

#1Moody Staff Lounge 12/18/07
 #4 Poage 1/23/08
 #7 Texas Collections 4/7/08

#2 IT Break room 12/19/07
 #5 Moody Staff Lounge 1/28/08

#3IT Robinson Tower 1/22/08
 #6 ABL 2/05/08

SUMMARY IT/Library – Town Hall Meetings				
Updated: 4/24/08				
Communications	<ul style="list-style-type: none"> Positive feedback on openness of e-mails. Continue the “Connection with VP/Dean”. Useful and informative Add table of contents at the beginning and number the topics. Less information with more bullets – organize and make it easier to read fast 	<ul style="list-style-type: none"> Need to be more departmental meetings Pattie will encourage dept heads to model – healthy organization is transparent Need some feedback on how and what types of meetings are needed Departments shift from e-mails to one-on-one sessions with individuals Pattie & Bill will be more in contact with different departments. 	<ul style="list-style-type: none"> Need to hear more from the Library Council – post current minutes on web –Develop a brochure for each library. Need more communication from departments in library. 	<ul style="list-style-type: none"> Dean need to be proactive in communicating information and not after it’s done.
Planned Renovation	<ul style="list-style-type: none"> Renovation of EL Tutoring Area Purchase additional equipment to expand digitization area. Have all the money to expand the Riley Digitization Center project. Need more collaborative space for students. 	<ul style="list-style-type: none"> EL/Classrooms. Have gotten money from donor to do some renovation. Continuing to work on the concept - drawing expected to be complete in February. Tim Logan along with a steering committee is working on this project – making it a collaborative effort. The plan is to start the project this summer. 	<ul style="list-style-type: none"> Computer Lab. Need area for group collaboration – more space for tables, set up rooms with more lighting. Make the computer lab a beautiful area. 	<ul style="list-style-type: none"> What are plans for renovation of the Garden Level? No plans – continuing to work with donors to get money
Gifts/Donors Library Endowments	<ul style="list-style-type: none"> Work on cultivating more interest in giving for renovation of EL 	<ul style="list-style-type: none"> Need other fundraisers for library. Need something to show prospective donors 	<ul style="list-style-type: none"> Plan around Homecoming Host a reception for graduates Need ideas for 2008 	<ul style="list-style-type: none"> Referenced the Class of ’57 “Library Endowment Challenge Needs grants for renovation – need

Grants	<ul style="list-style-type: none"> • Need to be ready to make areas nicer – donors to notice and want to give. • Continuing to raise funds for development and working closely with John Wilson. 	<ul style="list-style-type: none"> • Need to find people that are interested in books • Need \$12 Million for BAIRS 	<ul style="list-style-type: none"> • Start cultivation with donors to help them see how they can help. 	<ul style="list-style-type: none"> • to expand. • ABL – need grant for AC • Grant for HP
Facilities	<ul style="list-style-type: none"> • Java City extended hours during finals. • Wish that : Java City was open consistently – same hours as library. and after students are gone (e.g. holidays, breaks, etc) and how about Friday afternoons. • Pattie wants to help Java City increase revenue – need to stay open 	<ul style="list-style-type: none"> • Place umbrella tables on deck areas around Moody. Pattie asked for feedback. • Need bigger trash cans when transitioning to 24 hr period (e.g. 1st floor Moody and 2nd floor Jones. 		
Security	<ul style="list-style-type: none"> • 24 Hr Access - New full-time staff as Library Security Coordinator 	<ul style="list-style-type: none"> • Reviewed security projects 	<ul style="list-style-type: none"> • Security to focus on monitoring the entrance and exits of the library. “Beef Up” security – want students to feel safe. 	<ul style="list-style-type: none"> • Concerned about security in the area with study resources near the govt. doc
IT/Libraries Meetings		<ul style="list-style-type: none"> • Social come & go for both groups once/year • Fall or later in the Spring • Pattie ask for input 	<ul style="list-style-type: none"> • Communicate to groups the plans for meetings to stimulate interest. 	
IT/Library Equipment	<ul style="list-style-type: none"> • Replacement cycle for computers needs to be less than 5 years 	<ul style="list-style-type: none"> • Better connectivity-wireless on campus. • Increase in connectivity. Need to add more access points. • Need better reception in conference rooms 	<ul style="list-style-type: none"> • Duplexing. Planning to install duplexing feature on all printers in library. • Encouraged others to submit ideas on this effort. • Is there any way to monitor it? 	<ul style="list-style-type: none"> • Need more power-up tables with outlets. • Chairs that are comfortable vs. special computer chairs <ul style="list-style-type: none"> ○ Non-tablets and make them comfortable <p>Wagon wheel outlets (eliminate elect. Cords) – safety hazard.</p>

