

LIBRARY SERVICES COMMITTEE

Minutes for May 1, 2003

In attendance: John Andrus, Godlind Johnson, Maryanne Vigneaux, Jason Torre, Linda Crawford, April Brazill
Absent: Gulnara Shafikova

Marquee:

As Paul Weiner was out ill, discussion about the marquee will be part of the agenda for the next meeting.

Library Info Tables:

Since Paul is chair of Publications and Publicity he will have an opportunity at the next meeting to contribute to our discussion of the overlap of LSC with regard to setting up a library information site.

Maryanne said that the P & P Committee has been increasingly involved in representing the library at campus events. Table covers with University Libraries and campus logo, as well as handouts help to promote interest in the table as a source of information.

Godlind mentioned that the Melville Library used to use the horseshoe at the entrance by the CRR as an information area for library only literature. For a week at the beginning of the fall semester this info area was staffed by library staff. The idea of featuring just the library was well received. Jason commented that both LSC and P & P could be part of this. A sign up sheet would be available to all staff to participate.

Library Staff Enrichment:

John suggested resuming the occasional series of hour-long presentations (between 4 and 5 pm) in the Javits Room. (the so-called "Mind and Spirits Series") with a talk by Gisele on her sabbatical project working at the Schomberg Center with the papers of the Broadway arranger Luther Henderson. She would like a date in mid-June though not on Thursday. June 10 or 11 were suggested. [Since the meeting, the 10th has been confirmed with her.]

Floor Plans:

Jason passed around the floor plans (a few were missing due to a printing problem). Those we looked at were B/W, however the final plans would show the colors standard for certain areas. These plans were to size 8 ½ x 11" and reflected the suggestions made by Jim LaPiano and a few other staff. Godlind suggested adding call letters for stack areas. Room numbers would be added for all major rooms +Alliance room. We all verbally stated OK and go ahead with the next step. Maryanne read the price list from Kinkos. It will cost .75 for a glossy, cardstock, single sided and in color letter sized sheet. She will order floor plans in color:

7	Basement	
10	First floor	
12	Second floor	TOTAL 59
13	Third floor	
10	Fourth floor	
7	Fifth floor	

After printing these signs, plexiglass will be used to protect them on the walls near the Exits/Stairs/Elevators. Patchogue Plate Glass Co. Inc. sent a quote for a ¼" sheet 4feet by 8 feet for \$115.00. We may decide to get 1/8". We need 2 sheets as 32 10" x 12" pieces can be cut out

of each sheet. Jason suggested that we take a look at the signage at the SAC which is mounted under plexiglass and framed.

Outside Display Boards:

Claridge is supplying 2, 2 feet x 3 feet weatherproof boards. The requisition is up in Procurement. It should take 6 – 8 weeks for delivery.

Signs:

There are 2 signs near Elaine's office that are incorrect. Jim will be asked to have them removed.

Clocks:

A request was made to purchase 2 battery operated clocks for the 2nd floor in the NRR. Maryanne will order these from staples and when they come in check with Elaine who will choose the sites. Jim will need to put in a work order.

Library Services Committee Charge:

At the faculty meeting Barbara Brand suggested leaving the charge as is – if it is vague there is more room for interpretation. We agreed to go along with this.

Adjourn at 3:15 pm. **NEXT MEETING:** May 29, 2003