Present: Bill Evans, Charlene Hurt, Philo Hutcheson, Chair, Hugo Mendez, Roger Presley, Guest; Michael Vaughn; and Linda Vincent.

Philo Hutcheson called the meeting to order.

Approval of Minutes:

The October 30, 2000, minutes were distributed. There were some minor editorial changes made to them. Bill Evans moved that the minutes be approved as amended and Linda Vincent seconded the motion. The minutes were approved as amended.

The November 30, 2000, minutes had previously been distributed via email to the Committee membership. Bill Evans moved that they be approved as distributed. Linda Vincent seconded the motion. The minutes were approved as distributed.

Philo Hutcheson asked that the approved minutes be sent to Mary Nell Stone in the Senate Office.

Philo Hutcheson said that he basically had two agenda items: discussion of the proposed Library Task Force for a Library Master Plan, and the Library FY 2002 budget proposal.

Library Task Force:

Charlene Hurt talked about the need to have a Library Building Master Plan. She explained how we need to make strategic decisions about the use of library space. Our statistics show use of library materials and facilities is down, while use of our online services is up. However, the library continues to be important as a “place.” For example, students working on collaborative work assignments use it heavily. We also need archival storage space badly, especially if we are to be known for our special collections. Every offer of a gift, such as the wonderful gift from Meg Harper’s father of about 3,000 books on Irish literature, brings up space issues.

Hurt went on to explain that the exterior of Library South is being replaced, and they are trying to decide what to replace it with. She was asked what would be going on in this building five to 10 years from now. What do we want it to be? What message do we want to give?

Hurt said that she had proposed to the Provost that we hire an architectural company that is experienced with library buildings. She proposed that we have a library task force to advise and oversee this project. She said that we have the money this year to hire such a consultant. Also, by developing a master plan for the library, we hope that this will help us raise money in our development efforts.

Philo Hutcheson said he had been thinking about whom should be on such a Task Force. He thought it should be people who use and understand the changing services of the library, and the move towards more and more electronic resources. However, we also need people who understand and have a feeling for the physical library, its special collections and who appreciate its one on one services.

Charlene Hurt said we are participating with the Urban 13 Library group, looking at the unique problems and
opportunities of urban libraries. They are looking at grant opportunities for urban libraries, and opportunities for collaboration that might be available.

Linda Vincent asked if we would be looking for student participants on this Task Force. Philo Hutcheson said, yes, this would be very important. He is looking for a Task Force made up on 8 to 10 participants.

Hugo Mendez asked if building a new building was out of the question. He said that many university libraries have a graduate library as well as an undergraduate library. Charlene said that this was an interesting idea and that perhaps we could think about one of our two buildings or a portion of one, being an undergraduate library and the other a graduate one.

Philo Hutcheson suggested sending a memo to each the deans, GSA and the Staff Advisory council, soliciting nominations for participants on the Task Force. It was decided that Charlene Hurt would send the memo.

Michael Vaughn asked if we had any connections with the Emory library, which had done a recent library renovation and building project. Charlene Hurt said that she had thought of asking Joan Gotwells, the Emory University Library Director, who she recommended that we talk with.

The Committee recommended that Charlene Hurt be the person to choose the consultant for the Master Plan. She said that Greg Wright of Planning and Facilities would be helping her to write an RFP to hire a consultant.

Library Budget:

Charlene Hurt distributed her contingency fund request that was submitted last Friday, February 2, 2001. She said that the Library's FY 2002 budget was being presented to FACP tomorrow, Thursday, February 8th. She said that each area had been asked to submit three scenarios: 1) redirection monies and monies that should be in a continuing budget; 2) if we were asked to give back money, what would it be; and, 3) what new funds are we requesting.

The redirection scenario was relatively easy because of many internal initiatives that have required redirecting resources. As for the second part of scenario 1, she said that she was requesting that $100,000 be moved to the base book budget in keeping with the long-standing recommendations of SLAC. For the second scenario as to what we would give back, she said she recommended that we suspend binding library materials and microform replacement for one year. This, of course, would be with the understanding that we would have to continue this activity later and could not suspend binding indefinitely. However, from looking at how many titles we currently get back files on in either a microform or electronically, this is an activity that we could suspend temporarily. As to what new money we would ask for, Ms. Hurt said we were asking for a minority internship for recent MLS graduates and an additional Business Liaison position.

Michael Vaughn asked where we were with catching up on the current binding backlog. Roger Presley said that we were making progress on the binding backlog and anticipated spending the entire $60,000 that was allocated for binding this year. He said that he would get specific figures from the Head of Acquisitions.

Presley then reported on the progress of setting up a Faculty Liaison meeting. He said that a group had been formed of the Head of Collection Development and three liaison librarians to choose a date and come up with an agenda for the meeting to be presented to Ms. Hurt for approval. He said that they were looking at having the meeting around the end of April. After some discussion, it was decided that since we had waited this long into the year for the meeting that it would be better to just wait and have the meeting in the fall, 2002. This way we could catch new Faculty Liaisons and could give information on the new 2002 book budget. This
was agreed. Presley said he would inform the Committee to plan for the meeting in the fall, 2002.

**Next Meeting:**

Philo Hutcheson asked if it is necessary to meet before the next University Senate meeting in April. It was decided that the next meeting would be in mid-March to get an update on the Task Force being formed and to elect a new chair for the committee for the coming year.

It was also noted that we have additional paper copies of the budget charts if anyone would like a paper copy in addition to the electronic file of them sent earlier to the Committee. If so, please let Roger Presley know at 1-2172 or via email rpresley@gsu.edu, and we'll send you a paper copy of the charts.

Respectfully submitted,

Roger L. Presley, Recorder