Specific to Moody	<ul style="list-style-type: none"> Remove shelves labeled "Govt. Doc Journals" located on Garden Level Great group study space - renovate and make it a comfortable study area Soft Seating – floor pillows in lounge area. Need shelving to stack pillows. 	<ul style="list-style-type: none"> Consider small rooms <ul style="list-style-type: none"> Rooms with glass floor to ceiling AV equipment Casual Reading Space – Casual Reading Materials: e.g. magazines, thesaurus, dictionary, current/popular magazines, fiction collections, best sellers, news periodicals, pencil sharpener, stapler, cheap pencils, casual books (fiction/non-fiction, book referrals on Talk Shows, casual reading to help students take a break. Kathy Hillman will follow up with cost. 	<ul style="list-style-type: none"> Change Govt doc area to model the layout of the carousel near the circulation desk w/lower chairs. Need money to make changes to the Automatic Retrieval System. Develop a team to visit other libraries that have a similar ARS in place. 	<ul style="list-style-type: none"> Restrooms. Doors need some type of opening (frosted window) to know when someone is entering or exiting to avoid a possible injury. Need to have restrooms that have high quality features.
Specific to Jones	<ul style="list-style-type: none"> Restrooms. Doors need some type of opening (frosted window) to know when someone is entering or exiting to avoid a possible injury. Need to have restrooms that have high quality features. 			
Town Hall Mtgs	<ul style="list-style-type: none"> Direct Positive Feedback 	<ul style="list-style-type: none"> Meetings are good Pattie is visible and interacting with the different groups. 	<ul style="list-style-type: none"> IT/Libraries preferred Town Hall meeting format -Pattie to schedule future meetings. 	
Resources	<ul style="list-style-type: none"> Develop/Acquire resources from BU grads who are IT people in the workplace 	<ul style="list-style-type: none"> Need to benefit more from better education for professors on use of databases and how to access. Develop better outreach for students and faculty Who should we educate and how? Develop on line tutorials. Train Admin staff to assist faculty members Newsletter: "Tips on How to 	<ul style="list-style-type: none"> Collection of DVD's on Foreign Languages for conversation purposes <ul style="list-style-type: none"> Pattie will follow up with Mike Morrison. 	

