1. The meeting was called to order in Room 107, Memorial Library, at 3:35pm by the Chair, Dr. William Kos.

2. Dr. Burckel updated the Board on the Libraries’ pilot project for electronic reserves. A sheet containing the number of faculty participating, the courses, and the pages mounted was distributed. To date, 185 articles have been placed on electronic reserve. Preliminary feedback from the faculty and students has been very positive.

3. At a meeting during the last academic year, the issue of the perceived ineffectiveness of the personal reserve request function was brought to the attention of the Libraries. After the issue was brought forward, several changes in procedure were made. It now appears that the system is working effectively. If anyone has a problem with this service, please contact the Libraries’ Acquisitions or Access Services Departments.

4. Jim Lowrey, the Head of Automation and Systems for the Libraries, briefed the Board on the plans for wireless laptop use in Memorial. The Parents’ Association funded this project with the target audience being undergraduates. The wireless option is comparable in speed to cable at less fixed cost, since wiring is a major expense. It also allows laptop users more latitude to choose where they wish to work. The wireless network is functional throughout much of Memorial Library. Fifteen (15) laptops are available to be checked out to students for a three-hour period. Plans for the future include checkout of wireless cards to be inserted in users’ own laptops.

The Libraries are the first area of the University to use wireless technology, however, Public Safety will be bringing up its own wireless system soon

If anyone has questions for Jim Lowrey, please contact him by telephone at 8-6323 or via e-mail at jim.lowrey@marquette.edu.

5. Discussion turned to how the Library Board can better serve as a conduit not only from the faculty to the Library, but from the Board to the faculty. Currently, Board members bring faculty issues to the Library and meeting minutes are distributed to the library representatives. Dr. Burckel asked how the Board could more actively assist in communicating with our constituencies.
Dr. Burckel invited the faculty to think of ways that the faculty representatives could serve as conduits for information flow between faculty and the Libraries. Possibilities could include sending Board minutes to more faculty or more publicity for Libraries’ services such as electronic reserve. Print copies of the “Faculty Guide to the Libraries” were distributed. This Guide is designed to describe the Libraries’ services and, therefore, facilitate their use by the faculty.

Faculty word of mouth is a valuable method to distribute what is going on in the Libraries. The more faculty know about the Libraries, the more they will know what their students experience. Librarians need to learn what the faculty are thinking and doing. Dr. Burckel requested the Board members to ask for feedback regarding the Libraries from other faculty.

6. Raynor Library – Dr. Burckel described the current status of the planning for the Raynor Library. He noted that the Board of Trustees wanted to make sure that the library building will be distinctive. It is likely that Special Collections and Archives will be placed in a renovated Memorial Library or in the vacated Science Library. Burckel then used several sketches mounted on display board to illustrate various conceptions of the proposed Raynor Library.

7. Burckel mentioned that the Libraries prepare objectives for each year to guide the Libraries efforts. Three times each year, the staff reviews what has been done for these objectives. He distributed the first page of the results for 1998-1999. Faculty can visit the location of the full report on the Libraries’ Website: http://www.marquette.edu/library/plans/index.html. Also distributed was the index page for the Libraries’ 1999-2000 objectives, which are also accessible on the Libraries’ website. Burckel encouraged faculty to visit the sites to see what the Libraries have and are accomplishing.

8. It was noted that the new beverage policy, which allows drinking of liquids within the Libraries with an “authorized” non-spill container, has been implemented. First reactions from students have been very positive. The Libraries are selling authorized mugs for $1.

9. Collection Development Librarians are launching an initiative to orient faculty, who have been at the University for a while, to the new services available on the MORE website. Also, these librarians are interested in learning the needs of the faculty so that the Libraries might better serve them.

10. The meeting was adjourned at 4:48pm.

11. The next meeting was tentatively set for 3:30pm on Thursday, December 16.

Minutes prepared by J. Kirk.

cc: Dr. David Buckholdt
    Members of the University Library Board
    Faculty Library Representatives