

**U/C Library Governance Policy Advisory Committee
Minutes
October 16, 2015 2:00 pm – 4:30 pm
Conference Room 315**

- I. Call to order**
 - a. The meeting was called to order at 2:10 pm by Miguel Hernandez, designee for FAU.

- II. Approval of the agenda**
 - a. The agenda was approved as written.

- III. Introductions**
 - a. New staff--Elita Kalma, Keren Brunache were not present
 - b. New FAU Liaison designee—Miguel Hernandez
 - c. New FAU Library Dean—Carol Hixson
 - d. New faculty representatives—Don Adams, Genevieve Chung
 - e. Role and Expectations discussion
 - i. Miguel Hernandez asked the Board members about the role of the Advisory Board. Their remarks included “to support the Dean” and as a reminder that FAU is a partner.

- IV. Minutes**
 - a. March 23, 2015 were approved as written.

- V. Old Business**
 - a. Budget
 - i. The Dean will send the agreed upon budget proposal out to all members since so many are new to the Advisory Board.
 - b. Logo
 - i. Rich Ackerman presented the Library’s recommendations for the Logo to be used for stationary, name badges, etc. The Board motioned and approved the recommendation.
 - c. Vacancies in the Library
 - i. Dean Wiggins discussed the current three vacancies (pt ILL, ft Technical Services and ft Associate Dean for Public Services) in the library. There was discussion regarding the status of frozen or if the process for hiring moved slow at BC. The FAU designee asked how FAU could get back their left over funds. He was referred to the budget representative present.
 - d. Construction update (Phase I)
 - i. Dean Wiggins reviewed the plans for phase I construction to include:
 1. replacement of the front doors,
 2. a new circulation desk,
 3. building a glass wall between the silent area and Circulation work area,
 4. updating three cameras to digital and have them monitored from Cypress Creek,
 5. update/expansion of the data room
 6. adding internal windows on the second floor
 - e. Outstanding fines and replacement costs
 - i. Hebah Wasilewski reviewed the latest list of long overdue/lost items by patron type and totals.

- ii. Discussion followed with Dean Wiggins updating the committee on the steps being taken at BC thus far and the FAU designee talked about the steps they intend to take to recover these monies including blocking registration.
 - iii. BC cannot block registration but are looking at strengthening the library's F1 hold and implementing recovery through a collection agency. More discussion will follow.
- f. Library security
- i. An update to the status of library security was given noting the removal of the permanent post officer from the Library by the college's district leadership.
 - ii. Motion was made and carried that the Board will send a letter to both Dr. Peter Agnesin, AVP for Campus Safety and David Armstrong, BC President stressing the importance of having security in the library. FAU agreed to leave funds for hiring security in the current budget proposal until the committee received responses from BC District members and/or the BC College President.

VI. New Business

- a. Annual Report
 - i. The 2014-15 Library annual report was distributed to the Board members.
- b. List of Library Concerns from FAU
 - i. FAU tabled this issue.
- c. Proposed Reserve fines increase -- See attachment 3
 - i. Natalie Dinkins presented recommendations for increasing reserve fines from \$.25 per hour to \$5.00 per hour with the max cost being actual replacement costs for the item. The max fine will be the value of the book. Dr. Chung made the motion and Judi Tidwell seconded it. The Board agreed.
- d. New printers for students
 - i. Dean Wiggins asked to table this issue because she is awaiting updated information. Dean Wiggins stressed to Miguel Hernandez the need to arrange a meeting between the FAU Davie faculty and herself.
- e. BC Literary Feast (April 10-16)
 - i. Dean Wiggins informed the Board that the Library is in the planning process for the 5th BC Literary Feast. She wishes to address the FAU faculty and students to invite their participation in this year's event. Andrew Dutka is the Chair of the BC Literary Feast this year. A member asked the cost for the event and was informed that the last event costs \$2,000. *No joint use monies were spent for this event.
- f. Split from DTW and ASC
 - i. Changes at the College resulted in the separation of the downtown center from the Central Campus. The downtown center has become its own campus, therefore the U/C Library is no longer responsible for library services there.
 - ii. Changes on Central campus resulted in the ASC being reassigned to the Academic Affairs department. All previously offered services are expected to continue however, all questions should be addressed to Alice Murillo, Dean for Academic Affairs.

- g. Construction (Phase II) See attachment 4
 - i. Details for Phase II construction (i.e. The Library of the Future) were introduced to the Board. Members were referred to the “Georgia Tech” article to read more in depth about ideas being considered for this Library.
 - ii. Changes under consideration include but are not limited to:
 1. introducing a digital commons/makerspace area with software and 3d printers which support curriculum of both institutions,
 2. Making the library a fully electronic library,
 3. Removing or drastically reducing the number of print books in the library,
 4. How to make more collaborative study spaces, and
 5. How to reduce the noise on the first floor.
- h. GPAC Subcommittees membership
 - i. Dr. Chung (re: 2E) and Dean Wiggins (re: 2.1) asked what is the membership of the three GPAC standing committees? There is no present membership except as pre-determined for the Budget Committee. The Dean will e-mail Board members for volunteers for each committee.
- i. ILL—FAU mail service
 - i. The Board agreed that BC ILL staff have permission to send ILL articles to FAU faculty using the internal FAU Davie campus mail.

VII. Announcements

- a. The Library staff held a Staff Retreat over the summer with guest speakers on the topics of professionalism and customer service. The Library held an Open House in September which proved very successful. Students received swag from our vendors, food and drink, watched a movie on hip-hop music and participated in a library scavenger hunt.
- b. Judi Tidwell asked if the Advisory Board could meet twice a semester. All agreed and the date of Dec 4, 2015 was selected.
- c. The March minutes should be updated to reflect that Dr. Pat Campbell was in attendance.
- d. There was discussion regarding Room 408 being listed as a classroom due to lack of space on the campus. Dean Murillo responded and suggested that the library make a case for return of that room to the library. The Board wants to know the process for such requests.

VIII. Adjournment

- a. Those present were:

BC Voting

(X) Alice Murillo (on phone)
(X) Patricia Campbell
(X) Judi Tidwell
(X) Sebastian Bennett

FAU Voting

(X) Shireen Lalla
(X) Carol Hixson
(X) Don Adams
(X) Diane Wright

Non-Voting

(X) Sarah Wiggins
(X) Hebah Wasilewski
(X) Leah Plocharczyk (P)
(X) Christopher Johnston

- b. The next meeting is scheduled for Dec 4, 2015 at 2:00 pm in 17/315.