### Minutes of the Library Committee

**Date:** February 28, 2013  
**1:45 p.m. - 2:30 p.m.**

**Present:**  
Abra Flores; Amanda Enfield, Dana Boynton, Maureen Eliot, Ayanna Gaines, Carla Kramer, Tanya Shaffer, Sarah Downs, Kathy Scott; Sandy Hajas, Jim Carriger; Colleen Coffey

**Absent:**  
Ben Somoza; Bob Moskowitz; Bryan Thompson; Donna Roff; Eric Martinsen; Florence La Femina; Jennifer Garcia; Leslie Drayton; Linda Carroll; Lulu Coffey; María Teresa (Gigi) Fiumerodo; Marta Freixas; Peter Sezzi; Ronald Mules; Stacy Sloan Graham; Tanya Shaffer

**Guests:**  

**Recorder:** Ayanna Gaines

### Agenda Item

<table>
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<tr>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned to</th>
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<td>Approval of the Minutes</td>
<td>There was a change in the minutes; it was Maureen who asked if the library still did fundraising.</td>
<td>Change the minutes to reflect the change</td>
<td>February</td>
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<td>Program Review Update: Chairs</td>
<td>The replacement chairs for the floor of the library have been ordered. 120 armless chairs, 4 bar height, and 1 counter height chair of a medium wood, with dark teal fabric, will arrive sometime before the end of the school year. The new computer chairs, black ones similar to those downstairs in the BEACH, arrived just before Spring Break and are already in use. The chairs come with a 25-year warranty. In addition to the new chairs, 100 of the old chairs have been cleaned. The money for this was taken out of the budget.</td>
<td>Delivery of new chairs</td>
<td>Spring 2013</td>
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<td>Program Review Update: Laptops</td>
<td>It was confirmed that the laptops were the problem, not the network. Grant sat in on a class observing the laptops in action, and saw their behavior first-hand. Additional wireless access points were added to the room, and they did not address the issue of access. In fact, the second access point was being used to access the student server. It was confirmed that there is money set aside for purchasing laptops.</td>
<td>Purchase of new laptops</td>
<td>IT</td>
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<td>Library Instruction in the Classroom</td>
<td>Ayanna sent out an email to department heads offering to do library instruction in their classrooms. She included in her email a flyer explaining the changes to the library website. It was suggested that she also call people personally and offer instruction. Maureen, Colleen, and Amanda took her up on her offer to do library instruction, and she set up times to do library instruction in the classroom.</td>
<td>Call instructors offering library instruction; do library instruction in the classroom</td>
<td>Spring semester</td>
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<td>Other Business: New Accreditation</td>
<td>Kathy noted that, according to new accreditation rules, students need a place to note any complaints they may have about services such as the library, and that the library needs to keep track of such complaints. In fact, there is an entire standard dedicated solely to the library. It was suggested that the library create an online</td>
<td>Create a complaint/constructive criticism form</td>
<td>Spring semester</td>
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Rules

form for complaints, but that we keep our regular form as well. There should also be a link on the library computer desktops to a complaint form. Amanda wondered whether there was a way to construct the form in positive language, asking for constructive criticism instead of complaints. It was also pondered whether the form should be anonymous or request contact information from respondents. It was decided that those filling out the form should be given the choice of submitting that information.

Other Business:
Library Fundraising

Maureen reported that she contacted people who had previously been on the Library Committee, who informed her that it was currently too late in the semester to begin fundraising efforts. However, Bob Moskowitz did offer to do a Trivial Pursuit fundraiser in the fall. Maureen suggested doing other fundraisers, such as a talent show, as well. The timing at this time of the semester, however, is difficult. Those interested in the fundraising subgroup, which include Sandy and Ayanna, will meet at another time to discuss options for fundraising.

Respectfully submitted,

Ayanna Gaines,
Chair