

Minutes of the Library Committee
September 24, 2018

Chairperson: Terri Bycroft
Place: Stratton Taylor Library, Room 209
Time Beginning: 2:00 p.m.
Time Adjourning: 3:10 p.m.
Members Present: Ram Adhikari, Don Glass, Alan Lawless, Gwen Savitz, Christi Mackey (Secretary)
Members Absent: Kelly Walter, Renee Cox, Rob Turner
Ad Hoc Members Present: Michelle Reed, Kaitlin Crotty, Carolyn Gutierrez, Cecily Tubbs

Topic	Discussion	Action
Election of Chairperson and Secretary	The need for a new committee Chair and Secretary was announced. Bycroft and Mackey were nominated from the floor. No other nominations were made.	Terri Bycroft was unanimously elected as Chair. Christi Mackey was unanimously elected as Secretary.
Approval of Minutes	Minutes from meeting 4/16/2018 were provided and reviewed.	Minutes approved.
Agenda Item 1: Newsletter	Each semester a newsletter highlighting library services and upcoming events will be distributed to staff and faculty. The intent is to improve communication and highlight faculty publications.	The committee commended the efforts of library staff.
Agenda Item 2: Signage	The library is updating signage in key sections. New signs will hang from the ceiling to improve visibility of services and genre. In designated quiet zones, decals will be used to reduce possible damage to the walls. The cost estimates for these upgrades are minimal.	
Agenda Item 3: Information Literature Sessions and Quiz Results	The library provides information literature sessions upon request of faculty. These presentations are interactive and last approximately 25 minutes in duration. New pre/post assessments were integrated to gauge effectiveness of content delivery. Results indicate that 89% of student participants felt very confident to use RSU Library resources after the presentation.	Dr. Bycroft suggested reaching out to faculty who teach upper division courses as these students may also benefit from this service.
Agenda Item 4: OverDrive at RSU	RSU will be the first University Library in the state of Oklahoma to offer OverDrive, an e-book database. The new service is estimated to reduce the cost of services, while increasing title holdings. RSU library will pioneer this service beginning in spring 2019.	

Topic	Discussion	Action
Agenda Item 5: Upcoming events	<p>The following events were noted:</p> <ul style="list-style-type: none"> • September 18th: Library movie night • September 23rd – 29th: Banned Book Week • September 27th: Lunch and learn - Dangerous Ideas • October 10th: Mental Wealth Day (book display) • October 11th: National Coming Out Day - book display and movie 	
Agenda Item 6: Visit from GPO Outreach Librarian	<p>On September 21st, the Government Publishing Office (GPO) Outreach Librarian visited the RSU library. She presented information concerning FDLP Management and Legal Requirements and Regulations of the FDLP.</p> <p>RSU was selected to be a federal and state depository in 2006. This designation provides free access to many government documents. It currently collects 17 percent of items offered.</p>	
Agenda Item 7: RSU Pryor & Bartlesville Libraries	<p>Staff has increased access and availability of library services and resources to the Pryor campus. This is achieved by Claremore staff rotating to the Pryor campus on Tuesdays and Wednesdays. The need for a part-time staff member was noted as a high priority. A part-time staff position was previously eliminated as a budget saving measure. Increasing Bartlesville resources is on hold.</p>	<p>Dr. Bycroft noted that the strategic plan was thoughtful and comprehensive.</p>
Agenda Item 8: Purpose of Committee	<p>The current purpose of the committee is “to maintain communication between faculty, departments, and administration of RSU and the Library and to act as an advisory committee to the Library and to the remainder of the University in library matters.”</p>	<p>It was decided that the purpose of the committee was appropriate and did not need edits.</p>
Agenda Item 9: Popular Reading Area (including tour)	<p>The Popular Reading area was discussed and the additions highlighted. Professional signage is in the planning stages to better delineate the area.</p>	
Next Meeting		<p>It was determined by those in attendance that Mondays at 2:00 p.m. was conducive to committee members’ schedules. Alan Lawless agreed to send out the next meeting date and time.</p>
Adjournment		<p>Adjournment was at 3:10 p.m.</p>

Minutes of the Library Committee
October 29, 2018

Chairperson: Terri Bycroft
Place: Stratton Taylor Library, Room 209
Time Beginning: 2:00 p.m.
Time Adjourning: 3:03 p.m.
Members Present: Ram Adhikari, Don Glass, Jane Johansson, Walter Kelly, Alan Lawless, Christi Mackey (Secretary), Gwen Savitz, Rob Turner,
Members Absent: Renee Cox
Ad Hoc Members Present: Michelle Reed, Carolyn Gutierrez, Cecily Tubbs

