**Library Committee Meeting Minutes  
November 3, 2016 9:30am**

Present: Lisa Frazier, Kathi Griffis, Laurie Walsh, Stephanie Davis, Roger Quijada, Tim Beasley, Jill Chambliss, Gretchen Skivington (remote member), Carrie Gaxiola

Excused Absences (I was told ahead of time these members would be absent): Greg Molyneux (out of office), Eric Walsh (Meeting w/students), Brenda Gonzales (out of office)

Call to Order: 9:31am  
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**1. Library Week**  
note, last week we did a “trial run” of Library Week: Lisa Frazier sent a pop up via WebCampus promoting library research assistance, Christina Park of the library partnered with Kayla McCarson to post a banner on home page, and the library sponsored the Black and White Movie Night   
  
 **Discussion for Ideas for next library week:**

* Get faculty on board to announce in their classes
* All online: Egg hung around spring time – crack open an egg for a clue, and scavenger hunt type game. All that complete will be entered in for an amazon card.
* Post a picture of your favorite book – we can post on the library webpage and also have people use social media using hashtags
* Perhaps we should do an activity once per month
* **Right before Spring Break for timing!**

**2. Website Usability Testing – Students (See handout: “Usability quick fact sheet”)**

* Encourage students to contact Carrie to participate
* 15 minutes per student
* We are seeking 7-10 students
* Please encourage students to participate
  + Lisa Frazier will refer students over that would be considered new users
  + Jill Chambliss will refer students
  + Gretchen Skivington is asked to refer students
  + Library Student workers will participate (count 2-3) they will expose efficiency & satisfaction as they are return users to the sight
* **A google doc is being sent out with the usability questions: Please make any additional suggestions AS SOON AS POSSIBLE as testing begins very soon, see below**
* **CARRIE WILL CONDUCT USABILTY IN HER OFFICE NOVEMBER** tentative 14,15,16,17 as time permits, **solid dates: 21,22,23,28,29,30**
* We discussed how to involve Centers, but not sure how this is possible without training someone at the center to do these tests
* Results and recommendations will be made during December meeting

**3. Strategic Plan Marketing**

* The group went over the draft
* Suggestions and additions were made
* Document will be posted on the Committee website very soon!

**4. Other Business**

Library Updates:

* Working on two grants: one for new technology and security gates and the other for book repair items
* Holocaust exhibit planned for Spring in collaboration with Governor Sandoval’s Holocaust Education Group (April 2017)
* 50th Anniversary coming up – Library has the GBC repository and is patriating in many displays, if you would like to learn more or make a display in your area, contact the library (we have to make sure this is granted permissions as Dr Curtis has this 50th anniversary planned out and we do not want to interfere or replicate anything)
* Zombie Night at the library is November 9th at 6pm
* Dr Webster partnered with library to display Horror Haikus (also on website for distant ed students to view – this was announced via email)
* Upcoming for Spring 2017: Database and Collection review for efficiency
* Library Assistant III has been approved for hire. The posting will go up in the near future. This will allow us to better serve students and even extend our hours of operation

**Discussion on Peabody Change outs!**

* Flag Change-Outs: Bring awareness to what students are lacking awareness in; i.e., books sent to their centers (Jill stated she knows some students in Battle Mountain BUY books from amazon instead of using the library) This needs to be on our radar! Action item for next semester?

**Discussion Regarding Orientation and Library Awareness**

* Centers did distribute library toes, pens, brochures, and book marks to students
* Online orientation did have an assignment – results are not known, Carrie will contact Adriana for results
* Centers have in person orientation and they should have an assignment for students – an example, “Use Cranium Café in WebCampus and IM a librarian to ask what the difference between public library and academic library.” Lisa Frazier stated that once students initially use Cranium Café, their use increases dramatically! Library staff also like to use this as a tool to reach students.
* Training Sessions at the Centers: It has come to our attention via Jill, students approach them (lab aids, Director, etc…) for help and they are not trained in using the databases. The library needs to look into holding a training session for all that have contact such as this at the Centers – schedule this via IAV Lecture Capture so others can watch it if they are unable to attend
* A YouTube channel for the library was suggested. This idea has been discussed in library staff meetings and already is wanted. We will look at putting this together in the near future.

Meeting adjourned: 1035am

**Next meeting:**

**December 1, 2016 @ 9:30am**

**Battle Mountain: Room 3 | Elko: Library Room 110**

Agenda: Review results of Library Website Usability Testing and make recommendations

Guest to Join: Christina Park

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Related Documents:

\*Marketing Strategic Plan

\*Usability Questions

\*Usability Testing Quick Fact Sheet

(All to be posted on Committee website)