

Queensborough Community College  
of the City University of New York

Minutes of the Library Committee  
A Standing Committee of the Academic Senate

Date: October 15, 2014 at 12:30PM.

Secretary: Diane M. Carey

Committee Members in Attendance:

Prof. Helmut Loeffler (Chair)

Prof. Sujun Wei

Prof. Lisa Scandaliato

Prof. Joanne Chang

Prof. Liz DiGiorgio

Prof. Jeanne Galvin

Student Representative:

Pasany K. Manzoor

## MINUTES

### 1. Art Work

- Selected art work will be refurbished at minimal cost?
- To be included: Student work, donations from the Art Gallery, posters, and work from the student "Juries."
- Chair, Bob Rogers, has offered to reproduce all of the photographs. Eight or nine have been selected.
- Standard sizes, color, and black and white for pictures.
- Posters are large and very colorful.
- PowerPoint of posters to be shown at the next meeting in order to make a selection. To be determined based on the budget. Jeanne Galvin will look into the actual budget amount and report back at the next meeting. Maybe six to eight posters to be placed at various places around the library. Locations were determined at previous meetings.

### 2. ADA Accessibility

- Paul Tellers (Campus Facilities) is drawing up a design for the ADA standardized bathroom.
- Prof. Loeffler will contact Paul Tellers for an update.

### 3. Installation of library monitors (thirty-two inch display)

- Not possible due to limited budget.
- Pictures of the nearby pond would serve as a wonderful display for the library.
- Prof. Scandaliato suggested that the library purchase a standard TV monitor to display. Prof. Scandaliato will look into this.

### 4. Space

- The enclosure of the balcony is underway. President Diane Call and Joe Cartolano (Buildings and Grounds) have visited the space, and presented drawings about the arrangement of the furniture. This will be a completely silent study area. The need for a silent study space has been the largest complaint of the students.
- Last drawing included about twenty-nine to thirty carrels with varying arrangements. Some seating would be along the windows with viewing of the outside. As the planning progresses, student council will meet to choose the furniture.
- Gisela Rivera will be involved in scheduling this meeting with the students. To date, a meeting with the student council has not been scheduled.

### 5. Correction to Year-End Report (May 2014) - Prof. Galvin made a two post-note comments to the Year-End Report.

#### First: Hours for the Library.

- Prof. Chang reported that some corrections were already made as directed by Dr. Phil Pecorino.
- Current hours:
- Monday - Friday: 7:30-9:00PM (Last month of the semester open until 10:00PM)
- Saturday: 10:00AM - 4:00PM
- Sunday: 10:00AM-3:00PM

#### Second:

- The services are not consolidated but the Circulation and Reserve Desk visual sight line now has increased visibility to students, faculty, and staff.

Jeanne will send the corrected memo to Prof. DiGiorgio and Prof. Loeffler will contact Dave Moretti to have the update loaded to the Academic Senate QCC link.

### 6. Charges

- Security for Library holdings: Alarm system in place for stolen books at the door. Alarm on third floor has limited security (due to poor battery life) for the books. Missing books are reported to the library staff when they are not in the designated location. The library staff then logs it in the computer until found, and eventually will purchase a replacement if the book (s) is not located.
- Assess the Availability of Library Resources Print and Electronic: Extra copies of the reserve books are purchased. The reserve books are available for two hour periods. Prof. Galvin suggested that the reserve books could be available to leave the library location to allow the students to take the books to the tutoring center, class room, etc.

Prof. Galvin suggested that the purchase of an electronic desensitizer would make this possible. A purchase is in the process.

- Space: More space is always needed for the collection of the print material. Prof. Galvin mentioned putting the out-of-date material in a basement storage area. The space in the basement has been confirmed. Cleanliness is of concern. Discussion is in progress to replace the removed bookshelves with more carrels.
- Art Work: Discussed at beginning of minutes. See notes.
- Library Hours: Discussed at beginning of minutes. See notes.
- Study Space: new enclosure discussed at the beginning of minutes.
- Access Electronic Reserve books: Students with I.D.s can access the electronic resources from anywhere outside of the library.
- Monitor Implications of Technology Plan and Library Access: This summer IT has increased the access points. The internet should not die if you are using the Internet within the Library Building.
- Request reports on Library Support Staff for faculty and student across curricular: Prof Galvin stated that tracking is maintained on all students who request any type of assistance in the library. Prof. Galvin's annual report includes all classes that are held in the library. As well as, the Embedded Librarian program. Prof. Galvin will contact the Academic Senate and inquire if additional information is requested.
- Availability of eText for students: eText books are copyrighted and not available at this time through the library. Library buys digital books and periodicals.
- Long Term Plan: Tabled for now.
- Funds for books: Funding comes from Central Office and the Board of Trustees. Funds are used for print and digital materials that would be useful for undergraduate students. Some funding comes from Tech fee money. Barnes and Noble has an agreement to give \$15,000 worth of text books per year to the library (the newest edition only).

Meeting Adjourned.

Respectfully submitted,  
Diane M. Carey, Lecturer  
Speech Communication and Theatre Arts Department