps, making sure all are in indexed online. Sandy is interested in seeing them. He is working on old land record indexes with bad binding and trying to get them into the computer.

Report from Interim Dean – Susan Richard

Susan met with Janis Johnson, Interim Executive Director, of the Office of Communications & Marketing. Their discussion surrounded the library's relationship with the department and the library priorities.

The Library's SACS reports are being edited by the University's SACS team. The reports are due to SACS in September. The off-site committee will review the reports in November. The SACS on-site committee will visit the week of February 10, 2020.

The search for the new Assistant Vice President for Institutional Effectiveness is underway. Candidates will be brought to campus before Spring break. All candidates are external.

The search for the next Dean of University Libraries only garnered 3 applicants. The search committee met on Wednesday, March 20, to discuss the candidates for the position. It was decided that the candidates did not meet the qualifications as posted for the position. It was deemed a failed search, so the position will be re-advertised with revised qualifications and a search firm may be hired to assist with the search. This would take place during the Fall semester.

Evaluations for Unclassified employees are beginning to roll out from Human Resources. The evaluations will be online and be similar to the PES evaluations for staff members.

Fiscal Services Report

The new All-In-One copy machine is here and ready for use. Arthur will be working on getting it networked to all the computers.

Fiscal Services reports that three to four invoices are still waiting to be received to pay for the Library and two to three invoices for Distance Learning (DL).

They are still waiting on reimbursements from Nursing for DL purchases. They have already paid some invoices that Nursing and Music has agreed to help the DL budget by purchasing or reimbursing us using their funds.

Valerie is waiting to hear from Purchasing for the Terms and Conditions approval for Elsevier and Wiley. Andrea has to get these approved before ordering any eBooks from these vendors through GOBI.

The Library has purchased air purifiers for Microforms in order to alleviate the vinegar smell in the area to help the Reference & Research Services staff who work in that area. The smell is very strong and limits their work time in the area. It should help to extend their work time and help them breathe a little easier.

The processing of the Foundation accounts interest and receiving reimbursements are starting to slow down for the year, but departmental ordering is in full swing.

The 2019-2020 warranty contract renewals are starting to arrive.

First aid kits have arrived and will be placed in offices on all three floors of the Library. Circulation, Dean's Office, Lounge, and Jefferson Caffery Reading Room will all have kits.

Gaines Center Report

Jordan Richardson began work as the Library Specialist 2 in the Gaines Center on March 13. Cheylon reports the Center is excited to have him.

At the March 12 Gaines Center Board Meeting the board discussed fundraising planning for the 10th anniversary of the Ernest J. Gaines Center. Cheylon will plan a meeting with the UL Development Office, Dr. Marcia Gaudet, and Susan Richard to come up with fundraising ideas for the 10th year celebration. The next meeting will be May 14 in the Ernest J. Gaines Center.

Cheylon worked with Dr. Ian Beamish, UL History professor, Jeanna Mason, English Graduate Assistant, and Benjamin Hickey, from the Paul and Lulu Hilliard Art Museum, on their creative conversations and presented a panel called "Visions of Angola: the Southern Penal System and the Works of Ernest J. Gaines on March 13. Cheylon and Jeanna also wrote the exhibition companion for the "Slavery: The Prison Industrial Complex" exhibit, which is currently on display.

The books from the Bayou Book Talks are starting to get more attention. The next meeting will be held at Vermilionville on March 28.

The Ernest J. Gaines Center hosted a lecture on the first black woman doctor in Iberia Parish. Dr. Phebe Hayes was the speaker. The talk was well received.

Cheylon and Jordan are working on a display table for the Louisiana Endowment for the Humanities' 2019 Bright Lights Awards Gala on April 4. The event will be held on the grounds of the UL Student Union.

Dr. Ernest Gaines was honored by the Louisiana Library Association with the Louisiana Literary Award for his newest book, "The Tragedy of Brady Sims."

Committee Reports

The Library's E-Resources Committee and the Distance Learning Appropriations Committee have merged since they consisted of essentially the same people. The E-Resources Committee will meet on March 26.

Blair reported the Department Head Council for the University will meet today.

OLD BUSINESS

NEW BUSINESS

Susan Richard presented a revised document for "Accidents in the Library." The document will be attached to the minutes of this month's meeting. Susan will also share the information with the staff at today's meeting.

Scott Jordan reported he and Zack are attending the Institutional Repository meeting in Mississippi on April 25-26, 2019.

Sherry Curry reported she will attend the UL System Academic Summit on April 11-12, 2019 in Grambling, LA.

Susan will check the month of April for a possible new date for the Library Council meeting.

ADJOURNMENT

The meeting adjourned at 10:48 AM.

DATE OF NEXT MEETING: Thursday, April 25, 2019 – 10:00 AM (subject to change)