

**Library Committee Meeting
Minutes
September 18, 2008**

In attendance: Bill Bearden, Kerry Chang-FitzGibbon, Linda Feeney, Michael Lague, Betsy McShea, Rita Mulholland, Tom Nolan, Klee O'Shea, David Pinto, Greta von der Luft, Laura Zucconi

The meeting was called to order at 4:35 pm. After introductions of old and new committee members, it was noted that Ellen Kraft, representative from the School of Business, and Mac Avery, representative from the School of Social and Behavioral Sciences, would not be attending the meeting.

Minutes

The April 17, 2008, minutes were accepted.

Review of Library Committee Charge

For purposes of information and clarification, David Pinto distributed a brief description of the Faculty Assembly's charge to the Library Committee. He then read aloud the charge to the assembled committee.

Budget Update

A spreadsheet showing library spending from FY2002 to the present was handed out to committee members. David Pinto noted that, since FY2002, the library has experienced a 5.3% reduction in its overall budget. During that same time an ever increasing number of library resources have been added. He noted that, after submitting a special request to Academic Affairs, an additional \$112,000 had been added to this year's budget.

Klee O'Shea noted the lack of any allocation for the purchase of new computer equipment. David replied that the library has benefited by having its public computer equipment supplied by Computer Services. No staff computer has been replaced since FY 2005. He concluded by saying that, even with the additional money, the library was still facing spending cuts.

Acquisitions: report on expenditures from last year

Bill Bearden spoke about spending for books and media. He presented a table showing both FY2008 final spending and FY2009 current allocations and spending. It was noted that two new funds have been established this fiscal year, Education and Health Sciences. Each is allocated \$5,500 for faculty books and media requests. The total allocation is \$75,000, the same as the previous year.

A handout was distributed outlining how the library develops the collection and how faculty can go about ordering books and media. Bill noted that this year he would be distributing Blackwell's notification slips electronically to committee representatives. Choice review cards will still be distributed by campus mail.

Plans for cutting back

David Pinto presented the committee with basic numbers in this year's budget:

Library	Spent FY08	\$1,006,854
Non-salary	Allocation FY09	1,066,550
		(approx. \$60,000 increase)

FY09	Additional Costs	
	TES & Student Hours	\$20,000
	NJKI Databases	27,000
	Science Direct increase	<u>5,000</u>
	Total	\$52,000

FY08	Acquisitions	\$871,334
	Less Science Direct	<u>91,000</u>
		\$780,344
		X <u>.06</u> (6% inflation)
		\$46,820 additional funds needed
		- <u>8,000</u> available
		<u>\$38,820</u> target for cuts

Recommended cuts

A. Equipment service contract	\$1,000
B. Continuations	6,000
C. Book	5,000
D. Subscriptions	<u>26,820</u>
	\$38,820

A list showing periodical titles with low usage was distributed to the committee. David explained that, after examining four years of usage data, those titles with **fewer than two uses per year** were selected to be dropped from our subscription list. Those titles highlighted on the list will continue to be available in electronic format. The library feels it can no longer support subscriptions for periodicals showing little use. Laura Zucconi said two of the titles on the list will be important to a new course she will be offering. Greta von der Luft added that some programs were planning offering masters degrees and that cutting some of the journals on the list would adversely impact them. David Pinto replied that he would like to see a written justification from faculty recommending retention of each low-use journal.

The low-use periodicals list will be sent to committee members for distribution to the faculty. The library asks that, by October 10, faculty submit any comments about the proposed cancellations or any request to retain an individual title. Since the dollar amount of cuts totals \$28,000, some of the low-use journals need not be dropped. However, if the agreed on cuts do not result in approximately \$26,000 worth of savings, the library will have to make cuts in faculty book and media allocations to make up the difference.

Fee-based Interlibrary Loans

David Pinto read a letter from Michael Hayse, Director of Holocaust and Genocide Studies master's program, protesting the proposed plan to eliminate fee-based interlibrary loans. The letter was co-signed by five other directors of master's programs at the college. David Pinto stated that, while he had been considering eliminating fee-based interlibrary loans, he had determined that it would be unnecessary at this time due to the infusion of funds after the library's initial allocation.

Other business

Future Library Committee meetings were scheduled for October 23 and November 20.

The meeting was adjourned at 5:50 pm.