Call to Order: Chairperson Wolfson called the meeting to order. The minutes from the September 27, 2010 meeting were approved as presented. Paul then turned the meeting over to Dick Swain.

Announcements: Services, resources and projects

- In response to student input and other considerations, security guard coverage has been extended to peak daytime hours in the FHG Library. The library previously employed a security guard for evenings only.
- The campus-wide space planning committee has documented that both university libraries do not have adequate space to meet current needs. This is the first step to a possible action plan.
- Internally, we are addressing some of our space issues. The Brandywine Hall remote storage room 11 currently houses bound journals and other resources from both libraries. A retrieval process is in place to obtain items housed in Brandywine Hall for patron use. Also, compact shelving has been installed in the serials area of the FHG Library, the Music Library and Brandywine Hall to conserve space.
- Stimulus funding will be used in the FHG Library for innovations such as new power outlets in the serials area with shelving removal to allow outlet access.
- Two student focus groups were scheduled last semester as part of our on-going program assessment effort. A faculty focus group is planned for the spring semester. Summary reports from the focus groups were prepared by Anita Foeman who served as the facilitator.
- The FHG green roof project is still in the planning stage. Final state approval of the project is pending. More details should be forthcoming in a few weeks.

3. Library Budget in FY2012: Dick’s budget forecast predicted a probable decrease in Performance Funding next year; uncertain Tech Fee dollars, and a continued reduction in Ed Services fees. The Ed Services fee reduction suggests the probable need for another periodicals review. Currently, under consideration for purchase with Performance Funding are additional eBook purchases as well as some type of “Discovery Service.”

4. Resources and Collection Development: Dick asked the committee for input on resources needed and how Library Services could improve our marketing and publicity efforts geared to students and faculty. Suggestions generated by the group included:

- Library faculty making departmental presentations
- Creating a virtual tour of the library
- Developing general and custom research guides
- Coordinating library resources with information literacy requirements in the curriculum
- Hosting a Library Fair to publicize new resources and services
- Involving the faculty library liaisons more in sharing information with each department
- Creating bookmarks with pertinent library information
- Using large screen monitors in the library and on campus for library announcements and informational snippets
• Creating bulletin board displays for departments using book covers provided by Pat Newland.

5. **Assessment efforts**: Dick has commissioned the WCU Statistics Institute to analyze our Lib Qual survey data. He is also working with the Institute to redo a previous library survey to verify the reasons for the increased use of the library beyond having a café on site.

Suggestions for sharing assessment results included: placing content on library’s virtual tour, LAC committee members sharing the information with faculty colleagues, regular email announcements to library liaisons, and/or an annual meeting with library liaisons.

[Action] Dick will provide the LAC with a list of the current library liaisons. The updated list has been posted on the library’s web page in the ABOUT US section under the “Library Advisory Committee” heading.

6. **LAC Membership Summary**:

   Terms expiring 2012: P. Wolfson, C. Thomas and T. Russell
   Terms expiring 2013: L. Fuller, T. Ray, C. Reyes, K. Slattery, C. Thomas,
   New appointment 2011: Danielle Trucksess (Counseling Center)
   Appointment pending: Student Government Representative

With no further business from the floor, the meeting was adjourned at 4pm.

Respectfully submitted,

Adele F. Bane
Associate Director, Library Services
02/16/2011