Topic	Discussion	Action
Approval of Minutes	Minutes from meeting 9/24/2018 were provided and reviewed.	One change was suggested. Minutes approved.
Agenda Item 1: Database usage statistics	In fiscal year 2018, database searches increased by 10,000 searches. In September 2018, the largest increase in Summon sessions occurred. Additions?	
Agenda Item 2: OverDrive at RSU	On November 5 th , OverDrive, an e-book database will become available to the RSU community. RSU will be the first University Library in the state of Oklahoma to offer OverDrive. The new service is estimated to reduce the cost of services, while increasing title holdings. This will provide users easy access to titles and audiobooks. Moving to online access will improve accessibility to online learners, reduce costs associated with lost titles, and free up valuable shelf space.	
Agenda Item 3: Kanopy	In spring 2018, Kanopy, an on-demand streaming video platform, was implemented for use by the RSU community. During the fall 2018 semester, the increase in Kanopy usage outpaced the funds appropriated to this service. The increase illustrates suggests that faculty are increasingly integrating films into course curriculum. To control costs, it was recommended to provide mediated access to the RSU community. Faculty are still encouraged to utilize these services. To access a film for educational purposes, faculty will need to request a film be accessible. Doing so will allow the library to make the most informed decision for purchasing decisions and future appropriations.	Library staff will compose email that informs faculty of the shift to mediated access. Committee members were asked to forward this information to faculty in their respective departments.
Agenda Item 4: Research appointments	The library provides various information literature sessions upon request of faculty.	Committee members encouraged library staff to continue to

and information literature sessions	<p>These sessions last approximately 30 minutes, but may vary based on student participation. At the conclusion of these informational sessions, students continue to report an increase in confidence using RSU Library resources.</p> <p>Library staff routinely provide individual research appointments for students. These sessions last between 15 and 20 minutes.</p>	promote these services to faculty that teach upper division courses.
Agenda Item 5: Letter from the GPO	Copies of a letter from the GPO Senior Outreach Librarian, Kathryn Bayer was provided to committee members. The letter was very complementary of RSU's strong depository operation, collection, services, and personnel.	
Agenda Item 6: Mental Wealth Day & National Coming Out Day	The library has increased its outreach and involvement on campus through increased partnerships with student organizations. In October, library staff hosted a table at Mental Wealth Day where they discussed bibliotherapy, advertised the Therapy Dogs! event that will take place during finals week, and provided students the opportunity to check out titles. The library also sponsored the showing of <i>Love Simon</i> for National Coming Out day. The event was well attended.	A formal resolution to acknowledge the hard work of library team. It was unanimously support by the committee.
Next Meeting		Next meeting – Doodle poll will be sent out by Alan Lawless.
Adjournment		Adjournment was at 3:03 p.m.

Minutes of the Library Committee

February 4, 2019

Chairperson: Terri Bycroft

Minutes: taken by Jane Johansson

Place: Stratton Taylor Library, Room 209

Time Beginning: 2:00 p.m.

Time Ending: 2:50 p.m.

Members Present: Ram Adhikari, Terri Bycroft, Don Glass, Jane Johansson, Walter Kelly, Gwen Savitz, Rob Turner

Members Absent: Renee Cox, Alan Lawless, Christi Mackey

Ad Hoc Members Present: Kaitlin Crotty, Carolyn Gutierrez, Michelle Reed, Cecily Tubbs

Minutes: The minutes from the October 29, 2018 meeting were approved.

Library events: Michelle and Kaitlin discussed the library newsletter and reported on the recent Get Connected event designed to help students use and get acquainted with digital resources. Approximately seventeen people attended the event, and there are plans to schedule this event for next year. Michelle and Kaitlin asked the faculty for help on spreading the word about this. The special Valentine's Day book display was also highlighted. Upcoming events include Board Game Night and a lunch and learn event on February 20th will be about the decision and rationale to relabel the Tulsa Race Riot as a massacre.

Overdrive: Michelle emphasized that Overdrive is a user driven collection. Since announcing this new program to students, the collection, as well as requests, have grown. Rogers State University is the only university in Oklahoma currently offering Overdrive.

Study Rooms/Library Roof bids/New Lighting: Carolyn and Kaitlin showed us the proposed floorplan which would provide five more study rooms on the second floor of the Stratton Taylor Library. The roof bid has gone out, and new lights and fixtures have been installed through part of the third floor.

Kanopy: Due to the popularity and subsequent cost, Michelle reported that Kanopy is now a faculty driven request system. If there is a film that a faculty member wishes to use, then they need to inform the staff as soon as possible. Films are available for unlimited use for one year once a request is approved. Currently, sixty-nine films have been triggered and are available through Kanopy. If faculty wish to preview a film, then they will need to contact Michelle.

Mission Statement: The new library mission statement is available now on the website and was listed in the recent newsletter.

Information Literacy Assessment Fall semester summary: Kaitlin reported that a new assessment method is being employed which used cell phone and real time answers. Shows questions and answers before and after training which show that students are improving their information literacy. Different question sets will be developed for more advanced classes.

Newsletter: Kaitlin and Michelle reported that there was a digital only edition of the newsletter distributed this time. Major sections of the newsletter were discussed.

Social Media: Michelle reported that the RSU Libraries have a presence on Facebook, Twitter, and Instagram. These are used to promote library and other university events.

Other: Currently, four librarians rotate to cover the Tuesday and Wednesday hours at the Pryor campus library. Also, we learned that budget hearings are not taking place as they were in the past.

Rob Turner made a motion that we adjourn. The motion was seconded and approved.