**Library Advisory Committee**

**Meeting Minutes**

October 21, 2022 | 1:00 – 2:00pm

**Present:** Greg Jones, Li Ren-Kaplan, Ulysses Fann, Sarika Joshi, Brett Holbrook, Randy Handel, Nance Lempinen-Leedy

* In lieu of chair, Lempinen-Leedy called the meeting to order at 1:03pm.

**Updates**

* Lempinen-Leedy gave an update regarding personnel changes to the committee:
* Doug Klepper will retire in May 2023 and is stepping down from the committee
* Klepper nominated and the committee welcomes Sarika Joshi representing Social & Behavioral Sciences
* Fann nominated Holbrook as chair, Holbrook accepted, committee unanimously approved.
  + - * Lempinen-Leedy gave an update regarding personnel changes at the library
        + Scott Tarbox, library liaison to Business and ITE, relocated to the Library & Learning Commons at Blount Hall. Serving Business and ITE students as well as general education students taking classes about Blount.
        + Currently interviewing for a PT Librarian; hope to have position filled in time for training before the winter break.
        + Designated faculty position allowed for a promotion of a PT librarian to full-time through June 2023.
        + Library Director remains an open position.

**New Business**

* Lempinen-Leedy introduced overall review of library policies for clarity and inclusion; reviewed updates to the Building Use and Study Room policies with the committee.
* Holbrook made a motion to approve Building Use Policy, Jones seconded. *Approved*
* Jones made a motion to approved Study Room Policy, Holbrook seconded. *Approved*
* Lempinen-Leedy proposed sunsetting the Liaison Policy as a policy, converting it to an internal procedural document, and removing it from the library website. *Approved*

**Open Discussion**

* Ren-Kaplan asked for an update on the Personal Librarian project. Lempinen-Leedy responded that it is on hold for now. Instead, librarians are now available by appointment to students via Navigate. Instructions are available via video tutorial, <https://sfcollege.libguides.com/tutorials/appointments>, and can be shared widely with departments.
* Handel asked if the library was involved in the campus use of Portfolium and observed there may be an opportunity for students to engage in research elements that would boost use of library resources with an eventual tie-in to RUE. *Lempinen-Leedy will reach out for information about Portfolium and the DLP.*

**Adjournment** – Holbrook adjourned the meeting at 1:40pm