		Access Databases”		
Misc	<ul style="list-style-type: none"> Continue office hours Positive option to visit with Dean 	<ul style="list-style-type: none"> Partnership w/others-people, universities, etc – share ideas, create trust Learn from partnership between TAMU and recent success w/Nursing School. 	<ul style="list-style-type: none"> Need an office for grant writing – grant writing experience person needed. This would be an opportunity – check with AMIGOS. 	<ul style="list-style-type: none"> Opportunities for working together -Library/IT Partner and work as a community and develop grants.
Misc (cont.)	<u>Textbooks.</u> <ul style="list-style-type: none"> Participants suggested that Library provide textbooks to check out. Textbooks on reserve. Textbooks that students are asked to purchase by professors – used only for a specific reading project. Ask students to donate (recycle) their books to the Library. 	<ul style="list-style-type: none"> Crouch Library. Have more DVD’s to check out for students. Rent a Collection – Best Seller DVD’s. Discussed area in Crouch Library that need attention – casual furniture, floor pillows, rug, etc. What are the plans? 		<ul style="list-style-type: none"> Discussed BAIRS and opportunities reference to having everything in house and not stored off-site. Need input from library and other constituents.
Specific to ABL	<ul style="list-style-type: none"> Upgrade air conditioning scheduled. Comments: <ul style="list-style-type: none"> Would like to have some input – prepare for what we know (e.g. shutdown and for how long). 	<ul style="list-style-type: none"> Consult and communicate with ABL staff before work is scheduled to be done at ABL. ABL have input during the planning stages of the renovations. Communication/conversations before and during the renovations. Need grant writing assistance – contract and hire a professional. Cyndie Burgess will follow up. 	<ul style="list-style-type: none"> What areas need renovation? <u>Summer 2008 Review</u> 3 Rooms upstairs – remove the asbestos and make better use of spaces. Cleaning/Washing the bricks on the building – appearance of black mold. Cox Lecture Hall. Used fairly frequently; steady stream at times; tour groups from schools. CLH: Donor proposition to refresh and upgrade AV technology. Double Metal Doors located on the north side lower level. 	<ul style="list-style-type: none"> Develop 5-Year Plan for ABL Additional shelving for future collections Removing collections and placing in storage and replace with new collections. Use BAIRS for archiving – solution for off-site storage to replace O’Grady. ABL will submit proposal to Pattie on ways to increase the traffic of visitors to ABL. - Increase the hours open on

			<p>Security and weather issues. Provide estimate for permanently enclosing.</p> <ul style="list-style-type: none"> 	<p>Saturday and Sundays. - What would be the proposed hours and cost involved?</p>
<p>Specific To Texas Collections</p>	<ul style="list-style-type: none"> Question: What are the expectations for the Libraries? <ul style="list-style-type: none"> - Surpassed expectations - Encourage collaboration with other Libraries - Baylor and Wellesley very similar - Very good best practices in place - Referenced that the BGCT Academic Librarian meeting was held on campus. - More presentation from Libraries on the national level. - Would like to see the Libraries get more grants - Need more resources for the work. - Need expertise for grant writing. - Need to develop a good maintenance schedule for the libraries. 	<ul style="list-style-type: none"> Pattie commented that we need to let EC know what's important to us and then let them know how we can move money from another budget source in order to move forward with a more urgent project need for the libraries. Reallocation is important for us to show that we can do part of the money and then ask for the rest in review. Question. How can Texas Collection's expand the department technology budget? <ul style="list-style-type: none"> - Need to make Pattie aware of needs. What are the library's needs for 2009? Comment made reference to BearQuest vs Project Office. BearQuest will get better. Communication is very important – stay in contact with Dean and Assoc. Dean. 	<ul style="list-style-type: none"> ITS vs Texas Collections. It was expressed there seems to be a disconnect between the two areas in reporting problems and requesting service/assistance. There seems to be a communications breakdown. Pattie suggested keeping a log with dates and what was reported with ticket numbers. She said Texas Collection needs to report all issues to Helpdesk so it can be tracked. Services required from ITS: <ul style="list-style-type: none"> - Maintenance cycle on computers need attention - Staff computers are on a 4th year cycle – currently on 5th year. - Need to have old computers replaced. Texas Collection has the money to purchase new computers. Kathy Hinton will provide complete summary on the computer problem and forward to Pattie. 	<p>Extended Public Service Hours.</p> <ul style="list-style-type: none"> Pattie will look for leadership from TC around the demand and need for extended hours (e.g. evenings, Saturdays, etc). Find out what the needs are for the community. <p>History Fair Months (Jan & Feb)</p> <ul style="list-style-type: none"> Pattie is open but stated need to be cautious. Need to considerate it carefully and make a proposal to the Dean. <p>Kathy Hinton will send Pattie an outline of what TC is presently doing now. Pattie commented that she will support events for TC.</p> <p>Parking is a problem for visitor's access to the library. The parking garage is near but need more parking spaces/handicap. - suggestion was made to provide shuttle service for visitors/groups from Wiethorn to TC. Consider using the library golf cart.</p>